Maxine Lewis Memorial Homeless Shelter

1. Functions
	1. Food Service
		1. Dinner comes from Shell Beach (M-R)
		2. Breakfast consists of coffee, cereal, and fruit
	2. Showers
		1. Required for every client
	3. Mail
2. Daily Routine
	1. 5 P.M. – 7 P.M.: Dinner served (first to single women and families, then to single men)
	2. 7 P.M. – 10 P.M.: Clients can watch TV, sit on bunks, check mail, shower, mop the floor, and clean up dinner.
	3. 10 P.M.: Lights out
	4. 6 A.M.: Wake up
	5. 6 A.M. – 7 A.M.: Clients can take showers and eat breakfast.
	6. 7:30 A.M.: Clients must be off the shelter premises.
3. Basic Facts
	1. 2-3 staff/overnight
	2. Laundry done twice/week
	3. Site inspections happen every month
4. Clients
	1. 110-156 clients/night
	2. Increased numbers in the winter
	3. Many come just to check mail/eat/shower
	4. 25-35 single women/families
	5. Guaranteed first 30 nights of stay and case management
	6. 30+ status draw straws to get in
	7. Required to take shower
	8. Do floor cleaning
	9. Very grateful for shelter
5. Dorms
	1. Fishbowl
		1. Area at entrance
		2. Where new and troubled clients sleep
	2. Long dorm
		1. Biggest
		2. Men’s only
6. Della Wagner
	1. 7 years of homeless work
	2. 3 years as manager of MLM
	3. Fit for helping people
	4. Works five days/week
7. Prado
	1. Clients overlap w/ those at MLM
	2. Share log notes
	3. Sometimes open 24 hours in times of inclement weather
8. Needs
	1. Blankets
	2. Clippers
	3. Storage space
	4. Tighter Organization
		1. Client information
		2. Case management
		3. Clothes (socks, underwear, etc.)
		4. Backpacks
	5. Volunteers (daytime/weekend)
	6. Better storage for mops (rotting out patio deck)
	7. Linen Room
		1. Leaky roof
		2. Staff nap area
		3. Catchall