

CLEANUP CHECKLIST

DINING HALL CREW

- ___ Tables wiped clean / Tables and chairs arranged as they were found upon arrival.
- ___ All trash taken to dumpster, cans rinsed out if dirty, and liners replaced.
- ___ Bathrooms in dinning hall swept and mopped (if necessary). Flush all toilets.
- ___ Main dining hall floors swept and mopped (if necessary).
- ___ All lights and fans turned off.

KITCHEN CREW

- ___ Stoves, griddles, and oven cleaned if used.
- ___ Counters and storage areas wiped clean.
- ___ Refrigerators, freezers and all coolers checked for spills and all food removed.
- ___ All sinks cleaned out.
- ___ Floors swept and mopped
- ___ Lights, fans and A/C units should be turned off.
- ___ All trash taken to dumpster, cans rinsed out if dirty, and liners replaced.
- ___ Bathroom on back porch cleaned, swept, and mopped (if necessary.)
- ___ Doors shut and locked.

DORMITORY SLEEPING QUARTERS

- ___ Beds neat, clean (debris wiped off) and arranged as they were found.
- ___ All trash taken to dumpster, cans rinsed out if dirty, and liners replaced.
- ___ Floors swept (including under the beds) and mopped (if needed).
- ___ Return brooms and dust pans to where they were found.
- ___ Windows should be closed and locked, screens should be in place.
- ___ All lights A/C, heater, and fan(s) turned off and unplugged.
- ___ Doors shut and locked.

BATH HOUSE/RESTROOMS

- ___ Sinks and mirrors wiped clean.
- ___ Flush all toilets and urinals.
- ___ All trash taken to dumpster, cans rinsed out if dirty, and liners replaced.
- ___ Any fans brought into bathrooms need to be returned to original place.
- ___ Floors swept and mopped.
- ___ All lights turned off and doors shut and locked.

CABIN(S) AND APPARTMENT

- ___ Bathroom cleaned (toilet flushed, shower or tub and sink).
- ___ Clean kitchenette area, sink and refrigerator cleaned out, and all food removed.
- ___ All trash taken to dumpster, cans rinsed out if dirty, and liners replaced.
- ___ Check bedrooms for left behind items under beds, and return any moved beds to their original locations.
- ___ Sweep and mop floor, return broom and dust pan to closet.
- ___ All lights, A/C, heater and fans turned off and unplugged.
- ___ Door(s) shut and locked.