

Shelter Kit Assembly Instructions

GOAL: By the end of the shelter kit assembly activity there should be uniform kits (up to 30) ready to give to Montebello in preparation for Operation Stay Safe Volunteer Day in May, 2022.

ASSEMBLY LINE: We recommend creating a line of tables in a room large enough to accommodate the assembly line. Folding tables are ideal for this activity as they are easy to move around. Group the items by category on the tables. If there is not enough room on the table-top for all the items, additional inventory can be placed under the table for convenient replenishment of the table-top throughout the activity.

It is recommended to keep larger cardboard boxes that items were shipped in to store the assembled shelter kits. Please be sure to label each box indicating the number of shelter kits inside.

It is important to start each kit with one of the portable shower caddies followed by larger/heavier items. Smaller, lighter, or more delicate items should be at the end of the assembly line.

ITEMS: Below is a list of items that should be included in every shelter kit. The assembly order can be rearranged as needed.

Order	Item	Quantity
1.	Wastebasket	1
2.	Small Fire Extinguisher	1
3.	Comforter Set	1
4.	Sheet Set	1
5.	Blanket	1
6.	Hand Towel and Washcloth	1
7.	Trash Bags	1
8.	Waterproof Mattress Protector	1
9.	Mesh Laundry Bag	1
10	Pillow	1