



Setting up a BMDMI optical Clinic.

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.

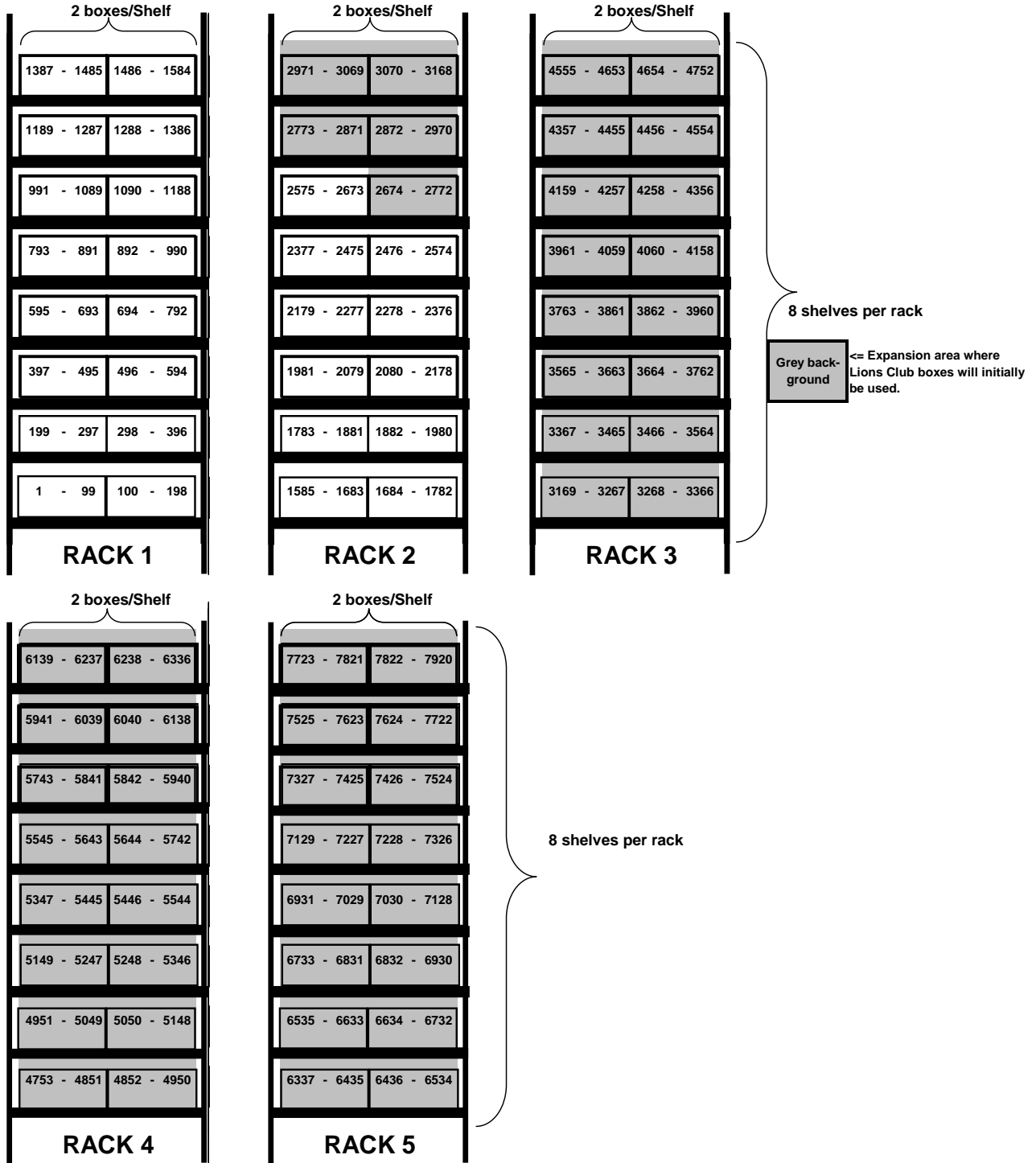
1. Pack autorefractor and optical equipment in black cases. Do not shutdown the laptop computer.
2. Hand out paper and pencil to those who will be packing up the glasses boxes.
3. Remove trays one at a time from shelves and write down locations of every opening that is empty.
4. Place trays into large 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

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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.