

Clean up for a group

Please do not empty any of the trash cans unless they are completely full until every area in the whole building is cleaned. All bags must be sealed or tied up before they are put in the dumpster.

Outside

___ Do a walk around of the entire camp grounds and pick up trash. Return bikes to the bike rack.

Upper level of Retreat center

Entrance room

- ___ Vacuum entrance room carpet
- ___ Shake out mats outside and vacuum the same south door main entrance mats
- ___ Sweep the deck or cement outside
- ___ Clean windows of all 4 doors
- ___ Wipe off wood in front of windows

Dining and Meeting room

- ___ Wipe off all tables
- ___ Fold up all tables and stack back to back and face to face
- ___ Check all chair for cleanliness
- ___ Put all chairs on carts
- ___ Vacuum meeting room carpet
- ___ Shake out mats outside and then vacuum the same entrance mats
- ___ Clean counter tops, hot drinks table
- ___ Sweep or dust mop floor
- ___ Wet mop floor

Ladies or Girls Bathroom

- ___ Sweep the floor
- ___ Wet mop the floor
- ___ Clean toilets, clean sinks and counter tops
- ___ Shake out the rugs outside that are in front of sinks in bathrooms or place a clean one there if needed
- ___ Make sure toilet paper is on each toilet paper holder
- ___ Clean mirrors
- ___ Make sure paper towels are in both dispensers
- ___ Make sure the hand soap dispensers are full

Men or Guys Bathroom

- ___ Sweep the floor
- ___ Wet mop the floor
- ___ Clean toilets, clean sinks and counter tops
- ___ Shake out the rugs outside that are in front of sinks in bathrooms or place a clean one there if needed
- ___ Make sure toilet paper is on each toilet paper holder
- ___ Clean mirrors
- ___ Make sure paper towels are in both dispensers
- ___ Make sure the hand soap dispensers are full

Janitors room

- ___ Sweep the floor and then mop it

Dish washing room

- Sweep and then mop it
- Put all the dishes away
- Fill soap dispenser
- Make sure paper towels are in dispenser

Kitchen

- Wash all dishes
- Clean all counters with spray bleach and then wipe with Stainless steel spray
- Sweep the floor
- Wet mop the floor
- Put dirty laundry in the janitors room
- Fill soap dispensers
- Make sure paper towels are in both dispensers

Food storage room

- Vacuum the floor
- Shake out and Vacuum the entrance mat
- Clean windows in doors

Apartment near or west of the kitchen

- Vacuum the floor
- Shut off heating and cooling unit

Bathroom

- Sweep the floor then wet mop it
- Clean toilets, clean sinks and counter tops
- Shake out the rugs in front of sinks in bathrooms or place a clean one there if needed
- Make sure toilet paper is on each toilet paper holder
- Clean mirrors
- Make sure paper towels are in both dispensers
- Make sure the hand soap dispensers are full

Stairs

- Vacuum west stairs
- Vacuum east stairs

Lower level of Retreat Center

Main or fireplace room and hallway

- Vacuum Main room
- Shake out and vacuum north and east entrance mats
- Sweep hall way
- Wet mop hall way
- Clean windows on all three doors
- wipe off wood in front of windows

Game room

- Sweep floor and pick up all trash
- Wet mop the floor
- Make sure all the night stands are clean on top and cleaned out
- Wipe down mattresses with mild bleach mix

Extra single bathroom

- Sweep the floor then mop it
- Clean toilet, clean sink and counter top
- Shake out the rugs in front of sinks in bathrooms or place a clean one there if needed
- Make sure toilet paper is on each toilet paper holder
- Clean mirrors
- Make sure paper towels are in dispenser
- Make sure the hand soap dispensers are full

Room 1

- Sweep floor and pick up all trash
- Wet mop floor
- Make sure all the night stands are clean on top and cleaned out
- Wipe down mattresses with mild bleach mix
- Shut off heating and cooling unit

Clean bathrooms

- Sweep the floor then mop it
- Clean toilets, clean sinks and counter tops
- Shake out the rugs outside that are in the bathroom or place a clean one there if needed
- Make sure toilet paper is on each toilet paper holder
- Clean mirrors
- Make sure paper towels are in all dispensers
- Make sure the hand soap dispensers are full
- Clean showers and remove shampoo and bad bars of soap

Room 2

- Sweep floor and pick up all trash
- Wet mop floor
- Make sure all the night stands are clean on top and cleaned out
- Wipe down mattresses with mild bleach mix
- Shut off heating and cooling unit

Clean bathroom

- Sweep the floor then mop it
- Clean toilets, clean sinks and counter tops
- Shake out the rugs outside that are in the bathrooms or place a clean one there if needed

- ___ Make sure toilet paper is on each toilet paper holder
- ___ Clean mirrors
- ___ Make sure paper towels are in all dispensers
- ___ Make sure the hand soap dispensers are full
- ___ Check showers and remove shampoo and bars of soap

Room 3

- ___ Sweep floor and pick up all trash
- ___ Wet mop floor
- ___ Make sure all the night stands are clean on top and cleaned out
- ___ Wipe down mattresses with mild bleach mix
- ___ Shut off heating and cooling unit

Clean bathrooms

- ___ Sweep the floor then mop it
- ___ Clean toilets, clean sinks and counter tops
- ___ Shake out the rugs outside that are in the bathrooms or place a clean one there if needed
- ___ Make sure toilet paper is on each toilet paper holder
- ___ Clean mirrors
- ___ Make sure paper towels are in all dispensers
- ___ Make sure the hand soap dispensers are full
- ___ Clean showers and remove shampoo and bars of soap
- ___ Wipe off wood in front of window

Room 4

- ___ Sweep floor and pick up all trash
- ___ Wet mop floor
- ___ Make sure all the night stands are clean on top and cleaned out
- ___ Wipe down mattresses with mild bleach mix
- ___ Shut off heating and cooling unit

Clean bathrooms

- ___ Sweep the floor then mop it
- ___ Clean toilet, clean sinks and counter tops
- ___ Shake out the rugs outside that are in the bathrooms or place a clean one there if needed
- ___ Make sure toilet paper is on each toilet paper holder
- ___ Clean mirrors
- ___ Make sure paper towels are in all dispensers
- ___ Make sure the hand soap dispensers are full
- ___ Clean showers and remove shampoo and bars of soap
- ___ Wipe off wood in front of window

Craft room

- ___ Sweep floor and pick up all trash
- ___ Wet mop floor
- ___ Clean sink

After all the things are completed above then:

- ___ Make sure all garbage cans have a plastic bag in them (empty any garbage cans and waste baskets that are full or smelly)
- ___ Shut all the windows

Outside

- Mow in front of the retreat center and sweep off sidewalks
- Water flowers
- Make sure the sports shack is clean and in order
- Run the scrapper blade on the roads if needed
- Pick up branches on the camp grounds
- Make sure the water front bus is clean and in order

Upstairs dorm rooms on the west side of camp

- Clean up the upstairs of the boy's dorm if it will be used
- Check and set mouse traps
- Sweep steps and clean lower entrance

- Make sure the pop machine is full of pop
- Make sure a Bible is in each night stand drawer
- Dust and clean counter tops, hot drinks table, n
- Clean windows of flies and dust
- Make sure the wood rack is full in the winter
- check and set mouse traps
- Clean fire place glass (use oven cleaner only)
- Remove ashes from fireplace
- Dust fire place mantel, pictures, piano and end table
- Do laundry
- Check shower curtains and toilet curtains