



# **TOOL COORDINATOR MANUAL SOUTHWEST TEXAS**

Providing Christ-centered quality youth work camps that serve people in need and promote spiritual growth and leadership development in youth.



## U.M. ARMY VISION

Continue to grow in ministry with God and become the hands and voice of Christ while receiving guidance from the following core principles:

- We are a God-led, volunteer, youth-focused organization.
- We believe God changes lives through the U.M. ARMY experience.
- We believe in increasing the number of lives touched in a planned and responsible way.
- We believe in being proactive in protecting the persons we touch, the environment and the corporate organization.
- We believe camp operation can be accomplished with hard work, compassion and honesty.
- We believe in developing well-trained camp leadership.
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity.

# **TOOL COORDINATOR MANUAL**

**TOOL COORDINATOR'S MANUAL  
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# WHAT IS A TOOL COORDINATOR?

The Tool Coordinator keeps track of **tools** and **building materials** the week of camp.

Your duties include organization of tool storage, ordering lumber and building materials, and making sure supplies are available. At some camps, you will also set up trash disposal.

The Tool Coordinator works very closely with the Site Coordinator and the Color Group Leaders to ensure that teams have the tools and supplies they need at work sites. Open communications and teamwork are important when you are Tool Coordinator.

## **TOOLS**

Each Participating Church brings tools (see “Warehouse Tools”). The tools should arrive at camp marked (colored tape works best) with pre-set colors (each church has their own color).

On Sunday, insure that arriving groups unload and properly store the tools they bring in the tool storage area/warehouse. It is best to store same tools together – all the ladders together, all the rakes together, etc.

The Tool Coordinator is responsible for the tools after they are unloaded. Tools include buckets, hammers, ladders, shovels, rakes, etc. These are “community” tools for use by all work teams as needed at work sites.

As Tool Coordinator, you help teams get the tools they need, and make sure they return them at the end of each day.

Friday night or Saturday morning, the groups will reload the tools they brought (by color code) and return them to their Participating Church.

In addition to “warehouse tools”, each work team will have three Work Team Kits (see “Work Team Kits”). These kits and tools stay in the vehicle of the Work Team Adult, and are not the Tool Coordinator’s responsibility.

## **BUILDING MATERIALS**

The Tool Coordinator orders lumber and building materials, takes delivery, and dispenses these supplies to Work Teams and Color Group Leaders. Lumber and building materials are stored near or in the tool storage area/warehouse.

All tools and building materials should be on hand, organized, and ready for the Work Teams to pick up Monday morning.

# PRIOR TO CAMP

**As early as possible**, contact the Camp Director and Site Coordinator for your camp.

## **Generate Materials List from Pre-Sites**

The Site Coordinator will go to the Host Church weeks before camp to do pre-site work. This is a great time for you to join the coordinator and their crew at the Host Church. It is also a good time to become familiar with the facility and the surrounding area. Use this time to meet suppliers you will be dealing with during camp.

Check with the Camp Director and Host Church Coordinator to identify the tool and lumber storage area. If security is an issue, make sure these areas can be locked or secured at night. If there is no secure area, one of the participating churches needs to provide a truck or enclosed trailer to lock up expensive tools overnight.

If it is your responsibility to arrange for trash service, check with the Host Church Coordinator and the Camp Director about service during camp. If a roll-off container will be delivered to the church, check to see when it will arrive and where it should be placed.

Contact the Site Coordinator about ordering materials for the beginning of camp. The coordinator will have the completed pre-site sheets to determine what is needed for Monday. If this list is not available, place your order using the "Pre-camp Delivery Order" at the end of this manual. Work teams should have all the materials they need to start work Monday morning at 7:30AM.

Place your initial order with the supplier for delivery on Sunday afternoon. If they do not deliver on Sunday, have them deliver on Saturday. You need to be on site for delivery, or arrange for someone else to take delivery. Make sure the materials are in the right place, and are protected overnight, including protection from rain if stored outside.

## **Purchase Procedure**

Most or all suppliers you will be dealing with will have open accounts under the U. M. ARMY name. You will not need to open any accounts, nor will you need to pay for any materials or services from these suppliers. Purchases will be billed to the U. M. ARMY office.

Check with your Camp Director about specific suppliers and purchase procedures for your camp. In most cases, the Camp Director will be the person authorized to make purchases and designate other authorized buyers. In all cases, the Camp Director will know the purchase procedures for your camp. Any questions or problems in this area should be directed to the Camp Director or the U. M. ARMY office.

# DURING CAMP

## **SUNDAY**

- Check all supplies, and organize lumber in stacks by size. Place lumber on skids to keep it off the ground, and cover plywood with plastic to protect it from rain.
- Unload "Warehouse Tools" from arriving groups (get the campers to help with this), and organize them in the storage area. Secure expensive tools.
- Verify the list of authorized buyers. Provide authorized buyers with directions to suppliers.
- Work with the Camp Director or Administrative Coordinator to insure that a list of adult cell phone numbers is available for all adults in camp.
- If you have space, set up a 'marshaling area' for each team, where they can store supplies and tools they will need the next day. This helps the teams get out early each morning.

## **SUNDAY NIGHT ORIENTATION**

When meeting with the Work Teams:

- Explain the rules of the Tool Area. The Tool Coordinator sets the rules including things like traffic flow of work team vehicles, checkout procedures, check-in procedures, etc.
- Stress safety, Safety, SAFETY! Help everybody to think about the safe use of tools, identification of unsafe conditions, power lines, ladder usage, safety goggles, etc.
- Explain that all tools and paint brushes must be cleaned BEFORE returning to the warehouse.
- Make sure Work Teams know not to leave any tools at the work site overnight.
- When loading each morning, the Work Teams should take everything (tools and supplies) they will need, but ONLY what they need. They should not take a full roll of screen for two windows, 5 lbs. of nails for one handrail, etc.
- If you have an immediate need for additional supplies at a work site call your color group leader. If your need can wait until the next day, make a list and call it in so it can be available.
- U. M. ARMY does not leave material at the client's house for them to do work at a later time.
- If there is a 'marshaling area', explain how it works.

## ***DAILY***

- Open the tool area early, and prepare for Work Teams to pick up supplies. Help them find and select what they will need. Some items will be loaded on Work Team vehicles, others will be loaded on Color Group Leaders vehicles.
- Be available to answer questions, assist in construction plans and material requirements, and trouble shooting at work sites if needed (time permitting).
- After the work teams leave for their sites use the day to straighten up supplies, take inventory, and review next day job assignments with the Site Coordinator. Based on the next day's needs, make a trip to suppliers to restock. Make repairs where needed, combine partial cans of paint, etc.
- As work teams return in the evening, have them unload warehouse tools and supplies, and have them prepare supplies for the next day if you have a marshaling area.
- Each evening, get the next day's material needs from the Color Group Leaders and Work Team Leaders. If time and conditions permit, you can get the needs earlier in the day.
- Keep records of money spent. Tell everyone picking up supplies they must turn in the receipts to you at the first opportunity. Turn in all receipts to the Administrative Coordinator daily.
- At the end of the day, secure tools and supplies, and cover lumber.
- Participate in all aspects of the work camp. The Tool Coordinator is an important role model, and serves in an adult leadership role for the entire camp.

## ***FRIDAY***

- Coordinate the final trash pickup at work sites with the Color Group Leaders.
- Return unused materials to merchants for credit. This may be done in two stages; the first being in the morning with the bulk of the unused materials, the second being late in the day when all of the work teams have returned.
- U. M. ARMY does not have warehouse space for storing leftover materials, so everything must be disposed of in some way at the end of the camp/camp season. Throw small lumber scraps away. Since paint cannot be thrown away (landfills won't take it), tell the teams they can leave small quantities of leftover paint at the work site. Supplies may be left at the Host Church (with permission) for future projects, or used at a U. M. ARMY camp in a nearby town.
- Check with the Safety Coordinator about a Friday afternoon carwash. You may need to furnish supplies such as hoses, nozzles, buckets, shop vacs, etc.
- Have groups sort warehouse tools by church color for fast loading Saturday morning. If the tools can be secured and time permits, load tools Friday night.
- Contact merchants and get final bill totals for payment. Camp Director has the blank checks to pay final bills or may arrange for the final bill to be sent to the U.M. ARMY office for payment.

## ***SATURDAY***

- Assist with the church cleanup by providing any needed supplies.

# TIPS ON SUPPLIES

## Paint:

- For exterior paint use white exterior acrylic/latex for walls, black exterior acrylic/latex for trim, and gray oil-base enamel for porches (paint thinner needed to clean brushes). Assume that one gallon of paint will cover 150 to 200 square feet.
- For interior painting use white interior acrylic/latex (note: you can use exterior latex in a pinch). Assume that one gallon will cover 250 square feet.
- Primer – you can make your own by adding water to acrylic/latex based paint.

## Doors:

- Screen Doors; wood t-bar screen doors come in a standard length, but varying widths. Be sure to get the correct width measurement. Screen door hardware is usually available in a package that has everything needed (Screen Door Kit).
- Exterior Doors; buy “pre-hung” metal doors, mounted in a frame, with a threshold. These come in varying widths (usually 32” and 36”). Doors are either ‘right hand’ or ‘left hand’ (how the door swings). If the door you are replacing swings clockwise it is a ‘right hand’ door; if it swings counterclockwise it is a ‘left hand’ door.

## Window Glass:

- Use the “1/8 inch rule”. Measure exact interior dimensions, and subtract 1/8 inch.
- For wood frame windows, remember glazing points and glazing compound. Glazing compound comes in tubes that fit in a caulking gun – makes application a breeze.

## Treated Lumber – Untreated Lumber:

- Treated lumber (and treated plywood) is for exterior use only; specifically for porches, decks, ramps, and places where the lumber will be near to, or will contact the ground.
- Treated lumber does not need to be painted. In fact, it is difficult to paint because it is usually wet from being stored outside at the lumberyard. If it is thoroughly dry (can take several days in good conditions) apply a good sealant.
- Treated lumber is not for interior use.
- Untreated lumber is fine for repairing exterior siding (not near or touching the ground), or places that will receive a good coat of paint.

## Donated Materials:

- If materials are offered as a donation, accept them ONLY if you are sure you will use them during the week. Do not accept colored paint - we only use black & white. We cannot throw away paint because landfills will not accept it.

*We do not leave materials at a client's house for them to do work at a later time. This is not in keeping with our mission and vision. Leaving small quantities of paint for later touchup is an exception to this rule.*

# WAREHOUSE TOOLS

Each participating church group will provide the following tools. These tools will be stored in the Tool Warehouse and will be available for use by all teams. Groups with less than 20 people should bring at least one of each item. Mark all items with your church color (colored tape works very well) and owner's name.

## **For Every 5 People:**

- 1 extension ladder
- 1 step ladder
- 1 leaf rake
- 1 shovel (flat or spade)
- 1 post hole digger
- 1 saw horse kit

## **For Every 10 People:**

- 1 hedge clippers
- 1 hoe
- 1 lawn mower
- 1 gravel rake
- 1 sharpshooter shovel
- 1 wheel barrow
- 1 sledge hammer
- 1 jumper cable
- 1 rope for lifting things

## **For Every 20 People:**

- 1 insect sprayer
- 1 ax
- 1 bow saw
- 2 swing blades
- 2 masonry trowels
- 1 vacuum cleaner
- 1 plunger

## Work Team Kits (3)

Equip each Work Team vehicle\* with a Tool Kit, a Cleaning Kit, and a First Aid Kit.

\* Work Team Vehicles - each Work Team Adult must have a vehicle with a working seat belt for each occupant, room for at least four youth, and room for all three kits listed here.

## Tool Kit

### **Equip each Work Team vehicle with the following:**

4 claw hammers	2 utility knives with retracting blades
1 hand saw-rip or crosscut	3 putty knives
1 circular power saw and new blades	1 chalk line with chalk
1 power drill with bits	1 staple gun with 4 boxes of 1/2" or 1/4" staples
2 electrical extension cords	2 roller trays with rollers
2—3 prong adaptor plugs	4 new paint brushes 2"
1 pair pliers	4 new paint brushes 4"
1 pair needle nose pliers	2 drop cloths for painting
1 pair vice grips	6 empty coffee cans or other container for paint
1 Phillips screwdriver	1 flat screwdriver
4 paint scrapers	4 pair safety goggles
1 yardstick	2 dust/paint masks
2 tape measures, 25' - 100'	2 carpenter pencils
1 wood rasp	1 metal file/ flat
1 square	2 tin snips
1 level	1 caulking gun with 1 spare tube of caulk
1 roll masking tape 3/4 or 1"	1 large ice chest for your food
1 miter box	2 gallon jugs of water

## **Work Team Cleaning Kit**

**Equip each Work Team vehicle with the following:**

Assorted cleaning rags (cotton is best)

Assortment of sponges

2 buckets (plastic or metal)

1 mop

1 broom and dust pan

1 scouring powder (Ajax, etc.)

1 bottle of cleaner (409, etc.)

4 cans of wasp spray (long range, quick acting)

1 fire ant powder or liquid (quick acting) – not needed in Northeast Jurisdiction camps

1 roach spray or powder

1 pair rubber gloves

1 toilet brush and cleaner

1 box of trash bags

1 jar Gojo, Instant Orange, etc. for cleaning hands

## **Work Team First Aid Kit**

**Equip each Work Team vehicle with the following:**

Assortment of Band-Aids

Anti-bacterial hand wipes

Insect repellent

Insect bite cream or spray

Sun block-16 SPF or higher

Plastic bottle of hydrogen peroxide

Bag of cotton balls

Bottle calamine lotion

2" ace bandage

Neosporin cream or ointment

Roll gauze

Roll tape for gauze

Pair of tweezers

Box of Pepto Bismol tablets

Box of baking soda for wasp stings

1 gallon of distilled water for cleaning wounds

\* You can purchase complete kits at stores like Wal-Mart or Target.

# SAMPLE U.M. ARMY PRE-CAMP DELIVERY ORDER

(Note: If a comprehensive materials list is not available for your first order, this is an initial order to be used for Monday morning to get camp started. A comprehensive order of exact material needs, taken from pre-site visits, should be delivered ASAP Monday for the remainder of the week.)

## Treated Lumber

2 x 4 - 8'	40	2 x 4 - 12'	6
2 x 6 - 10'	30	2 x 6 - 12'	6
2 x 8 - 8'	30	2 x 10 - 8'	8
2 x 10 - 12'	4	2 x 12 - 8'	4

## Yellow Pine

1 x 2 - 8'	20	1 x 4 - 8'	20
2 x 4 - 8'	10		

## Plywood

3/8" Treated	2	1/2" Treated	10
3/4" Treated	20		

Screen Molding 100 l/f

Concrete Ready Mix	10 bags	T-Bar Wood Screen Doors - 32"	3
12 x 12 x 2 Concrete Pad	6	Screen Door Kits	3
4 x 8 x 16 Cinder Block	6	36" Window Screen	3 rolls
		Spline	8 pkg
Drywall 1/2" x 4 x 8	16	White Paint	35 gal
Drywall Tape	5	Black Paint	5 gal
Drywall Mud	3 gal	Grey Deck	15 gal
		Caulk	24 tubes
Nails: 6d Galv Common	5 lbs	Screws 2" Ext. Screws(combo tip)	5 lbs
8d Galv Common	5 lbs	2 1/2" Ext Screws(combo tip)	3 lbs
16d Galv Common	5 lbs	3" Ext. Screws(combo tip)	3 lbs
6d Galv Finish	3 lbs	3 1/2" Ext. Screws(combo tip)	1 lb
8d Galv Finish	3 lbs	#2 Square Driver Bits	5 lbs
		Sheetrock Screws	2 lbs
		2" Wood Screws	1 lb
		3" Wood Screws	1 lb