



**Setting up a BMDMI optical Clinic.**

10/8/2007

1. Find an area for your clinic which is at least 20 ft x 25 ft that can be securely locked. 20 feet of the 25 ft dimension will be used for the E-Chart test range. Look at the next page for a drawing.
2. Cover up half of the windows to shade one end of the room so that no direct sunlight can enter this area. The autorefractor, computer and printer will be placed there.
3. Take delivery of all the boxes of glasses and storage racks for use in the clinic. Remember that you must save all boxes. Do not let anybody take any of them.
4. Set up 4 storage racks. The instructions and hardware to set them up is in optical case. Adjust levelers on the bottom of each shelf to cause them to lean back slightly onto wall.
5. Open each box by cutting the tape at the top. Do not rip it apart. Put all trays into their appropriate place in the racks. See the attached Nicaragua or Honduras layout map. Be sure to save all your boxes for use when you shut down the clinic.
6. Find in the laptop case the "Update Inventory" labels. Place these labels on the eyeglasses and put them into the trays at the appropriate location. All locations involved should already be empty. If you find another pair of glasses already in the location, remove it and remove the labels from the bag and the glasses. Now put the new pair of glasses in this location.
7. Set up the E chart and use the 20ft measure rope in the optical case to make a toe line 20 feet away. Black electrical tape in the optical case can be used to mark the toe line.
8. Find the tables and chairs that show in the drawing and put them in place.
9. Set up the power generator if necessary.
10. Set up battery rack on table indicated on the next page and connect it to AC power. Put all available batteries into chargers and turn it on.
11. Set up autorefractor and laptop with instructions in laptop case and 3-ring binder in optical case.
12. After making sure all components (mouse, printer, etc) are connected (be sure the printer is plugged into the right port of the laptop), power up all the equipment.
13. Train the translators to use the reading chart, the lens rack, crowd control, and handing out numbered wrist bands. Remember when you open the doors don't let in more than 6 people at a time.

Plan to have 2 or more people sleep in this clinic to protect the equipment. Expect many blessings from your work.

**Note:** While you are operating the clinic, be sure to record in the inventory system every pair of glasses that you remove.

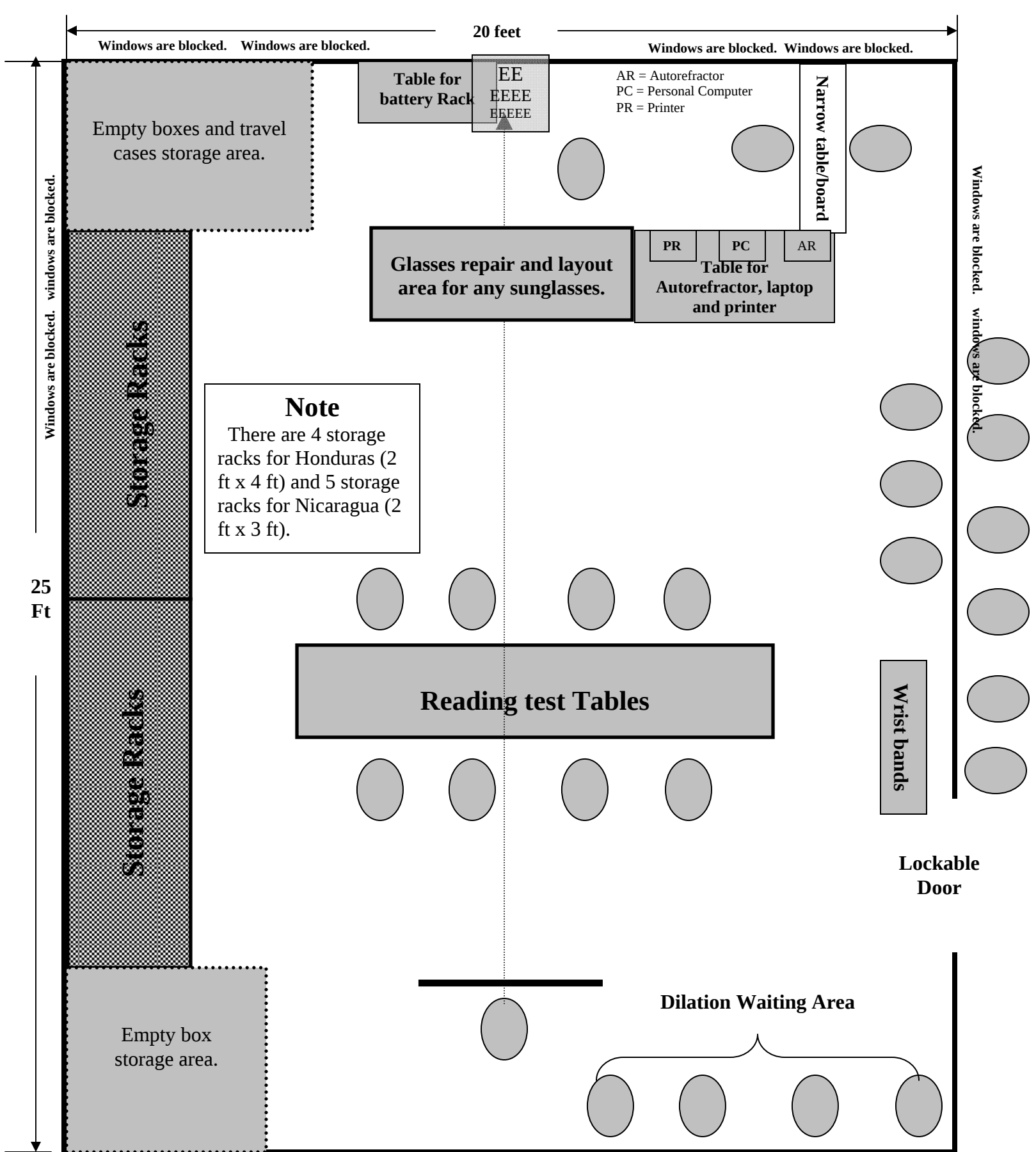
**Shutting Down the Optical Clinic.**

It is just as important that you shut down the clinic properly as it is to start it up properly. Here are the proper steps to shut down an optical clinic.

1. Pack autorefractor and optical equipment in black cases. Do not shutdown the laptop computer.
2. Hand out paper and pencil to those who will be packing up the glasses boxes.
3. Remove trays one at a time from shelves and write down locations of every opening that is empty.
4. Place trays into large outer boxes and put one piece of clear (not duct) tape across the top of the box.
5. Hand list of empties to person operating laptop to verify that computer says the location is empty.
6. If it is not, they should remove the pair of glasses from the inventory system.
7. Continue this process until all trays have been placed in their boxes.
8. Shut down and pack up the laptop for the next team.

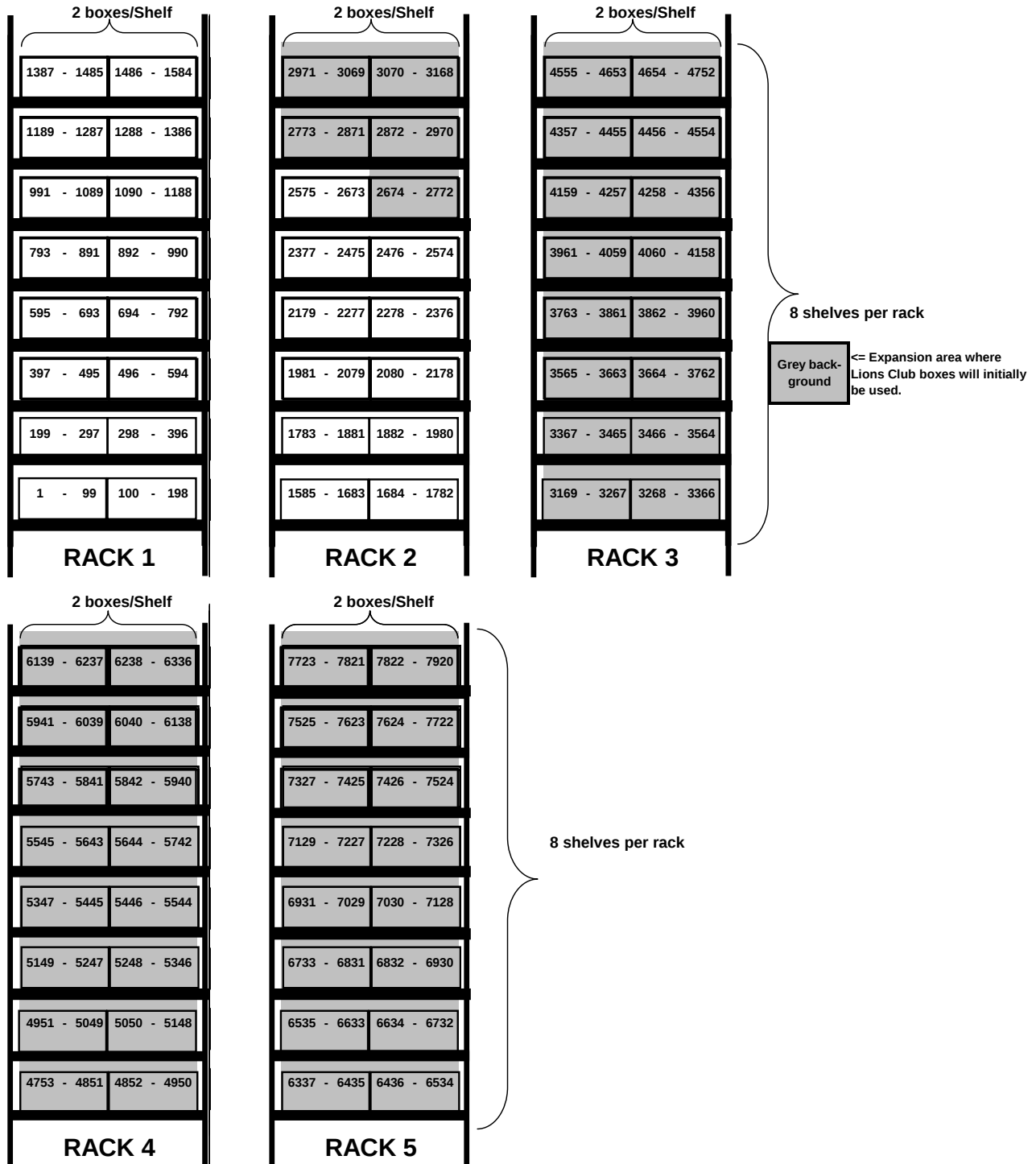
Your brother in Christ,

*Holland Kendall*  
Holland Kendall



**Optical Clinic Layout**

## NICARAGUA LAYOUT OF GLASSES ON RACKS 1/14/2004



The above racks have 8 shelves with two 99 pair boxes of per shelf. These glasses are in plastic under-the-bed style boxes. The total number of glasses in Nicaragua is 5048.

## HONDURAS LAYOUT OF GLASSES ON RACKS 1/14/2004

4 boxes/Shelf

|             |             |             |             |
|-------------|-------------|-------------|-------------|
| 1921 - 2000 | 2001 - 2080 | 2081 - 2160 | 2161 - 2240 |
| 1601 - 1680 | 1681 - 1760 | 1761 - 1840 | 1841 - 1920 |
| 1281 - 1360 | 1361 - 1440 | 1441 - 1520 | 1521 - 1600 |
| 961 - 1040  | 1041 - 1120 | 1121 - 1200 | 1201 - 1280 |
| 641 - 720   | 721 - 800   | 801 - 880   | 881 - 960   |
| 321 - 400   | 401 - 480   | 481 - 560   | 561 - 640   |
| 1 - 80      | 81 - 160    | 161 - 240   | 241 - 320   |

**RACK 1**

4 boxes/Shelf

|             |             |             |             |
|-------------|-------------|-------------|-------------|
| 4161 - 4240 | 4241 - 4320 | 4321 - 4400 | 4401 - 4480 |
| 3841 - 3920 | 3921 - 4000 | 4001 - 4080 | 4081 - 4160 |
| 3521 - 3600 | 3601 - 3680 | 3681 - 3760 | 3761 - 3840 |
| 3201 - 3280 | 3281 - 3360 | 3361 - 3440 | 3441 - 3520 |
| 2881 - 2960 | 2961 - 3040 | 3041 - 3120 | 3121 - 3200 |
| 2561 - 2640 | 2641 - 2720 | 2721 - 2800 | 2801 - 2880 |
| 2241 - 2320 | 2321 - 2400 | 2401 - 2480 | 2481 - 2560 |

**RACK 2**

7 shelves per rack

4 boxes/Shelf

|             |             |             |             |
|-------------|-------------|-------------|-------------|
| 6401 - 6480 | 6481 - 6560 | 6561 - 6640 | 6641 - 6720 |
| 6081 - 6160 | 6161 - 6240 | 6241 - 6320 | 6321 - 6400 |
| 5761 - 5840 | 5841 - 5920 | 5921 - 6000 | 6001 - 6080 |
| 5441 - 5520 | 5521 - 5600 | 5601 - 5680 | 5681 - 5760 |
| 5121 - 5200 | 5201 - 5280 | 5281 - 5360 | 5361 - 5440 |
| 4801 - 4880 | 4881 - 4960 | 4961 - 5040 | 5041 - 5120 |
| 4481 - 4560 | 4561 - 4640 | 4641 - 4720 | 4721 - 4800 |

**RACK 3**

4 boxes/Shelf

|             |             |             |             |
|-------------|-------------|-------------|-------------|
| 8641 - 8720 | 8721 - 8800 | 8801 - 8880 | 8881 - 8960 |
| 8321 - 8400 | 8401 - 8480 | 8481 - 8560 | 8561 - 8640 |
| 8001 - 8080 | 8081 - 8160 | 8161 - 8240 | 8241 - 8320 |
| 7681 - 7760 | 7761 - 7840 | 7841 - 7920 | 7921 - 8000 |
| 7361 - 7440 | 7441 - 7520 | 7521 - 7600 | 7601 - 7680 |
| 7041 - 7120 | 7121 - 7200 | 7201 - 7280 | 7281 - 7360 |
| 6721 - 6800 | 6801 - 6880 | 6881 - 6960 | 6961 - 7040 |

**RACK 4**

7 shelves per rack

In Honduras there is 7040 pairs of glasses. Each rack has 7 shelves with four 80 pair boxes on the shelf. Each box holds 80 pairs of glasses. To handle this number of glasses, you will need all 4 racks. The remaining space on rack 4 can be used for your reading and sunglasses.