



BED DISTRIBUTION PARTNERS (1.4.21)

Thank you for expressing an interest in distributing our Beds to families with children who have no bed. Here is more information about the program:

1. **WE PROVIDE** Beds at no cost including a very basic twin wooden bed frame fabricated by our volunteers, a new 5" twin innerspring mattress, rolled, shrink wrapped and enclosed in a heavy vinyl covering for ease in shipping and storage, and a twin sheet set.
2. **WE GIVE PRIORITY** to families navigating foster care and to families transitioning or who have recently transitioned into stable housing after a period of unstable housing due to homelessness, domestic violence, immigration status, substance abuse recovery, fire or natural disaster.
3. **WE REQUIRE** your organization to provide:
 - a. A fully completed Bed Request Form each time your organization desires to pick up beds, including the name and contact information for the person from your organization who will be coordinating pick-up.
 - b. It is not necessary that a person from your organization be physically present when the beds are picked up, but that person must be available by phone to coordinate the pick-up with us.
 - c. Pick up and loading of the Beds from our facility located at 14241 West Eleven Mile Road, Oak Park, MI 24237, by appointment only during normal business hours. The beds can be taken away either in the family's vehicle or your vehicle. Regrettably, we will not be able to provide any loading assistance. Since we will have to arrange for a representative to meet your vehicle, adherence to appointment times will be very important. We most always arrive early, and we rarely stay late. Please be on time.
 - d. Pick-Up according to our written Bed Pick-Up Instructions, assuring safety for all.
 - e. We require the adult custodian sign a Bed Request Form at the time of pick-up. If your organization picks up the beds for the family, we require you to obtain a signed and dated acknowledgement of receipt on the bottom of the Bed Request Form, and return this to us immediately by mail or scanned email.
4. **WE INSIST** that Beds be distributed at absolutely no cost to the recipient family.

If you desire to join with us in this program, please contact Sam Misuraca at 248.705.4545 or email at sam@buildingbeds4kids.org.





BED PICK-UP INSTRUCTIONS (1.4.21)

1. **Call Becky at 248.909.8382 at least 30 minutes before the designated pick-up time to confirm the arrival time. If you do not call, we will not be there.**
2. We are located 14241 West Eleven Mile Road, on the south side of the road, between Coolidge Highway and Greenfield, in the City of Oak Park. Entry is at the rear of the building, which can be accessed by turning south from 11 Mile Road onto either Garden Street (then turn right into the municipal lot) or Gardner Street (then turn left into the municipal lot).
3. While a volunteer will be present when you arrive, the volunteer will not be able to help with loading, so two people will be required for pick-up.
4. For the safety of all of us:
 - Every person picking up the beds must wear a face mask, and
 - Do not pick up beds if you think you are sick, or if you have been exposed to someone who has been diagnosed with Covid 19 within the prior 14 days.
 - No children are permitted.
5. When you arrive, the beds will be stacked at the opened overhead door including:
 - New twin innerspring mattresses in heavy vinyl covers, each weighing approximately 33 lbs. Scissors will be helpful to remove the vinyl packaging.
 - Hinged bed frames (each approximately 81" x 13" x 6"). Assembly instructions are included with the frames. A hammer will be required for final assembly, to be used to tap in the hinge pins.
 - 4 sheets of 7/16" particle board (each approximately 37 1/2" x 19") for each bed (these sit on top of the frame, under the mattress, in lieu of a box spring). Please take 4 sheets for each bed. You may want to bring gloves as these boards have rough edges.
 - A sheet set for each bed.
6. Other than retrieving the beds, please do not enter the building.
7. **If the parent or guardian picks up the bed(s), the parent or guardian must provide a signed and dated Bed Request Form.**
8. **If the Partner picks up the bed(s), the Partner is required to obtain the Bed Request Form signed and dated by the parent or guardian, scan the form and email the scanned form to becky@buildingbeds4kids.org.**

Thank you for sharing our concern for kids without beds and stay safe.

