



## Shower Program Instructions

1. **Shower Hours:** Showers are available to First Stop clients from 9:00 am to 12:00 pm Monday through Friday. The last shower should be started at or before 11:45 am.
2. **Sign Ups:**
  - Clients will sign up for a shower at the front desk of the Day Center. After showers have started, clients will sign up directly with the shower volunteer.
3. **Providing Showers:**
  - At 9:00 am, the shower volunteer will take the sign-up sheet from the front desk.
  - The volunteer will call the first 3 people on the list to go back for showers. If someone is not there, they will call the next name on the list.
  - The volunteer will record the shower room the client is assigned to and the time they start their shower.
  - Each person will be given a towel, wash cloth, soap/body wash, and shampoo. Other toiletry items, like conditioner, razors, and toothbrushes, are available as requests and as supplies last.
  - If someone remains in the shower for more than 20 minutes, the volunteer should knock on the door to check on the client. Simply say “I’m just checking to make sure you’re doing okay”. But no time limits will be given.
  - When the client has finished his/her shower, he/she will place their dirty towels in the laundry basket. They should place any trash in the trash can.
  - The volunteer will record the time the client finished their shower.
  - Thank the client for coming.
4. **Cleaning Showers:**
  - To prepare for the next client, the shower volunteer will spray the shower stall, bench, and sink with the cleaner provided by First Stop.
  - The volunteer will rinse the shower using the shower nozzle, and they wipe down the bench and sink with a towel.
  - If the floor is wet, the volunteer will dry it with a towel.
  - On Fridays, at the end of the shower schedule, the volunteer will deep clean the shower stalls, sink and floors.
  - If water backs up into the shower floor, it means the drain hose outside has a kink in it. Get a First Stop staff member to fix this. Discontinue showers until the issue is resolved.
5. **Paperwork:**
  - At the end of the shower schedule, the volunteer will give the sign-in sheets to the Day Center Coordinator to file. Please total up the number of showers that were provided.

**THANK YOU FOR VOLUNTEERING WITH FIRST STOP!**

