

End of Camp Clean-up Procedures

Departments & Areas



END OF CAMP

Clean-Up Procedure

Archery*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Return all archery equipment, ground quivers, etc. to Archery Shed. (Backstop nets are to be rolled up neatly. One net goes into each plastic garbage can and then sealed with the lid. These are stored under the table).

___ 2. Return targets to shed. Cover target backing (Styrofoam) with plastic tarps. Secure them with twine so they won't blow off in heavy winds.

___ 3. Pick up all trash, debris, and/or garbage and dispose in designated garbage can.

___ 4. Return any tools (not belonging to the Archery Department) to the shop.

___ 5. Place benches near the shed.

___ 6. Sweep out shed.

___ 7. Take Inventory and organize supplies as needed.

___ 8. Empty trash can(s) in dumpster at shop or behind cafeteria.

___ 9. Turn out Light.

___ 10. Close and lock door.

___ 11. Turn all Archery Shed keys back in to office.

___ 12. Turn in Inventory Sheet to Pastor Terry.

___ 13. Return first aid kit to Clinic.

END OF CAMP

Clean-Up Procedure

Aquatics*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

BOATS & TRAILERS

___ 1. Wash and wax boats. Detail them (toothbrush cleaning). Check with Bruce to see what else he wants you to do to winterize them at this point in time. Return all assigned equipment and supplies to Aquatics Shed. (Be sure to check to see if anything is still in the boats.

___ 2. Double-check trailer lights to make sure they work. Wash trailers.

SUPPLIES & EQUIPMENT

___ 1. Clean all aquatics equipment (skies, wake boards, life vests, etc.).

___ 2. Clean all cooking utensils, coolers, etc. and return to the cafeteria's back loading dock and put away as Bill instructs.

___ 3. Thoroughly clean the grill & stove. Store in shed.

___ 4. Sweep out shed. Clean & organize it.

___ 5. Pick up all trash, debris, and/or garbage and dispose in garbage can.

___ 6. Return any tools (not belonging to the Aquatics Department) to the shop.

___ 7. Take Inventory and organize supplies as needed.

___ 8. Empty any trash can(s) in dumpster at shop or behind cafeteria.

___ 9. Close and lock door.

___ 10. Turn all Aquatics Shed keys back in to office.

___ 11. Turn in Inventory Sheet to Pastor Terry.

___ 12. Return first aid kit to Clinic.

(more on back / next page)

SILVER CLOUD, VEHICLES & VANS

- ___ 1. Return all assigned equipment and supplies to Aquatics Shed.
- ___ 2. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 3. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 4. Vacuum and clean floor, wash windows (inside and out).
- ___ 5. Wash out pick-up truck beds.
- ___ 6. Return first aid kit to Health Clinic.
- ___ 7. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP

Clean-Up Procedure

Base Camp Horses*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Return all assigned equipment, tack, etc. to Base Camp Tack Shed. (Make sure nothing is at Cowboy camp that should be here and nothing here that should be at Cowboy camp).

___ 2. Pick up all trash, debris, and/or garbage from in and around the area and dispose in garbage can.

___ 3. Return any tools (not belonging to this Department) to the shop.

___ 4. Coil hoses up and place in Tack Shed (those not needed...in case horses are still in this pasture).

___ 5. Protect any unused food from inclement weather or animals (deer, etc.).

___ 6. Wash all helmets, dry, and put away for winter usage.

___ 7. Sweep off porch and in shed.

___ 8. Take Inventory and organize supplies as needed.

___ 9. Empty trash can(s) in dumpster at shop or behind cafeteria.

___ 10. Close and lock door.

___ 11. Turn all Tack Shed keys back in to office.

___ 12. Turn in Inventory Sheet to Pastor Terry.

___ 13. Return first aid kit to Clinic.

END OF CAMP

Clean-Up Procedure

Basketball*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Collect all basketball equipment and supplies and put in shed.
- ___ 2. Pick up all trash, debris, and/or garbage in and around the basketball court area and dispose in garbage can across from the Basketball Court.
- ___ 3. Return any tools (not belonging to the Department) to the shop.
- ___ 4. Sweep and/or hose off the court.
- ___ 5. Return any chairs and benches to original locations, cleaned.
- ___ 6. Take Inventory of all supplies and equipment.
- ___ 7. Repair / straighten fence as needed. Take down flagging and any other "summer only" items. Store in the shed.
- ___ 8. Sweep, clean, and organize shed.
- ___ 9. Make sure all clothing wear is washed (take to laundry), then properly stored for the winter season.
- ___ 10. Return first aid kit to the clinic.
- ___ 11. Turn all keys back in to office.
- ___ 12. Turn in Inventory Sheet to Pastor Terry.

END OF CAMP

Clean-Up Procedure

Cabins

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

NOTE: The entire cabin must be done BEFORE sweeping and mopping the floor.

KITCHEN AREA

___ 1. Spray sink, countertop and stovetop with Scrubbing Bubbles. Wipe dry with paper towel.

___ 2. Wipe out inside of stove and oven with damp cloth.

___ 3. Empty refrigerator. Wipe it out with damp cloth. Do NOT attempt to defrost freezer compartment.

FRONT PORCH AND WINDOWS

___ 1. Sweep off entire front and side porches and steps.

___ 2. Pick up trash within 50 feet around the cabin.

___ 3. Spray and wire down both front windows with window cleaner.

ODDS & ENDS

___ 1. Put garbage in trash can on porch. Put new liners in small cans. Wipe down trash cans (and lids, if any).

___ 2. Set thermostat to 55 degrees.

___ 3. Wipe off dining table with Scrubbing Bubbles and paper towel.

SWEEPING AND MOPPING

___ 1. Sweep everywhere (behind the doors, behind and around toilet, around and under sink area and in corners).

___ 2. Mop floor. (Fill mop bucket first, then put QT in water...otherwise it will foam up and be useless).

___ 3. When done, hang wet mop outside on the back porch on wall nail.

___ 4. Empty the mop bucket (on ground) and put up-side-down on back porch.

___5. Hang dust mop, broom and dust pan in bathroom on hanger provided.

END OF CAMP

Clean-Up Procedure

Cafeteria & Patio

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Remove all tables, chair, and furniture to patio right after breakfast Sunday morning.
- ___ 2. Wash off all tables and chairs with cleaning solution.
- ___ 3. Clean all windows with glass cleaner (inside and outside).
- ___ 4. Clean window sills, doors, and walls with a clean rag and cleaning solution.
- ___ 5. Wipe all baseboards with clean cloth and cleaning solution.
- ___ 6. Sweep down all spider / cob webs.
- ___ 7. Sweep Cafeteria floor and surrounding areas very thoroughly (in preparation for waxing and buffing). Include restroom entry, atrium, entire tile entry, and stairwell.
- ___ 8. Take all mats outside and sweep / beat them until clean.
- ___ 9. Pick up all trash, debris, and/or garbage in and around the Cafeteria, outside eating areas, and store front.
- ___ 10. Sweep off porch, steps, and benches.

END OF CAMP

Clean-Up Procedure

Campfire Bowl*- Program

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Return all assigned equipment, supplies, etc to Program Storage (basement level of Headquarters), PA Shed, and/or Campfire Bowl storage (under the stage). Note that the summer camp PA and speakers are returned to the Program Storage. Electrical cords go to the PA shed. NOTE: Be sure to check with any other departments who may have used programming items and get them returned (such as Cowboy, Church Bowl, Camp Council Bowl, various fire pits in camp, and other program areas used during the summer). If any microphones, stands, cords, etc. were used from the Leoni Lodge, they must be returned, cleaned and in working order. Anything that needs repair must be reported to Pastor Terry. Attach a note to each item listing what needs to be repaired.

___ 2. Pick up all trash, debris, and/or garbage in and around the area and dispose in garbage can.

___ 3. Return any tools (not belonging to the Department) to the shop.

___ 4. Coil hoses up and place inside the Speaker Shed (closest to the fire pit).

___ 5. Sweep off the stage, benches on the stage and audience benches.

___ 6. Sweep out PA Shed.

___ 7. Take Inventory and organize supplies as needed. Leave all general PA equipment and the spot light in the shed for use during the fall. If the electric piano or any other musical instruments are here, clean and return them to the Program Storage room.

___ 8. Empty trash can(s) in dumpster at shop or behind cafeteria.

___ 9. Turn out Light.

___ 10. Close and lock door.

___ 11. Turn all PA Shed and Campfire Stage keys back in to the office.

___ 12. Turn in Inventory Sheet to Pastor Terry.

___ 13. Return tables and chairs to their appropriate locations.

___ 14. Take power cords, coil, and put in program storage.

___ 15. Return ladders, tools, etc. to shop.

END OF CAMP

Clean-Up Procedure

Camp Council Bowl* - Program

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Return all PA equipment to AV.
- ___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage can across from the Basketball Court.
- ___ 3. Return any tools (not belonging to the Department) to the shop.
- ___ 4. Sweep off stage, steps and benches.
- ___ 5. Return any chairs to original locations, cleaned of course.
- ___ 6. Take Inventory (PA equipment) as needed.
- ___ 7. Repair / straighten fence as needed.
- ___ 8. Turn all PA box keys, if any, back in to office.
- ___ 9. Turn in Inventory Sheet to Pastor Terry.

END OF CAMP

Clean-Up Procedure

Church Bowl* - Program

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Return all PA equipment to AV.
- ___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage at shop.
- ___ 3. Return any tools (not belonging to the Department) to the shop.
- ___ 4. Sweep off stage, steps and benches.
- ___ 5. Return any chairs to original locations, cleaned of course.
- ___ 6. Take Inventory (PA equipment) as needed.
- ___ 7. Turn all PA box keys, if any, back in to office.
- ___ 8. Turn in Inventory Sheet to Pastor Terry.
- ___ 9. Take down shade cloth. Store in Aquatics shed.

END OF CAMP

Clean-Up Procedure

Cowboy - part 1*

Assigned to:_____ Date Completed:_____ by:_____

Time turned in:_____ Turned in to:_____ OK'd _____

BARN & TACK

___ 1. Return all assigned tack and other equipment to the Barn. (Take anything that belongs to the Base Camp Tack Shed there, and anything there belonging to Cowboy back to the Barn. Also return anything belonging to other departments...recreation, programming).

___ 2. Pick up all trash, debris, broken boards, old gates, posts, wire, and/or garbage inside and around the barn and stable area and dispose in/at garbage can in front of the barn.

___ 3. Return any tools (not belonging to the Cowboy Department) to the shop. Leave one pitchfork and two hay hooks at the barn.

___ 4. Coil hoses up that are not needed and place in the Barn.

___ 5. Store any surplus hay in the runways (clearing the main barn area). Put up "Doors".

___ 6. Sweep out Barn side rooms.

___ 7. Organize side rooms.

___ 8. Take Inventory and organize supplies as needed.

___ 9. Turn out Lights.

___ 10. Close and lock all doors.

___ 11. Turn all Barn keys back in to office.

___ 12. Turn in Inventory Sheet to Pastor Terry.

___ 13. Return first aid kit to Clinic.

more on back / next page

ARENA / GRAND STAND

- ___ 1. Pick up all trash, debris, broken boards, old gates, posts, wire, and/or garbage inside and around this area and dispose in/at garbage can in front of the barn.
- ___ 2. Sweep off grand stand platform.
- ___ 3. Return PA equipment to AV Department. (Speakers, PA, wires, etc.).
- ___ 4. Store table & chairs in Barn.
- ___ 5. Store rodeo equipment (barrels, poles, etc.) in barn.
- ___ 6. Report any burned out lights or PA speakers that do not work to Pastor Terry.
- ___ 7. Turn off any power.
- ___ 8. Make a list of any repairs that need be done and give it to Pastor Terry.

PASTURE AREAS

- ___ 1. Pick up all trash, debris, broken boards, old gates, posts, wire, and/or garbage inside and around this area and dispose in/at garbage can in front of the barn.
- ___ 2. Repair fencing as needed.
- ___ 3. Take unused feed bins and drinking troughs to barn (clean and store inside)

FINAL TRASH & GARBAGE DISPOSAL

- ___ 1. Check out a pick-up truck and haul all of this to the shop and put in the dumpsters.

OTHER VEHICLE(s), IF USED

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Return first aid kit to Health Clinic.
- ___ 5. Wash out pick-up truck beds.
- ___ 6. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP

Clean-Up Procedure

Cowboy - part 2*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

BUNK HOUSES

- ___ 1. Thoroughly clean bunk houses including attic areas and remove all surplus materials and trash to garbage can at food wagon.
- ___ 2. Pick up all trash, debris, and/or garbage around the Bunk House area and dispose in garbage can.
- ___ 3. Secure and lock all windows.
- ___ 4. Sweep clean.
- ___ 5. Prepare for storing mattresses from wagons, wagon covers, etc.
- ___ 6. When everything is stored for the winter, turn off the lights, then close and lock the door.
- ___ 7. Turn all Bunk House keys back in to office.
- ___ 8. Return first aid kit to Clinic.

FOOD WAGON

- ___ 1. Return all food service utensils, pans, supplies, etc. to Cafeteria.
- ___ 2. Pick up all trash, debris, and/or garbage in and around the Food Wagon and eating area and place in garbage can / dumpster.

COWBOY BUS

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc. Mop floor, wash windows (inside and out).
- ___ 3. Return first aid kit to Health Clinic.
- ___ 4. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

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WAGON CIRCLES, BATHROOMS & RECREATION FIELD

___ 1. Pick up all trash, debris, and/or garbage in wagons and in the wagon /bathroom areas and dispose in garbage can at Food Wagon.

___ 2. Coil hoses up and place in Bunk House.

___ 3. When completely dry, take off Wagon Covers. Clean & Sweep, fold neatly, and store in the plastic garbage cans in lofts of Bunk Houses.

___ 4. Remove mattresses. Scrub and clean mattresses thoroughly. When completely dry, store in bunk houses. Separate out those that need repair. Communicate to Pastor Terry which ones need the repair.

___ 5. Sweep out wagons.

___ 6. Take Inventory (mattresses, wagon covers, lanterns, fuel, play equipment, matches, etc.) and organize supplies as needed. Return all assigned sports equipment, if any, to "owners" location (recreation shed, pool, programming, etc.).

___ 7. Sweep and mop bathrooms and showers. Close and lock.

___ 8. Turn any Bathroom keys back in to office.

___ 9. Turn in Inventory Sheet to Pastor Terry.

OVERNIGHTER

___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can at food wagon.

___ 2. Return any tools / equipment (garbage cans, hoses, lanterns, stoves, etc.) to rightful locations.

___ 3. Take Inventory of overnigher supplies.

___ 4. Turn in Inventory Sheet to Pastor Terry.

END OF CAMP

Clean-Up Procedure

Crafts & Ceramics*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd

SUPPLY STORAGE ROOM

- ___ 1. Store all supplies neatly in storage room. Be sure to leave clear and open access to electrical panel, hot water tank, and light switches.
- ___ 2. Take inventory of all craft supplies and items.

CRAFT ROOM

- ___ 1. Wash off all tables and chairs (including legs and underneath) with cleaning solution.
- ___ 2. Clean all windows inside and out with glass cleaner.
- ___ 3. Clean window sills, doors, shelves, and walls with a clean rag and cleaning solution.
- ___ 4. Wipe all baseboards with clean cloth and cleaning solution.
- ___ 5. Sweep down all spider webs from ceiling area.
- ___ 6. Spray and clean water fountain.
- ___ 7. Return first aid kit to Clinic.
- ___ 8. Mop Kitchen & dining hall.

KITCHEN

- ___ 1. Clean all sinks and decks.
- ___ 2. Clean window sills, doors, shelves, and walls with a clean rag and cleaning solution.
- ___ 3. Empty out and thoroughly clean the refrigerator.
- ___ 4. Clean stove tops.
- ___ 5. Empty garbage cans into the dumpster at the shop. Replace liners.

more on back / next page

RESTROOMS

- ___ 1. Clean sinks.
- ___ 2. Clean toilet bowl (inside and out) and urinals.
- ___ 3. Clean mirrors and window with glass cleaner.
- ___ 4. Empty sanitary napkin receptacles into the garbage (replace liners).
- ___ 5. Empty garbage cans into dumpster at shop.
- ___ 6. Sweep and mop the floor.

KILN ROOM

- ___ 1. Sweep and mop floor. (Remember to do add anything in here to inventory).

GENERAL

- ___ 1. Pick up all trash, debris, and garbage around building and craft work areas within at least 100 feet of the buildings.
- ___ 2. Sweep off sidewalk.
- ___ 3. Put chairs and tables away once they are completely cleaned.
- ___ 4. Empty trash can(s) in dumpster at shop.
- ___ 5. Turn out Lights.
- ___ 6. Close and lock doors.
- ___ 7. Turn all Craft building keys back in to office.
- ___ 8. Turn in Inventory Sheets to Pastor Terry.

END OF CAMP

Clean-Up Procedure

Food Service - Kitchen *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

DISHROOM, STORAGE AREAS, REFRIGERATORS / FREEZERS

- ___ 1. Clean all dish room equipment.
- ___ 2. Clean and organize all storage areas.
- ___ 3. Clean out and organize refrigerators and freezer.

GENERAL

- ___ 1. Wash windows in staff eating area, and entry way.
- ___ 2. Clean restrooms, janitor's closet and laundry room.
- ___ 3. Scrub floors and drains.
- ___ 4. Clean walls and polish fixtures (including exhaust hood).

LOADING DOCK AREA

- ___ 1. Clean loading dock. Hose down. Coil hose up.
- ___ 2. Clean and hose garbage dumpster areas.
- ___ 3. Clean and organize dock storage room.
- ___ 4. Pick up all trash, debris, and/or garbage out and around back loading dock and dispose in garbage can.
- ___ 5. Turn all keys back in to office.

more on reverse side or next page

FOOD DELIVERY VAN

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Return first aid kit to Health Clinic.
- ___ 5. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP

Clean-Up Procedure

Forest Management*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Sweep out and organize shed.
- ___ 2. Thoroughly clean all equipment, gear and tools (chain saws, etc.).
- ___ 3. Inventory all supplies, tools, gear and equipment.
- ___ 4. Wash and clean all helmets and eye wear.
- ___ 6. Pick up all trash, debris, and/or garbage on the track, outside the shed and in the area. Dispose in dumpster.
- ___ 7. Return any tools (not belonging to the Department) to the shop.
- ___ 8. Close and lock door.
- ___ 9. Turn all Shed keys back in to office.
- ___ 10. Turn in Inventory Sheet to Ron.
- ___ 11. Return first aid kit to Clinic.

VEHICLES

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Wash out pick-up truck beds.
- ___ 5. Return first aid kit to Health Clinic.
- ___ 6. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.
- ___ 7. Return first aid kit to Clinic.

END OF CAMP

Clean-Up Procedure

Go-Carts*

Assigned to:_____ Date Completed:_____ by:_____

Time turned in:_____ Turned in to:_____ OK'd _____

___ 1. Sweep shed. Clean Windows.

___ 2. Thoroughly clean all carts (wash with brush, soap and water). Let dry. Be sure to drain all gas from fuel tanks, then run cart until engine stops. Spray WD-40 in fuel tank and on all exposed metal parts of engine that may rust. Touch up any paint to prevent rusting during the winter and to keep the go-cart looking nice.

___ 3. Clean-up and sort into boxes all spare parts.

___ 4. Return all Go-Carts to Shed. Inventory them as you put them away. All Go-Carts must be in complete repair and ready for use before being put away for the winter. Any Go-Carts needing major repair: check with Bruce at the shop to determine where they should be put...then get them there. If parts are needed, give list to Bruce.

___ 5. Wash and clean all helmets.

___ 6. Pick up all trash, debris, and/or garbage on the track, outside the shed and in the area. Dispose in garbage can.

___ 7. Return any tools (not belonging to the Go-Dart Department) to the shop.

___ 8. Coil hoses up and place in Recreation Shed.

___ 9. Clean and organize all tools. Take tool and supplies Inventory.

___ 10. Empty trash can(s) in dumpster at shop or behind cafeteria.

___ 11. Take hay bales (if any) and stack good ones on pallet. When completely dry, cover with plastic tarp and tie down with twine or rope.

___ 12. Close and lock window. Close and lock door.

___ 14. Turn all Go-Cart Shed keys back in to office.

___ 15. Turn in Inventory Sheet to Pastor Terry.

___ 16. Return first aid kit to Clinic.

END OF CAMP

Clean-Up Procedure

General Camp Clean-up*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Check and clean-up all trash, debris, garbage, in and around the following areas:

- ___ Cabins
- ___ RV Parking
- ___ RV Sites
- ___ Indian Camp
- ___ Wilderness Camp
- ___ Cowboy Camp
- ___ 49er Camp
- ___ Trails

Flag pole area
Lost and Found

END OF CAMP Clean-Up Procedure Headquarters Lobby*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

LOBBY

- ___ 1. Clean furniture and counters.
- ___ 2. Clean windows, window sills, doors, light switches, and walls.
- ___ 3. Sweep spider webs off ceiling, if any.
- ___ 4. Wipe baseboards with clean cloth.
- ___ 5. Vacuum floor.
- ___ 6. Empty trash in dumpster.
- ___ 7. Sweep off porch.
- ___ 8. Pick up trash and debris outside on and around the front porch and completely around the building.

END OF CAMP Clean-Up Procedure Health Care Center*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

CLINIC

- ___ 1. Take inventory of all supplies. Make sure all dispersed first aid kits are returned.
- ___ 2. Organize cabinets and drawers.
- ___ 3. Things which will be outdated by next summer, take to office for winter use.
- ___ 4. Clean furniture and counters.
- ___ 5. Clean windows, window sills, doors, light switches, and walls.
- ___ 6. Sweep spider webs off ceiling, if any.
- ___ 7. Wipe baseboards with clean cloth.
- ___ 8. Sweep and mop floor.
- ___ 9. Empty trash in dumpster.

OFFICE

- ___ 1. Clean furniture and counters.
- ___ 2. Clean windows, window sills, doors, light switches, and walls.
- ___ 3. Sweep spider webs off ceiling, if any.
- ___ 4. Wipe baseboards with clean cloth.
- ___ 5. Vacuum floor.
- ___ 6. Empty trash in dumpster.

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NURSE HOUSING / BATHROOMS (including one in infirmary)

- ___ 1. Clean furniture and counters.
- ___ 2. Clean windows, window sills, doors, light switches, and walls.
- ___ 3. Sweep spider webs off ceiling, if any.
- ___ 4. Wipe baseboards with clean cloth.
- ___ 5. Sweep and mop floors.
- ___ 6. Empty trash in dumpster.
- ___ 7. Sweep off porch & steps.

INFIRMARIES (both rooms...meeting room and sleeping, and laundry room)

- ___ 1. Clean furniture and counters. (including refrigerator, stove, clean out drawers in mtg. room)
- ___ 2. Clean windows, window sills, doors, light switches, and walls.
- ___ 3. Sweep spider webs off ceiling, if any.
- ___ 4. Wipe baseboards with clean cloth.
- ___ 5. Sweep and mop floors.
- ___ 6. Empty trash in dumpster.
- ___ 7. Sweep off porch & steps.

ALL ROOMS

- ___ 1. Turn out Lights.
- ___ 2. Close and lock doors.

GENERAL

- ___ 1. Turn all keys back in to office.
- ___ 2. Turn in Inventory Sheet to Pastor Terry.

more on reverse or next page

NURSE-MOBILE

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Return first aid kit to Health Clinic.
- ___ 5. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP Clean-Up Procedure Indian Outpost *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

TEEPEES & MATTRESSES

- ___ 1. Take down, clean, fold-up and store dry teepees in garbage cans in shed.
- ___ 2. Clean mattresses and store in shed, or make arrangements with Cowboy to store them in a bunkhouse. Label mattresses as INDIAN if stored outside of Indian Village.
- ___ 4. Store all teepee poles in storage areas.
- ___ 5. Store all teepee carpeting in shed.
- ___ 6. Return propane lanterns to Meadow Lodge.

ARCHERY AREA

- ___ 1. Take archery hay bales and put on pallets. Cover the bales with plastic and tie in place for winter.
- ___ 2. Take down Archery shelter cover...store in shed along with all archery supplies and equipment.

SHED

- ___ 1. Take inventory and organize supplies as needed.
- ___ 2. Sweep out shed.
- ___ 3. Close and lock door.
- ___ 4. Turn all Indian Shed keys back in to office.

more on reverse / next page

GENERAL

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 2. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 3. Turn trash cans up-side-down.
- ___ 4. Return any tools (not belonging to the Department) to the shop.
- ___ 5. Coil hoses up and place in Shed.
- ___ 6. Turn in Inventory Sheet to Pastor Terry.

INDIAN BUS

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc. Mop floor, wash windows (inside and out).
- ___ 3. Return first aid kit to Health Clinic.
- ___ 4. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

VAN or OTHER VEHICLE, IF USED

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Return first aid kit to Health Clinic.
- ___ 5. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP

Clean-Up Procedure

Lapidary-Rocks & Minerals*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Return all rocks and supplies to winter storage area.
- ___ 2. Return Lapidary equipment to winter storage area.
- ___ 3. Take down awnings and store in winter storage area.
- ___ 4. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 5. Return any tools (not belonging to the Department) to the shop.
- ___ 6. Coil hoses up and place in winter storage area.
- ___ 7. Take Inventory and organize supplies as needed.
- ___ 8. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 9. Turn out Light, if any.
- ___ 10. Close and lock door.
- ___ 11. Turn all storage area keys back in to office.
- ___ 12. Turn in Inventory Sheet to Pastor Terry.
- ___ 13. Return first aid kit to Health Clinic.

END OF CAMP

Clean-Up Procedure

ML Basement Lobby *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

LOBBY BETWEEN DORMS

- ___ 1. Pick up all debris and empty garbage cans into dumpster.
- ___ 2. Put in new trash can liners. (Clean trash can and lid with Scrubbing bubbles).
- ___ 3. Clean all dirt, smudges, and fingerprints from doors, walls, and lightswitches.
- ___ 4. Sweep cobwebs from ceiling, floor corners, and under beds.
- ___ 5. Vacuum entire carpeted area.
- ___ 6. Store ping pong tables in furnace room.
- ___ 7. Dust with furniture polish the furniture (piano, chairs, etc.)

DORM & LOBBY PORCHES

- ___ 1. Pick up trash and debris. Throw into dumpster.
- ___ 2. Sweep off entire cement slab outside of the dorm lobby.
- ___ 3. Sweep off outside East entry to lower floor (facing cafeteria)

END OF CAMP

Clean-Up Procedure

Mountain Biking*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Take inventory of all bikes, supplies, helmets, tools and equipment.
- ___ 2. Check each bike making sure each is in top operating condition.
- ___ 3. Repair any bikes that are not in top shape.
- ___ 4. If parts are not available, make a list of all the parts needed for repairs and attach it to the bike. Keep a master copy of the parts list and give to Pastor Terry.
- ___ 5. Store all Bikes, equipment and supplies in Sheds.
- ___ 6. Sweep clean and organize both sheds.
- ___ 7. Pick up all trash, debris, and/or garbage and dispose in dumpster at cafeteria or laundry.
- ___ 8. Close and lock door. Make sure lights are off.
- ___ 9. Turn all Shed keys back in to office.
- ___ 10. Turn in Inventory Sheet to Pastor Terry.
- ___ 11. Return first aid kit to Health Clinic.

END OF CAMP

Clean-Up Procedure

Nature Center (summer camp)

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

PHYSICAL SCIENCE

- ___ 1. Clean the sink.
- ___ 2. Wipe down stools and counters.
- ___ 3. Empty the trash.
- ___ 4. Sweep and mop the floor.

CONFERENCE ROOM

- ___ 1. Wipe chairs down with damp cloth and stack in stacks of five.
- ___ 2. Wipe down table tops and legs and undersides.
- ___ 3. Clean glass displays with glass cleaner.
- ___ 4. Vacuum carpeted area.

ALL TILED AREAS

- ___ 1. Pick up trash, debris, etc. Dispose of properly.
- ___ 2. Sweep and mop all tiled areas.

CARPETED AREAS

- ___ 1. Vacuum all carpeted areas.

more on reverse / next page

GENERAL

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 2. Clean all glass doors and windows with glass cleaner.
- ___ 3. Clean the upper-floor pendulum display windows.
- ___ 4. Clean all front glass display cases.
- ___ 5. Vacuum off corn grinding rock.
- ___ 6. Sweep and mop spiral stairs.
- ___ 7. Return any tools (not belonging to the Department) to the shop.
- ___ 8. Take Inventory and organize supplies as needed.
- ___ 9. Clean activity areas as per housekeeping instructions.
- ___ 10. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 11. Turn out Lights.
- ___ 12. Close and lock doors.
- ___ 13. Pick up al trash and debris 100' around Nature Center.
- ___ 14. Turn all keys back in to office.
- ___ 15. Turn in Inventory Sheet to Pastor Terry.
- ___ 16. Return first aid kit to Health Clinic for re-stocking. Return to Nature Center.

END OF CAMP Clean-Up Procedure **Petting Zoo***

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 2. Return any tools (not belonging to the Zoo Department) to the shop.
- ___ 3. Coil hoses up and place in Shed.
- ___ 4. Sweep out sheds as needed.
- ___ 5. Take Inventory and organize supplies as needed.
- ___ 6. Empty trash can(s) in dumpster at laundry, shop or behind cafeteria.
- ___ 7. Turn out Light.
- ___ 8. Turn in Inventory Sheet to Pastor Terry.
- ___ 9. Return first aid kit to Health Clinic for re-stocking for winter.
- ___ 10. Put re-stocked first aid kit back in petting zoo.

END OF CAMP Clean-Up Procedure Pond*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Return all equipment and gear (paddles, life jackets, etc.) to Pond Shed.
- ___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 3. Return any tools (not belonging to the Department) to the shop.
- ___ 4. Put canoes on canoe trailer. Chain and lock them to the trailer.
- ___ 5. Put paddle boat in shed.
- ___ 6. Pull out, deflate, repair, and clean Blob. Store in shed.
- ___ 7. Sweep out shed.
- ___ 8. Take Inventory and organize supplies as needed.
- ___ 9. Empty trash can(s) in dumpster at shop, laundry or behind cafeteria.
- ___ 10. Close and lock door.
- ___ 11. Turn all Shed keys back in to office.
- ___ 12. Turn in Inventory Sheet to Pastor Terry.
- ___ 13. Return first aid kit to Health Clinic.

END OF CAMP

Clean-Up Procedure

Pool*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

POOL

- ___ 1. Vacuum pool thoroughly.
- ___ 2. Wipe off tile border.
- ___ 3. Empty Skimmer baskets.
- ___ 4. Store pool thermometers in pool office.
- ___ 5. Clean chairs (store in office), lifeguard stands, hand rails, and diving boards.
- ___ 6. Cover pool.
- ___ 7. Store equipment and supplies neatly in designated areas (foam floats, toys, rescue equipment, foam boards, etc.)
- ___ 8. Sweep off decks.

PUMP ROOM & OFFICE

- ___ 1. Sweep, clean and organize each room.
- ___ 2. Backwash all filters in pump room thoroughly and recharge.
- ___ 3. Take inventory and organize supplies.
- ___ 4. Return first aid kit to Health Clinic.

BATHROOMS

- ___ 1. Scrub down tiles on walls and floors in shower rooms. Clean and rinse.
- ___ 2. Clean and scrub toilets.
- ___ 3. Clean and scrub sinks.
- ___ 4. Wipe down shower partitions and doors. Dry and polish.

more on reverse / next page

GENERAL

- ___ 1. Pick up trash in and around the pool area.
- ___ 2. Return all keys back in to office.
- ___ 3. Turn in Inventory Sheet to Pastor Terry.

END OF CAMP

Clean-Up Procedure

Program Department *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

PROGRAM ROOM

- ___ 1. Box up and return computers to nature center.
- ___ 2. Return all program supplies, props, and other equipment to Program Storage.
- ___ 3. Return phones to Pastor Terry. Put phone cords back up into ceiling.
- ___ 4. Inventory all Program supplies and equipment.
- ___ 5. Wash and Clean all windows.
- ___ 6. Wipe off doors, light switches, doors, and wall.
- ___ 7. Take Lost and Found to Laundry.
- ___ 8. Remove spots off carpet (Use Carpet Cleaner). Take garbage to dumpster.
- ___ 9. Vacuum floor thoroughly.
- ___ 10. Turn out lights. Close and lock doors.
- ___ 11. Turn in all keys to office.
- ___ 12. Turn in inventory to Pastor Terry.

PROGRAM STORAGE

- ___ 1. Inventory and organize storage rooms.
- ___ 2. Sweep floors.
- ___ 3. Turn out lights.
- ___ 4. Close and lock door.
- ___ 5. Return keys to office.
- ___ 6. Turn in inventory to Pastor Terry.

more on reverse / next page

GENEREAL

- ___ 1. Return any tools (not belonging to the Department) to the shop.
- ___ 2. Double-check all areas in camp where program activities / events were held to make sure everything is clean, garbage picked up, and supplies returned to their appropriate areas.

VEHICLE

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Wash out pick-up truck beds.
- ___ 5. Return first aid kit to Health Clinic.
- ___ 6. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP Clean-Up Procedure Recreation*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Return all assigned sports equipment to Recreation Shed. (All Basketball supplies go to the Basketball Court Shed).
- ___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 3. Return any tools (not belonging to the Recreation Department) to the shop.
- ___ 4. Coil hoses up and place in Recreation Shed.
- ___ 5. Disconnect and store drinking fountain (near go-cart track) in Recreation Shed.
- ___ 6. Sweep out shed.
- ___ 7. Take Inventory and organize supplies as needed.
- ___ 8. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 9. Turn out Light.
- ___ 10. Close and lock door.
- ___ 11. Turn all Recreation Shed keys back in to office.
- ___ 12. Make note of any repairs that need to be made and give list to Pastor Terry.
- ___ 13. Return first aid kit to Health Clinic.
- ___ 14. Turn in Inventory Sheet to Pastor Terry.

END OF CAMP

Clean-Up Procedure

RV Laundry - Bathrooms

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

LAUNDRY ROOM

- ___ 1. Wipe Washing machines (inside and out).
- ___ 2. Empty trash and put new liners in. (Use Scrubbing Bubbles on cans and lids).
- ___ 3. Sweep spider webs from ceiling and window areas.
- ___ 4. Clean windows with glass cleaner.
- ___ 5. Sweep and mop the floor.
- ___ 6. Turn off lights and lock door.

OUTSIDE WALKWAYS

- ___ 1. Sweep and hose off sidewalks.
- ___ 2. Clean outside sink.
- ___ 3. Coil up hose next to sink.

END OF CAMP Clean-Up Procedure **Scroll-Sawing***

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Take Inventory and organize supplies as needed.
- ___ 2. Sweep out and clean work area.
- ___ 3. Pick up all trash, debris, and/or garbage and dispose in garbage can, which can be emptied into the Shop Dumpster.
- ___ 4. Turn out Light. Shut off power.
- ___ 5. Close and lock door.
- ___ 6. Turn all keys back in to office.
- ___ 7. Turn in Inventory Sheet to Pastor Terry.
- ___ 8. Return first aid kit to Health Clinic.

END OF CAMP Clean-Up Procedure **Wilderness***

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Take inventory of all equipment, supplies, etc.
- ___ 2. Sweep out, clean, and organize storage shed.
- ___ 3. Take down Obstacle course elements to be stored over the winter.
- ___ 4. Clean tents, take down and store in shed.
- ___ 5. Sweep off benches.
- ___ 6. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 7. Return any tools (not belonging to the Recreation Department) to the shop.
- ___ 8. Coil hoses up and place in Shed.
- ___ 9. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 10. Turn garbage cans up-side-down.
- ___ 11. Close and lock door.
- ___ 12. Turn all Shed keys back in to office.
- ___ 13. Turn in Inventory Sheet to Pastor Terry.
- ___ 14. Return first aid kit to Health Clinic.
- ___ 15. Make a list of maintenance needs.

VAN / TRUCK / BUS

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).

___ 4. Return first aid kit to Health Clinic.

___ 5. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP Clean-Up Procedure **49er***

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in dumpster.
- ___ 2. Return any tools (not belonging to the Department) to the shop.
- ___ 3. Take Inventory and organize supplies as needed. Store these in Wilderness Shed (gold pans, etc.).
- ___ 4. Turn in Inventory Sheet to Pastor Terry.
- ___ 5. Return first aid kit to Health Clinic.

VAN

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Return first aid kit to Health Clinic.
- ___ 5. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP Clean-Up Procedure **Vehicles***

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Wash out pick-up truck beds.
- ___ 5. Return first aid kit to Health Clinic.
- ___ 6. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP Clean-Up Procedure Video Production*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

PRODUCTION ROOM

- ___ 1. Inventory all supplies and equipment.
- ___ 2. Turn in inventory to Pastor Terry.
- ___ 3. Clean and organize the Video Production room.
- ___ 4. Wipe off counters, shelves, smudges on walls, etc.
- ___ 5. Take garbage to dumpster.
- ___ 6. Turn out lights.
- ___ 7. Close and lock door.
- ___ 8. Return keys to office.

VEHICLES (if any)

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Wash out pick-up truck beds.
- ___ 5. Return first aid kit to Health Clinic.
- ___ 6. Park at shop yard. Ask Bruce what else needs to be done. Turn in keys.

END OF CAMP Clean-Up Procedure **Bathrooms***

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

Follow instructions on applicable items below:

TOILET AREA CLEANING

- ___ 1. Put 3 squirts of QT into toilet bowl.
- ___ 2. Scrub inside of entire bowl with bowl brush (including drain hole).
- ___ 3. Spray entire outside of toilet, seat, and seat lid with Scrubbing bubbles.
- ___ 4. Wipe, dry, and shine toilet using paper towel. This includes the tank.
- ___ 5. Wipe down walls and partitions with Scrubbing Bubbles and paper towels.

SINK AREA CLEANING

- ___ 1. Spray entire sink with Scrubbing Bubbles.
- ___ 2. Scrub inside of sink and countertop with scrub pad.
- ___ 3. Rinse sink with water and dry countertop with paper towel.
- ___ 4. Spray and wire mirror with glass cleaner.
- ___ 5. Clean inside of vanity area (underneath sink) inside and out.

SANITARY NAPKIN HAMPERS

- ___ 1. Empty all sanitary napkin hampers and discard into trash cans.
- ___ 2. Replace liners inside hampers.
- ___ 3. Wipe off with Scrubbing Bubbles.

more on reverse / next page

URINAL AREA CLEANING

- ___ 1. Flush urinals several times to clear.
- ___ 2. Use 3 squirts of QT in urinal bowl.
- ___ 3. Spray inside of urinal with Scrubbing Bubbles.
- ___ 4. Scrub inside entire urinal with toilet bowl brush (including drain hole).
- ___ 5. Flush Urinal.
- ___ 6. Spray and wipe entire outside of urinal with Scrubbing Bubbles and paper towel.
- ___ 7. Clean any areas where urine could have dribbled or splattered (walls, partitions).
- ___ 8. Spray and wipe entire partitions between urinals.

SHOWER CLEANSING

- ___ 1. Turn on shower and wet down interior of shower.
- ___ 2. Spray Scrubbing Bubbles on entire interior of shower.
- ___ 3. Scrub over entire area with scrub pad.
- ___ 4. Rinse down entire shower using bucket.
- ___ 5. Spray and wipe down shower door.
- ___ 6. Clean shower door tracks and lower ledge base of shower.

BATHROOM FLOOR

- ___ 1. Sweep everywhere (behind the door, under toilets, under sinks, and in corners).
- ___ 2. Mop floor. (Use three squirts of QT in full bucket. Use rag to wipe floor of hair and debris. Put QT in last after you fill the bucket, otherwise you get lots of foam).
- ___ 3. Sweep cobwebs from ceiling and floor corners.

GARBAGE

- ___ 1. Empty garbage (in dumpster). Wipe down with Scrubbing Bubbles. Put new can liners in can.

END OF CAMP

Clean-Up Procedure

Sleeping Quarters*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

Follow instructions on items as applicable below:

SLEEPING AREAS / ROOMS

Window Area

- ___ 1. Wipe off window sills with damp rag. Open all curtains.
- ___ 2. Clean windows with glass cleaner and paper towels.

Dresser Area

- ___ 1. Dust off all furniture. Use furniture polish.
- ___ 2. Empty and wipe all dresser drawers using a dust cloth.
- ___ 3. Return furniture to original places.

Bed / Bunkbed Area

- ___ 1. Put beds back into original places.
- ___ 2. Make sure each bed has one mattress.
- ___ 3. Wipe off shelf.
- ___ 4. Wipe off mattresses on both sides.
- ___ 5. Make sure coat hangers are neat and pushed to the far right.
- ___ 6. Pick up all trash and throw into garbage can.

Water Fountain / Mirror

- ___ 1. Use glass cleaner & paper towels to clean fountain and mirror.

more on reverse / next page

Floor

- ___ 1. Be sure to pick up any larger trash items before cleaning (rocks, bobbypins, paper, coins, etc.).
- ___ 2. Wood Floors: Sweep clean.
Tile floors: Sweep and mop clean.
Carpeted floors: Vacuum clean.

General

- ___ 1. Clean all dirt, smudges, and fingerprints from doors, walls, and lightswitches.
- ___ 2. Sweep cobwebs from ceiling, floor corners, and under beds.
- ___ 3. Throw away all debris and trash in dumpster.

HALLWAYS / COMMOM AREAS

Windows and Furniture

- ___ 1. Wipe off window sills with damp rag. Open all curtains.
- ___ 2. Clean windows with glass cleaner and paper towels.
- ___ 3. Dust off all furniture. Use furniture polish.
- ___ 4. Return furniture to original places.

Water Fountain / Mirror

- ___ 1. Use glass cleaner & paper towels to clean fountain and mirror.

Floor

- ___ 1. Be sure to pick up any larger trash items before cleaning (rocks, bobbypins, paper, coins, etc.).
- ___ 2. Wood Floors: Sweep clean.
Tile floors: Sweep and mop clean.
Carpeted floors: Vacuum clean.

General

- ___ 1. Clean all dirt, smudges, and fingerprints from doors, walls, and lightswitches.
- ___ 2. Sweep cobwebs from ceiling, floor corners, and under beds.
- ___ 3. Throw away all debris and trash in dumpster.

