**BIG Map Maintenance**

The most important thing to remember when dealing with this map is that a lot of time and money have been put into this piece of vinyl with ink on it. To get the most use out of your map in the future, you need to take care of it during each step of use:

* Prepare Surface
* Unwrap
* Unfold
* Flatten
* Map Rules
* Map Exercises
* Cleaning
* Fold

**Prepare Surface**

There are a few things to watch out for when preparing the surface that the map will be laying on:

* Is there enough space on all sides of the map to lay it out completely? Give enough space around the map, and watch for objects you may not have been aware of before, like doors opening into the map, any seating in the room, if a stage is setup, etc.
* If possible, leave 5-10 feet of space AROUND the map so that people can stand around it without actually standing on it.
* Predetermine the direction it will be facing in relation to the stage
* If CARPET: vacuum the space for any dirt, loose rocks, etc. Even after you vacuum, have several people walk around and look for big pieces of debris—plastic, glass, rocks, etc. These things can puncture the vinyl when hundreds of people are walking over the map.
* If HARD SURFACE: go over floor surface with a push broom, and remove any large pieces of debris—plastic, glass, rocks, etc.

**Unwrap**

The way a map is wrapped and folded really depends on the printer who manufactures it. Be aware of the following when unwrapping the map:

* Be aware of an outer wrapping—in some cases, the printer will wrap the map in a separate piece of vinyl. DO NOT ASSUME that the vinyl you are ripping apart is a cover. If there is tape or something holding it together, and you start ripping all the tape off, you may find that you are ripping the actual map. Remove tape careful, so that you don’t tear any vinyl. As you unwrap the outer layer, you should be able to tell if the map is inside the vinyl wrap, or if they just taped the map up with no outer layer.

**Unfold**

Before you start unfolding the map, make sure you have enough volunteers to help…you will need a certain number of volunteers according to the map weight:

* <100lbs🡪 3-5 people
* 100-200 lbs🡪 5-7 people
* 200-400 lbs🡪 7-10 people

Make sure they understand the procedure before you begin:

* Absolutely NO shoes on the map—each volunteer should have their shoes OFF when helping
* In unfolding the map, everyone must unfold it in unison, with one person (the leader) counting when to unfold each section
* When straightening the map, keep the map as LOW to the ground as possible—DO NOT shake it up and down like you would a bed sheet—this causes more air bubbles.

Once you’ve unrolled it a bit, as soon as you can see the inside of the map, figure out what orientation to put it in…DO NOT wait until the map is completely unfolded to turn it the way you want. It will be much easier to turn it and position it directionally when it’s not unfolded.

**Flatten**

Once the map is completely unfolded, have your volunteers stand all the way around the map. Get it positioned where you want it to be, walk on any air bubbles if necessary, and, lastly, flatten it. Do this by having everyone grab the edge of the map, and without shaking it of lifting any edges, pull the map out and keep the edges as LOW TO THE GROUND AS POSSIBLE---NO SHAKING!

**Map Rules**

Once the map is out, there are several rules to follow in caring for the map. The first 2 should be announced on stage for EVERYONE to hear. The rest should be monitored by any ushers or volunteers, or announced publicly only if it is a majority issue:

* **NO SHOES**. There is no exception to this rule. Absolutely no shoes on the map.
* **NO FOOD OR DRINKS**. People will bring their coffee or water bottles onto the map while they are praying. Don’t let them. The reason for no liquids is because they don’t always dry quickly, so if you fold up the map with wetness, it will get moldy. Also, any food or drinks will attract some unwanted critters, not to mention it makes the map dirty.
* **NO BAGS OR BACKPACKS.** People will bring their suitcases and backpacks on to the map and set them down. Keep them off the map, as any rough surface can cause scratches on the ink.
* **NO STICKERS OR ADHESIVES**. With the exception of Post-It Notes, no one should be taping anything to the map. Some people may want to tape information to the map related to their ministry…don’t let them, as any adhesive will track more dirt and debris.
* **NO WRITING**. People may not mark the map in anyway, unless it is with Post-It Notes.

**Map Exercises**

(See Attached “PrayerWalk” document)

**Cleaning**

There is really very LITTLE you should do in terms of cleaning the map. Here are some things you can do if necessary:

* **DO NOT SWEEP**. No brooms, not even soft cloth. Hard bristles will scratch the map terribly, and any soft cloth or push brooms, more than likely, will have dirt and debris from other cleaning jobs. DON’T sweep the map.
* Walk around the map before folding and check for any garbage or other debris. Also remove any Post-It notes from the map exercises.
* If dirt is noticeable on the map, do the following: take a cloth with regular water and SOFTLY remove dirt from map. Using dry soft cloth, softly wipe the water off the map.
* If there is a lot of loose debris on the map, the best thing to use to get it off is a LEAF BLOWER. This will save the material and ink on the map if you can just blow the debris off.

**Fold**

Get your volunteers back, and with no shoes on the map, fold it in the same way as you unfolded it. This can be very time consuming, but it will save the map from extra, unnecessary creases. Make sure, as you are folding it, that the creases are straight, and that all the air bubbles are being removed as you go. Depending on how heavy the map is, by the final rolling stages, you will need about 4 strong guys to fold it, as it will get heavier with each fold. By the end, it gets quite heavy.