Process Flow Diagram

Start

Setup all cots.

Do the guests or the volunteers set up the cots? Does this happen at 9 p.m.? Does the guest get the same cot each night? Yes. Bin No.'s and Cot No.'s

Guests get linens from personal bins and dress beds.

Do the same 12-15 guests stay at the shelter for the entire season? Up to 10 if hypothermia is likely. How many personal bins are available? 2/Person Are they labeled? Yes.

All guests must stay in.

How does the curfew rule work? Guests should be there by 9:30. They will be in bed by 10 p.m.

Do the guests have to be gone and the cots put away by 7 a.m.? Or does the guest just have to be gone and the volunteers put them away? Volunteers wake up at 6 a.m., except on Sat. when they need to be gone by 8:00 a.m. Volunteers sweet, mop, store cots. Guests put away bins.

Guests wake up and remove sheets from cots.

Inspection is performed.

Is inspection done every time? Or only when bed bugs are suspected to be present? On report.

Bed bugs are present. — **Yes** → **Clean cot frame.**

No

Disinfect and place in freezer? Heat walls and cook bed bugs. Or dryer...Triage and containment.

Clean cot matress.

Wipe down with chemical cleaners and place in freezer? Yes.

Wash and dry soiled linens.

Are pillows washed? Periodically. They are not Bedbug resistant. Volunteers wash sheets about 1x per week. Typically on Mondays.

Place cot in storage.

Done by guests or volunteers?

Place linens in bin.

Place bin in storage.

End