

## APPENDIX F: CLEAN-UP CHECKLIST

**We ask each group to do their part in leaving our facilities tidy and clean, and in the same condition as found.** Please refer to this checklist upon departure for ways you can help tidy up after your stay. Your assistance will help us keep cleaning and maintenance costs down, and ultimately keep our rates down.

### CABINS

- Remove personal possessions (by 10am please)
- Sweep floors
- Collect garbage and take to dumpster
- Turn down heat and turn off lights
- Switch Off main breaker
- Close windows and Shut doors tightly

### DINING HALL WASHROOMS

- Gather personal possessions
- Sweep floors & hallway
- Collect garbage and take to dumpster
- Close windows
- Turn lights off

### WASHROOM BUILDING

- Gather personal possessions
- Collect garbage and take to dumpster
- Turn off lights
- Shut doors tightly

### DINING HALL / ROTARY HALL

- Gather personal possessions
- Put furniture in original places
- Place benches up on tables
- Stack stools/chairs on one side of the room
- Close fireplace damper - IMPORTANT
- Sweep floor area
- Collect garbage and take to dumpster
- Turn down heat and turn off lights
- Close windows and Shut doors tightly

### CLASSROOMS

- Gather personal possessions
- Put tables in original places & stack chairs
- Collect garbage and take to dumpster
- Turn down heat and turn off lights
- Close windows and Shut doors tightly

### KITCHEN (if group doing own meals)

- Gather personal possessions
- Turn off coffee machine (do not unplug)
- Empty and clean compost pails, put bag of compost in small shed beside kitchen door
- Dispose of all fat drippings into a can and then place the can in the fridge to solidify
- Clean the microwave
- Wash dishes and put dishes away in proper locations
- Clean sinks with comet
- Wipe counters with a solution of Javex
- Sweep & Mop floor
- Collect garbage and take to dumpster
- Turn down heat and turn off lights
- Close windows and shut doors tightly

### PLAYING FIELD

- Gather personal possessions
- Collect up garbage
- Tidy up field, and put away sports equipment

### RECYCLING / CARDBOARD BOXES / GARBAGE

- Please put all recycling in appropriate bins just outside kitchen door.
- Flatten cardboard and put in dumpster marked Cardboard only
- Collect all garbage and take to dumpster

**Do not leave garbage, etc on kitchen porch**

**\*\* Please ensure all dishes are put back in their in their original places!!! \*\***