**Camp Marshall Clean-up Check List**

**Each person who visits Camp Marshall is a member of our community. Stewardship habits, which include daily cleaning, help to make Camp Marshall a pleasant place for each group that uses it. The checklist below is just that; if an area is already clean, check it as done. On the other hand, if you notice other things that need attention that are not on the checklist, please take on the responsibility for improving the situation or speak to the site manager about it. Preventative guidelines for a clean camp:**

 **•No food in cabins. (We do not want to feed ants, mice, bears, or other animals.)**

**• If you see litter, pick it up and dispose of it**

**• If you need cleaning supplies, look around: they are generally stored in the usual places (closets, under sinks, cabinets, etc.) If you cannot find what you need, ask the Site Manager.**

**• Make time everyday to clean your part of camp.**

**General**

**\_\_\_\_\_\_1.Before departing, return all furniture, rugs, sofas to original position**

**\_\_\_\_\_\_2. Put away all recreational equipment (life-vests hung by color, etc.).**

**\_\_\_\_\_\_3.Pick up all garbage on grounds and take to dumpsters. Leave dumpsters closed.**

**Cabins**

**\_\_\_\_\_1.Turn off all lights and HEAT. Unplug any fans or heaters. Shut doors firmly.**

**\_\_\_\_\_2.Shut windows and draw curtains closed.**

**\_\_\_\_\_3.Sweep floors, cobwebs from corners and around windows.**

**\_\_\_\_\_4.Take out the trash. Take it to the dumpsters and put in a new trash liner.**

**\_\_\_\_\_5. Check for cell phones, ipods, etc and their chargers. Look under the mattresses.**

**\_\_\_\_\_6. Check again for cell phones, ipods, small clocks, etc. Look for chargers plugged in the wall.**

**\_\_\_\_ 7. Wipe down each mattress with disinfectant.**

**Coventry**

**\_\_\_\_\_1.Living Room-vacuum, dust, mop, shut windows and curtains.**

**\_\_\_\_\_2.Wash and put away all dishes, wipe off counters, and range.**

**\_\_\_\_\_3.Clean refrigerator, inside and out. Do not leave food for the next person.**

**\_\_\_\_\_4. Bedrooms: vacuum, “make” beds, sweep out cob webs, etc.**

**\_\_\_\_\_5.Bathroom: clean shower, sink, mirror, toilet, sweep, mop.**

**\_\_\_\_\_6.Empty all trash to the dumpsters, put in new trash liners.**

**\_\_\_\_\_7.Turn thermostat to 55 degrees, turn off all electric heaters. Shut door firmly.**

**\_\_\_\_\_8. Check for cell phones, ipods, etc and their chargers. Look under the mattresses.**

**\_\_\_\_\_9. Check again for cell phones, ipods, small clocks, etc. Look for chargers plugged in the wall.**

**Canterbury**

**\_\_\_\_\_1. Living Room-dust, vacuum, sweep, mop, shut the window, draw the curtain.**

**\_\_\_\_\_2.Kitchenette-Clean microwave, coffeepot, counters, sinks, refrigerator (inside and out) Leave no food for next person. Wash and put away all dishes. Make sure dishes from the lodge go back.**

**\_\_\_\_\_3.Bedrooms-“make” bed, be sure quilts match, shut windows, draw the shades, sweep, mop, dust, windows shut, lights OFF, unplug fans, heat OFF (except room 9, heat on low in cool seasons). Wipe down mattress with disinfectant.**

**\_\_\_\_\_4.Bathrooms-Clean showers, sinks, mirrors, toilets, windows, sweep, mop, stock TP and PT.**

**\_\_\_\_\_5.Empty ALL trash. Take it to the dumpsters. Put new liners in baskets.**

**\_\_\_\_\_6.Turn off all lights. Heat in main room set to 55 degrees. Unplug all fans. Shut doors firmly.**

**\_\_\_\_\_7. Check for cell phones, ipods, etc and their chargers. Look under the mattresses.**

**\_\_\_\_\_8. Check again for cell phones, ipods, small clocks, etc. Look for chargers plugged in the wall.**

**Lodge**

**\_\_\_\_\_1.Stack chairs (no higher than 7 in a stack). Carefully store tables in NE corner of Lodge.**

**\_\_\_\_\_2.Clean up wood stove area. Unplug woodstove blower. Damper fire, if necessary.**

**\_\_\_\_\_3.Sweep and mop the floors.**

**\_\_\_\_\_4.Shut windows, draw shades, unplug fans, turn OFF overhead fans, turn OFF lights, shut door.**

**\_\_\_\_\_5.Empty all trash to the dumpsters, replace trash liners.**

**\_\_\_\_\_6. Check for cell phones, chargers, scarves, hats, gloves, etc. These things are frequently forgotten and are problematic to return.**

**Shower Houses**

**\_\_\_\_\_1.Check for toiletries in shower stalls.**

**\_\_\_\_\_2. Clean showers, sinks, counters, toilets. Make them shine!**

**\_\_\_\_\_3.Sweep, and mop floors. Sweep cobwebs from corners and windows.**

**\_\_\_\_\_4.Restock toilet paper and paper towels.**

**\_\_\_\_\_5.Take trash to dumpster, put a new liner in the trash cans.**

**\_\_\_\_\_6.Turn heat to Low during cool seasons. Make sure all lights and fans are OFF.**

**\_\_\_\_\_7. Pull doors firmly shut.**

**Thank you for helping to keep Camp Marshall clean!**