



# Construction Guide

Welcome to Big Creek! We are thankful that you've chosen to serve with us, and trust that the Lord will use your talents to make a very practical difference in the lives of those we serve. Many of the homeowners we serve have been waiting several years for these repairs, so they'll be very excited to see you! Above all else, remember that the HOMEOWNER is the purpose for our construction ministry. Place a high priority on loving them & sharing the Gospel in word and action.

## TOOLS, COOLERS, and MEDICAL BAGS

Your work team will be assigned a specific tool bin. **Your tool bin number will be the same as your cooler AND your medical bag! Make sure to grab all three.** (tool bins are located in mancave door 2)

... Your **tool bin** has an inventory sheet hanging inside. Please check the inventory before you leave each day, and do a final inventory before you leave for the week. Each crate or box is assigned specific tools according to the inventory sheet. Please help us by putting items back where they belong!

... Your **medical bag** has basic first aid supplies. Set a designated spot for the medical bag: preferably a front passenger seat of a vehicle. PLEASE DON'T LEAVE IT LAYING ON THE GROUND

... Your **cooler** is important! Don't forget to take it with you. Also, please don't use the cooler as a garbage can, step stool, cutting board, or scaffolding. It's a kitchen tool.... Keep it clean!

## SUPPLIES

Our staff will work with you to get your starting supplies ready on day 1. After that, we hope your team will familiarize yourselves with the mancave layout and search for needed items. Supply houses are not typically close: If you need supplies, we recommend pausing on that specific area of the project, work on something else, and resume the project the following day when you have the needed supplies

### Where do we store our supplies?

...Mancave doors 1 & 3

...The Pantry / Coffee Shop Warehouse: 23119 Highway 421, Hyden KY

### Where can you purchase supplies?

... Manchester Lumber (Manchester)

... Horton's Hardware (Hyden) – hardware, electrical, plumbing ... no lumber

... Napa Auto Parts (Hyden ) – plumbing only)

... Lowe's Hazard

... Home Lumber Hazard

Please search for needed items before purchasing as it's likely we have many needed items on site. Our tax exempt number is on file at all the above places: Lowe's, use our phone – 606-653-0513

Your list manager will be keeping a good list of the supplies you need through the day. When you return in the evening, talk through the written list with a staff member. They will guide you to possible locations for needed items. If we do not have the items, we recommend a morning Lowe's run!

## Random Tips:

- 1) Please set up a “tool area” or “tool table” using saw horses. This will help organize and protect tools
- 2) If no cell service is available, ask the homeowner for their WIFI OR to use their phone for communications
- 3) If a participant needs medical attention, consult the first aid kit for directions to area hospitals.
- 4) If your vehicle is stuck in a ditch, ask the homeowners for neighbors who may have a 4wheeler and winch!

## Organize your team by designating managers:

- 1) **Tool Manager:** check the tool bin inventory at the end of each day and end of week
- 2) **First Aid Kit Manager:** Check the first aid kit for proper supplies. If extra first aid supplies are needed, you can find them in the office closet (just inside the office door on the right!)
- 3) **Water Manager** In the mornings, fill a drink cooler (stored in the gym) with water (from the green hose in dining room, OR white hose near the front entrance. Throughout the day, make sure team members are drinking plenty of water
- 4) **List Manager:** This person’s job will be to keep a running list of all the items you need to complete the job. As you think of something you need, write it down on ONE list through the day. (see below!) List manager needs to get specific dimensions of needed items & take pictures to help answer questions!
- 5) **Picture Manager:** This person’s job will be to work with the list manager to take pictures of the project, especially areas where you need extra supplies or at the end of each day to share with the staff.

## The Morning (or evening) supply run!

If you’re an early riser, maybe you can volunteer to run to Lowe’s! You could potentially be to Lowe’s and back by the time we eat breakfast. Lowe’s hours are 6am – 9 pm. The staff don’t always have the time to make that run. Please help us by volunteering to make a supply run! (evening runs are great too!)

BEFORE MAKING A LOWE’S RUN: PLEASE CHECK WITH ALL WORK TEAMS AND STAFF TO SEE IF OTHER TEAMS NEED SUPPLIES! We have A Lowe’s Card for your use. Of course, donations are always appreciated. Our Lowe’s Tax Exempt number is 606-653-0513

## Tips to save the mission’s money.

The money you gave towards this mission trip is the only money we operate with. There is not often additional funding for these projects. Please be frugal, and make wise choices regarding supplies. Look for ways to be efficient and help us serve more families by saving money on every project.

- 1) Always take scrap pieces of lumber with you. For flooring, take some small scraps of Avantek. For any interior work, take scraps of all sizes of wood, as you’ll probably need those. This helps us cut down on waste!
- 2) When using caulk, ALWAYS put a 3” screw into the caulk to seal it. Put the caulk into the “open caulk” bucket! When choosing a new tube of caulk, take an open tube AND a closed tube. Use the open tube first! If painting, wash the brushes on site and save them for another use. Throw roller pads away.
- 3) **Please treat our tools with respect.** Don’t leave them scattered on the ground in a mess.... Set up a tool area or tool table: and keep it organized! Don’t leave the site until you’ve done a tool inventory!

## On The Last Day:

Take final pictures of your project before departing! Email those to: [kevinr@bigcreekmissions.com](mailto:kevinr@bigcreekmissions.com) with the homeowner’s name as the subject.

Plan to spend about 20-30 minutes at the end of the last day putting away supplies and putting your tool bin back together. This inventory helps our staff immensely! See our staff if you need assistance understanding the tool bin inventory sheet.