

Appendix B

To the Overview of Church-Based Volunteer Host Sites

Facility Preparation



Table of Contents

Page

Shower Buildings Example	3
Bunk Bed Construction Examples	7
Photo Example of Room Dividers	14
New Jersey Fire Code Example	17
Bulletin Board Examples	19



Shower Building Front Doors



Shower Building Inside View



Shower Building Back Door

Materials List for Shower Building

- 1 8 by 10 foot storage shed kit from Lowes Home Improvement. Building must have 8 foot
- 2 tall walls and the gable ends of roof must face the eight foot long sides of the building.

- 3 4 by 4 by 10 foot treated skid posts
- 2 E.L. Mustee 36 by 36 inch shower kits
- 2 50 gallon quick recovery electric water heaters
- 1 200 amp service panel
- 2 36 inch wide exterior doors
- 2 locksets for doors
- 9 rolls insulation
- 15 sheet of ½ inch OSB board
- 25 2 by 4 by 8 foot boards
- 4 1 by 4 by 10 foot boards
- 2 5# box of sheetrock screws
- 2 36 inch long 220 volt baseboard heater
- 2 wall mount thermostats
- 4 new work electrical boxes
- 4 single pole switch
- 2 ceiling mount electric light / fan
- 1 roll roofing paper
- Corrugated metal or fiberglass shingle to cover roof
- 2 gable end vents and flex pipe
- 4 gallons exterior paint
- 130 feet 12-2 with ground wire
- 50 feet 10-2 with ground wire
- 1 100 foot roll ½ inch PEX piping
- Misc. PEX ells, tees, connectors, and compression bands as needed
- Wire nuts, anti-ox grease, electrical connectors

NOTE:

- 1: If the group doing the construction has a sufficient carpentry skills, the building can be stick built rather than built from a kit
- 2: This takeoff list is not all inclusive. There will be additional small items that will have to be purchased as the building is constructed.
- 3: It is strongly suggested that all electrical work be done by a licensed electrician to avoid any potential of shock hazards.

Ferncliff Bunk Bed Construction Example

INSTRUCTIONS FOR ASSEMBLY OF BUNK BEDS

ASSEMBLY OF THE NIGHT STAND UNIT

Pieces required – four legs (82 ½" X 3" X 1"), three shelves (one -16 ¾" X 16" X ¼"), two (16" X 16" X ¼") one top piece (16 ¾" X 16") and four sidepieces (21" X 16" X ¼").

Lie out two legs on sawhorses or table and apply glue to top 21" of each leg. Fit one of the sidepieces in place with the long side parallel to the side of the leg and nail. Be sure to keep the edges of both straight! Do the same things with the other side. Move down and attach the next sidepiece to the leg starting 23" from the bottom of the one just attached. Be sure that **ALL** edges match perfectly, if they don't, **start over before the glue dries.**

Assemble the other half of the leg unit just as you did in the process above so that as we proceed to the next step we have four legs with two sides attached to each pair of legs.

The two sides will now be attached using eight (16" X 3" X 1") spacers. The spacers are places at the top and bottom of each sidepiece. Refer to the mock-up. Sidepieces should be on the inside of the unit with the legs on the outside. You can now install the top shelf (18 ¾" X 16" X ¼") and the next shelf (16" X 16" X ¼") this should square the unit! Now you are ready to install shelf #3 which is (16¾" X 16"). At this point all of the spacer pieces should have been installed. If not, do this before installing the shelves.

The last items to be attached to the nightstand unit are the bunk bed supports. They should be attached to what will be the front of the unit (opening closest to the bunk) One pair (9 ¼") down from the top of shelf # 2. The other pair should be installed 9 ¼" down from the top of shelf # 3, not counting the top. These supports should be installed flush with the back of the left so that (1") extends beyond the leg to support the bunk end.

ASSEMBLY OF THE BUNK UNITS

Pieces required are 2 sides (77" X 9 ¼" X 1"), 2 ends (30" X 9 ¼" X 1"), 3 cross braces (30" X 3" X 2"), 2 mattress support rails (75" X 3" X 2") and 1 mattress board (74 ¾" X 29 ¾").

This unit should be assembled on a large table or on the floor to be sure they are not twisted. They need to be square and true.

Start with the two sides and assemble to end pieces inside each end of the sides using glue and nail gun. Use a framing square device to assure the corners remain square. Assemble all corners and set aside for the glue to dry overnight.

With the glue dry, install the three cross braces, one in each end and one in the middle of the bunk. Next install the mattress support rails on top of the cross braces using glue and nails.

At this point you may install the mattress support board. If the unit has remained square, this piece should slip right in place. Nail at each corner and once in the middle of each side. No glue required for this piece.

The next step is the routing of all edges of the bunk units.

ASSEMBLY OF THE SAFETY RAILS FOR THE TOP BUNK

Pieces required are 1 siderail (48" X 3" X ¾"), 1 end rail (17" X 3" X ¾") and 4 rail supports (18" X 3" X ¾") See mock-up for support spacing.

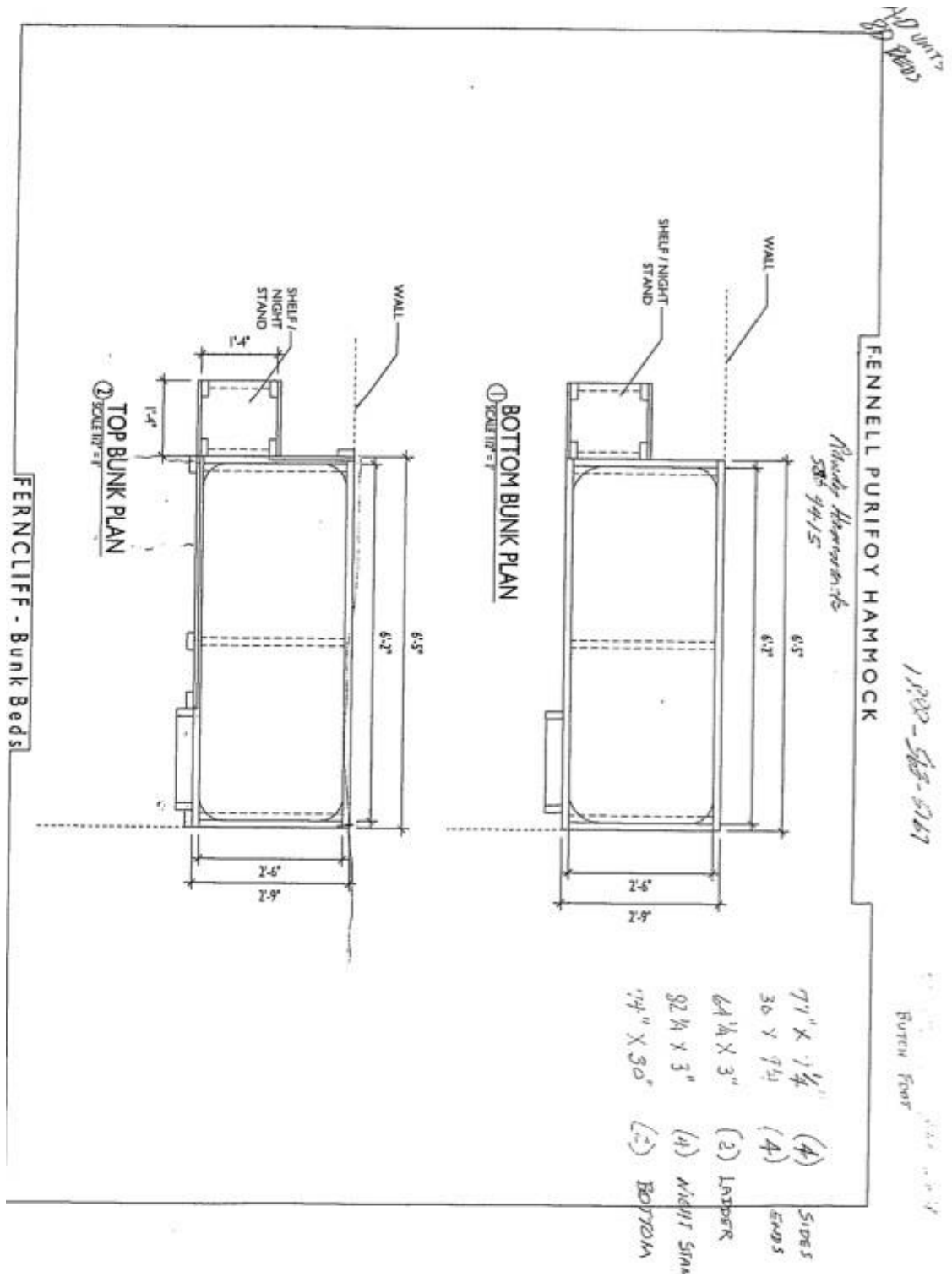
ASSEMBLY OF THE LADDER

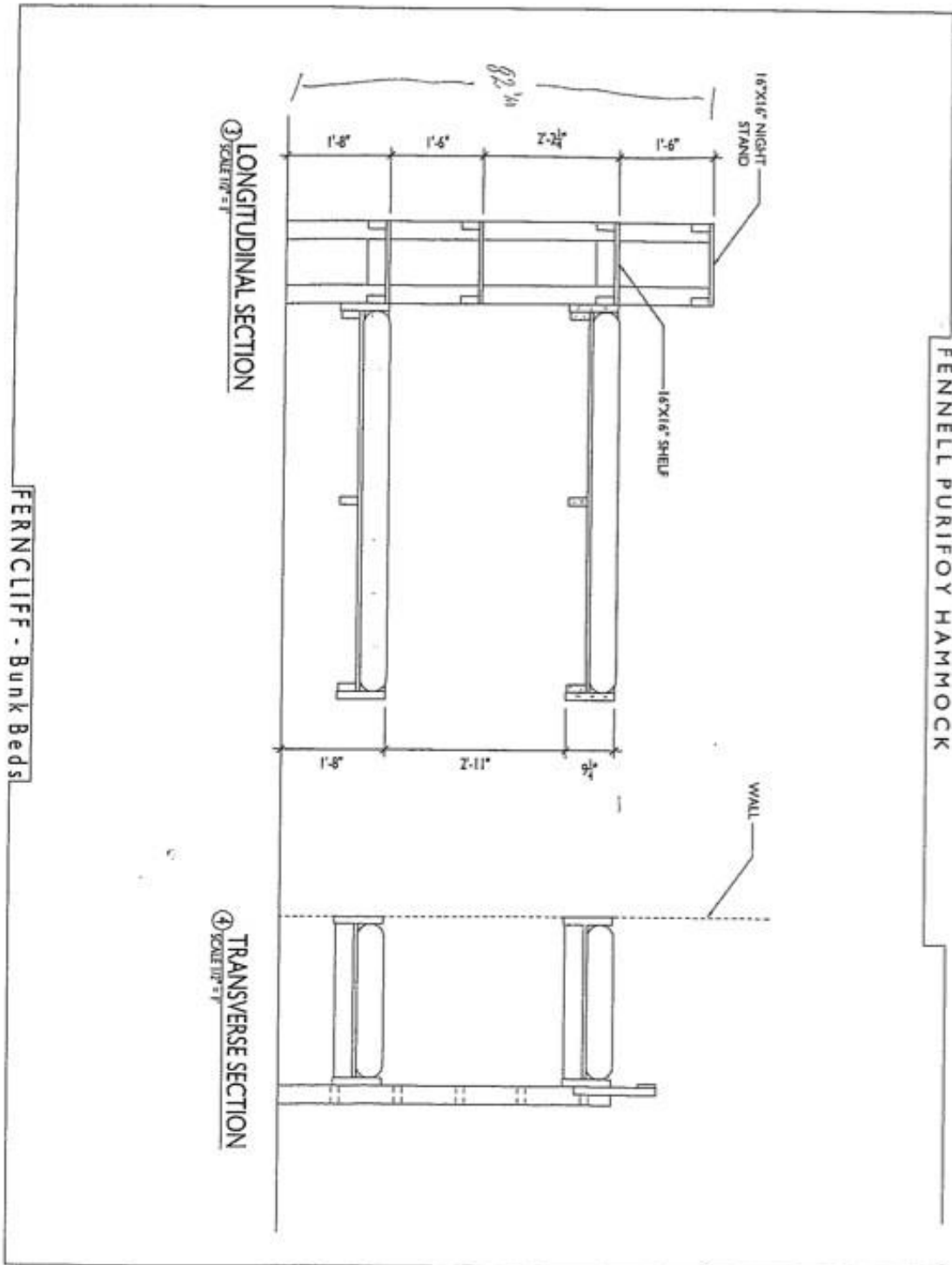
Pieces required 2 ladder rails (64 ½" X 3" X 1") and 4 ladder rungs (18" X 1 ¼")

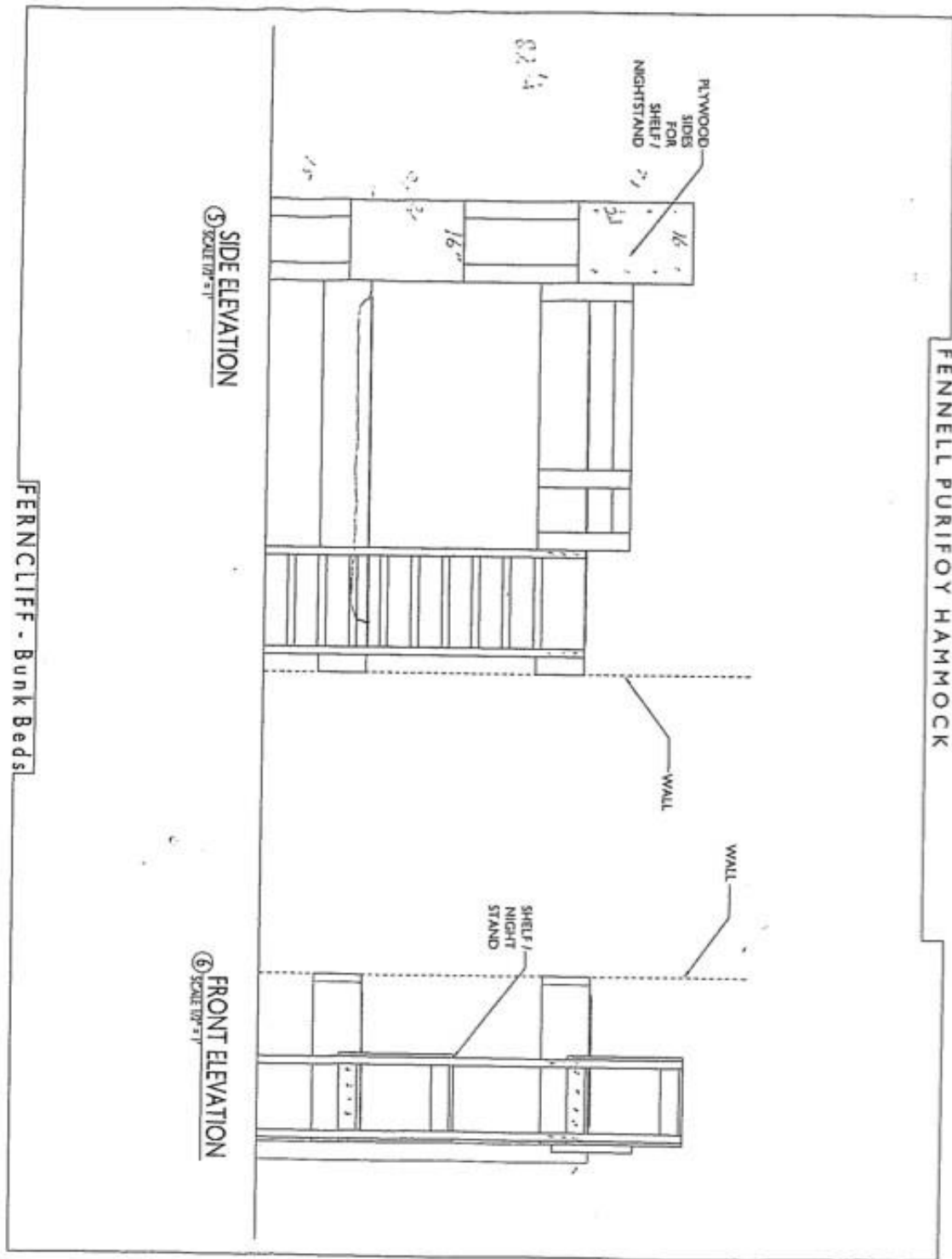
Prior to installation, drill holes in one side of each rail to accept the ladder rungs. The holes must be drilled (1") deep. Mark these in pairs so that the holes nail into the end of the top and bottom rung on each side to hold the ladder together while it is being attached to the side rail. The ladder should be attached to the bunk with both glue and nails on the top and bottom bunk. Exact location here is important so that the bunk sets level on the floor. The ladder acts as one leg for the bunk unit.

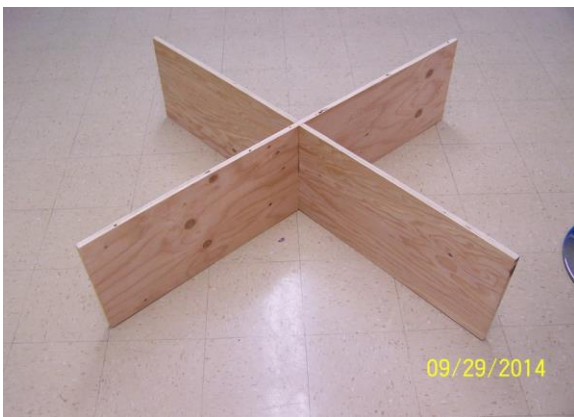
Materials List
Ferncliff Beds
4 Feb. 2005

<u>BUNK BED</u>		<u>NUMBER NEEDED</u>
Sides	77" X 9 1/4" X 3/4"	160
Ends	30" X 9 1/4" X 3/4"	160
Cross Braces	30" X 3" X 2"	240
Mattress Support	75 1/2" X 2" X 3/4"	160
Safety Rails for top bunk		
Side rail	48" X 3" X 3/4"	40
End rail	15" X 3" X 3/4"	40
Rail supports	18" X 3" X 3/4"	160
<u>NIGHT STAND</u>		
Legs	82 1/4" X 16" X 3/4"	80
Shelves	16" X 16" X 1/4"	160
Spacers	16" X 4" X 3/4"	160
Spacers	14 1/2" X 4" X 3/4"	160
Bunk supports	4 1/2" X 3" X 3/4"	160
<u>LADDER</u>		
Rails	64 1/2" X 3" X 2"	80
Rungs	18" X 1 1/4" PVC	
<u>MATTRESS BOARD</u>	76 3/4" X 29 3/4" X 1/2"	80
<u>ASSEMBLY TABLES</u>		
Tops	5' X 8' X 3/4"	2
Legs	5" X 40" X 3/4"	32
	5" X 87" X 3/4"	6
	5" X 97" X 3/4"	4
	5" X 49" X 3/4"	8









Traditional – Simple – Bunk Bed with Personal Tray and Trundles

Materials for each Bunk:

- (4) 6' 4 X 4
- (4) 86" 2 X 6
- (4) 40" 2 X 6
- (2) 86" 1 X 6
- (4) 78" 2 X 2
- (4) 36" 2 X 2
- (16) 5/16" 5 1/2" Bolts
- (16) 5/16" Nuts
- (32) 5/16" Washers
- (12) 2" Screws
- (14) 2 1/2" Screws
- (2) 5/8" Plywood – cut bottoms to fit
- (1) 8' cutoff to brace back side at an angle

Materials for each Ladder:

- (2) 66" 2X4
- (4) 29 7/8" steps 12" apart
- (20) 3" screws

Materials for Trundle & Support:

- (2) 76 1/2" 2x4
- (2) 43" 1 X 4
- (2) 75" 2X2
- (2) 36" 2 X 2
- (1) 5/8 Plywood - cut to fit bottom
- (8) 2" Screws
- (14) 2 1/2" Screws
- (4) 1' X 4' 5/8 Plywood (Cross supports for under trundle)

Personal Belongings Shelf:

- Plywood scraps – cut to fit
- 2 X 4 scraps – cut to fit
- 48" 1 X 4 Trim around shelf
- Screws as needed

INSTRUCTIONS: Bunks:

1. Drill 3/8" holes for bolts
2. Bolt sides to legs
3. Screw 2 X 2's to lower inside edge of all 8 side pieces

4. Cut 5/8" Plywood to fit (Rip 8' edge first for support piece on back)
5. Screw 8' Plywood cutoff on diagonal onto back side of Bunk
6. Build Ladder and screw to inside of one end of Bunk
7. Screw plywood scraps to form personal shelf – support with 2 X 4 scraps
8. Screw on 1 X 4 to trim shelf & act as backstop

Trundle:

1. Screw 1 X 4 ends to 2X 4 sides
2. Screw 2X2 pieces to inside bottom of all 4 sides
3. Cut 5/8" plywood to fit inside
4. Fit (2) pairs of trundle supports together – Place under trundle

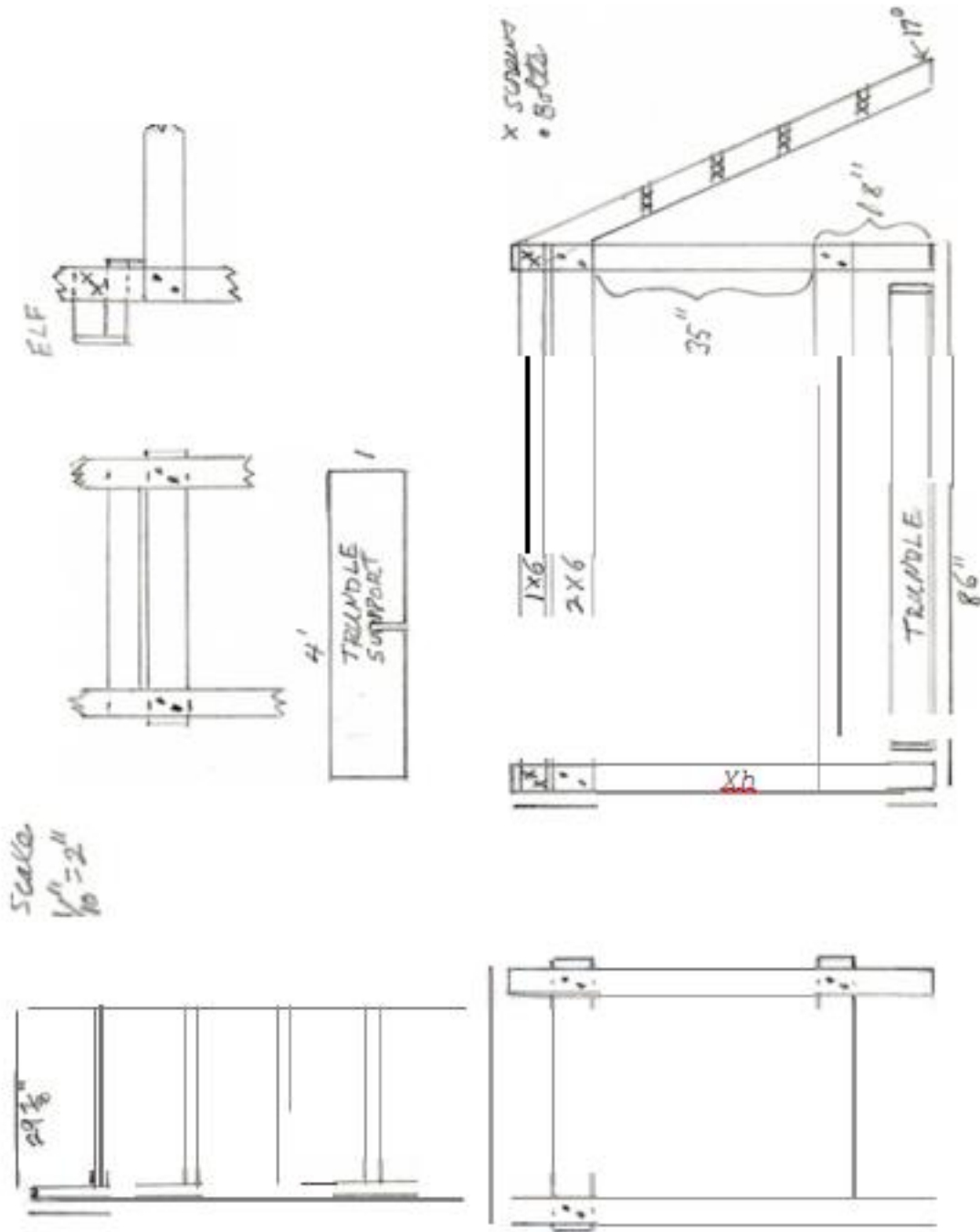


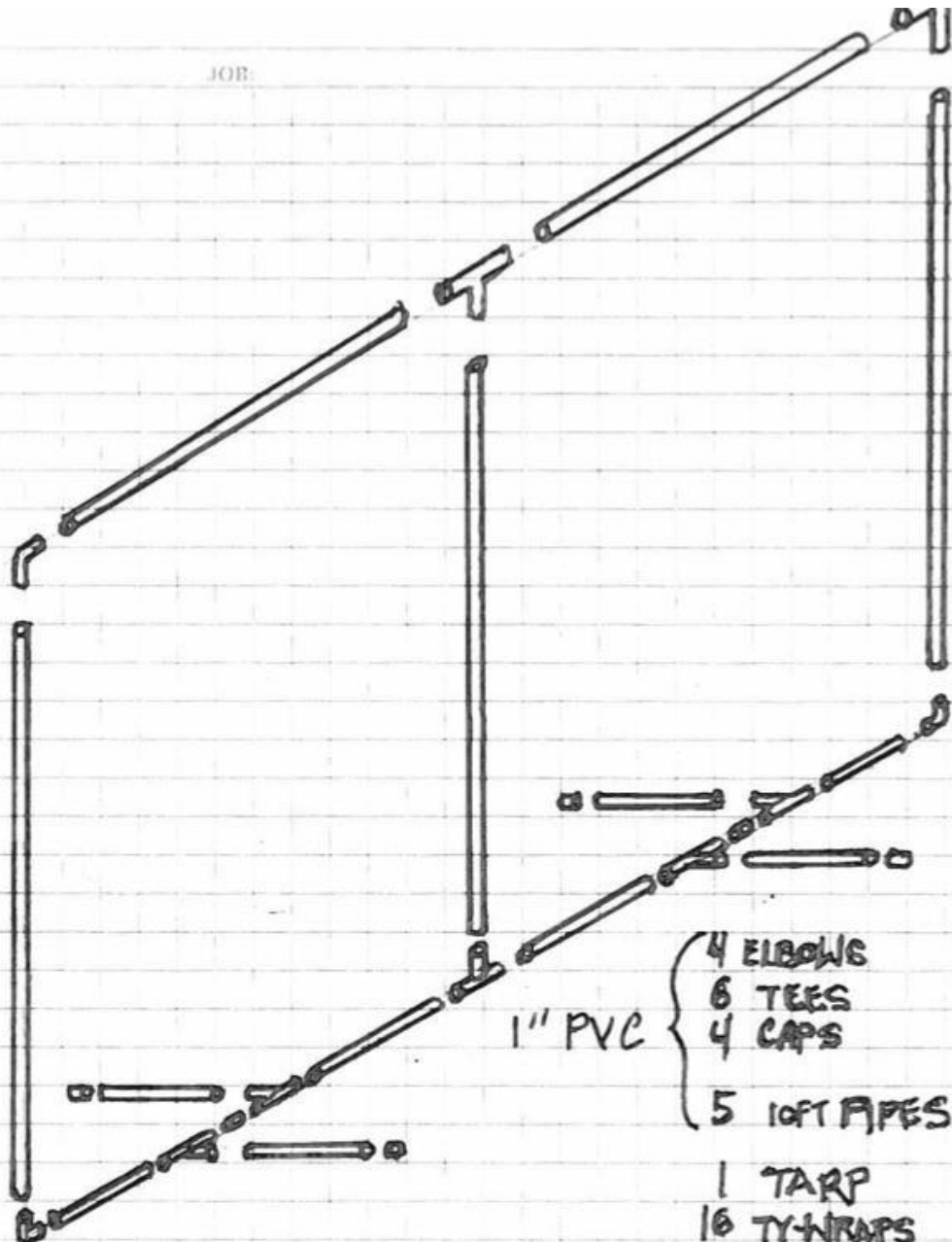
Photo Example of Room Dividers





DATE:

JOB:



- 4 ELBOWS
- 6 TEES
- 4 CAPS
- 5 10FT PIPES 1" DIA
- 1 TARP
- 16 TYWRAPS

CUT PIPE SO THAT THE FRAME IS 2" BIGGER THAN TARP.
LEGS SHOULD BE AT LEAST 12" LONG
GLUE ONLY TOP AND BOTTOM OF FRAME. DRY FIT VERTICAL PIPES

New Jersey Fire Code Example

Temporary Use of Non-residential Buildings (including churches) to House Volunteers Outline of Fire Safety Requirements

1. Application for a permit and plan: An application shall be submitted to the local fire official. The application shall include the location, name and contact information of the responsible party, the date(s) when the building will be used to house volunteers, the number of volunteers to be housed, including the number and ages of any volunteers who are under the age of 18, if any, a floor plan showing the location(s) where volunteers will sleep, the other spaces to be made available to the volunteers and the exit access from each space.
2. Fire drills: A fire drill shall be conducted on the first day of occupancy by a given group of volunteers. The fire drill shall be repeated each time there is a changeover in the volunteers being housed. The fire drill shall include gathering at a designated spot outside the building and taking attendance to ensure all volunteers have evacuated safely. A record of all such fire drills shall be maintained and shall be made available to the local fire official upon request.
3. Supervision: There shall be one local person remaining awake overnight in any building being used to house volunteers. When volunteers under the age of 18 are being housed, there shall be at least two persons providing overnight supervision. (Note: The local person(s) assigned to stay overnight are to ensure the safety of the volunteers in the event of a fire or other emergency in the building. Adequate supervision for any minors being housed shall be the responsibility of the volunteer group involved.) The person or persons assigned shall be familiar with the evacuation procedure to be followed in an emergency, with the building layout and with the fire detection or suppression systems, if any, and shall be capable of notifying the fire department in the event of an emergency. Emergency numbers, including numbers for those responsible for the facility, shall be posted in a conspicuous location. The person or persons assigned shall have a record of the names of all volunteers being housed on a given night.
4. Smoke alarms and carbon monoxide alarms: Each sleeping room shall have battery- powered smoke alarms and carbon monoxide alarms. The smoke alarms shall be installed in the sleeping room(s) and throughout the exit access leading to the required exit or exits.

All smoke alarms shall be maintained in accordance with the State Fire Prevention Code (N.J.A.C. 5:70-3) Section 907.21. Monthly tests shall be conducted for other than battery powered smoke alarms and weekly tests shall be conducted for battery

powered smoke alarms. A log shall be kept on site documenting the required testing. When smoke alarms are installed with 9-volt batteries, the batteries shall be replaced annually.

Buildings with automatic fire alarm systems with complete smoke detection installed shall be deemed to meet the requirement for smoke alarms.

5. Exits: Each sleeping room shall have at least two means of egress. The main means of egress shall be a door of not less than 32 inches in width. The second means of egress may be an emergency egress window or an exterior door. An emergency egress window shall have a sill height of not more than 44 inches and a minimum opening of 5.7 square feet measured from head to sill and side-to-side. The minimum width shall be 20 inches and the height shall be at least 24 inches. A second means of egress is not required when the sleeping room is served by an exit door to a corridor providing access to two remote exits or when the building is protected throughout by an automatic fire sprinkler system.
6. Location of sleeping rooms: Sleeping rooms shall be located at the level of exit discharge unless the building is equipped throughout with an automatic fire alarm system. Sleeping in a basement shall not be permitted unless the building is equipped throughout with an automatic fire sprinkler system.
7. Vertical opening protection: A minimum one-hour fire barrier shall be provided to protect all interior stairways and other vertical openings. Existing 30-minute vertical opening protection shall be allowed to remain in buildings housing 25 or fewer volunteers or in buildings where all sleeping rooms are located at the level of exit discharge.
8. Habitable space: Each sleeping room shall provide at least 40 square feet per occupant.
9. Lighting: Artificial lighting of a minimum of one foot candle shall be required at all times throughout the space to be occupied by the volunteers including any exit access and exit discharge.
10. Emergency egress lighting and exit signs: Egress lighting and illuminated exit signs shall be required for any building housing 50 volunteers or more.
11. All buildings housing volunteers shall be subject to quarterly inspection by the local fire official.

Bulletin Board Examples







**PRESBYTERIAN
DISASTER ASSISTANCE**

OUT OF CHAOS, HOPE

Hospitality
