

CASTLE CLEAN-UP CHECK LIST

Lysol, toilet cleaner, buckets, brushes, latex gloves, T.P. are located in the storage area to the right of the stage. ***Please report any damage or supply shortages***

KITCHEN

- Wash and put away dishes, pots, etc.
- Sweep and wet mop floor, empty garbage.
- Clean stove and griddle, turn off gas! (main switch is top left)
- Use paper towels and stainless steel cleaner to polish surfaces.
- Please take with you, all excess food and supplies you brought.
- Unplug coffee maker, empty grounds, clean air pots (leave open to dry).

GREAT ROOM

- Wipe down all tables and chairs.
- Stack chairs and tables in storage room, unless otherwise directed.
- Sweep and wet mop the floor.
- Rinse mop bucket and hang mops to dry.

RESTROOMS

- Clean and disinfect all sinks, toilets, and youth urinals - especially youth rest rooms.
- Sweep and wet mop showers and restrooms.
- Wipe down the faucets and mirrors.

BUNK HOUSE AND HALLWAY

- Remove all gear, check under and on bunks, have Scouts outside.
- Wipe down mattresses, bunks, and windowsills if needed.
- Empty any garbage cans and replace with clean liners.
- Sweep and mop the bunk room and then move down the hallway (you may want to wait until the adult rooms have been cleaned).

LEADER ROOMS

- Clean and disinfect toilet, showers, sinks, and wipe down mirror.
- Check room for personal items, on and under the bunks.
- Sweep and mop floors (do these before the hallway).

GENERAL

- Take all garbage to dumpster.
- Remove your food from refrigerator, freezer, and storage racks.
- Do a "final walk thru" top to bottom, secure all windows.
- Police grounds inside and outside the Castle walls for trash.
- Please express to your group that only bodily waste and toilet paper are to be flushed down the toilets.
- Leave the property like you would like to find it.

Notes: _____

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Unit Leader in charge	Date	Contact phone number
Dave Trehey – Scout Executive 320-492-0954	James Lane – On-site Caretaker 218-839-4118	