

5. INFORMATION ON THE SHELTER BEDDING

Beds & mattresses

There are 10 folding beds with headboards, labelled 1-10. These are for longer staying guests who can use the same numbered bed in each venue.

Please, don't remove any labels! There are 3 smaller beds, without headboards, for the overnigheters or short-term guests.

Bedding

The shelter bedding has been organised into labelled blue IKEA zip bags. There are 24 of them. The labels are in different colours which should help with quick identification of the contents. Please, don't remove any labels!

Duvet and 2 pillow sets (purple and red labels) 12 bags in all.

This gives one set for each bed plus two spare sets. The sets numbered 1-10 are for longer staying guests who use the same set at each venue. Note: Please ensure the bed and the duvet/pillow bag for each individual have the *same* number, for easy identification. (The two additional sets, numbered 11 & 12, are for short term guests.)

Two bags, giving two sets of bedding for each type of item:

Mattress Protectors A & B (yellow labels)

Bottom Sheets A & B (light green labels)

Duvet covers A & B (dark green labels)

Pillow Protectors A & B (pink labels)

Pillow cases A & B (pink labels)

Towels A & B (orange labels)

There are more items than you will need in each bag, to allow for spares.

If you are the first venue, you will get two full sets of everything. Please use only ONE set A or B.

All subsequent venues will get one full set of each labelled item and a set of largely empty labelled bags each with a few clean spares from the previous venue's set. You will also get black bags of the previous venue's used items for washing.

You set up the beds using one full set only, A or B, whichever comes to you.

Please wash the previous venue's used bedding as soon as you can, then when fully dry, put the items in the relevant labelled largely empty bags. These bags (set A or B) will go to the next venue for them to use.

On your last day, please send the used bedding in black bin bags to the next venue to be washed. If you can, please stick labels on your black bags saying 'for washing'.

Please send your nearly empty clean A or B labelled IKEA bags on too and the full A or B clean set. This system seems to work!

(The idea is to keep the blue IKEA bags for clean bedding. Used bedding for washing goes in black bin bags which we ask you to provide as necessary.)