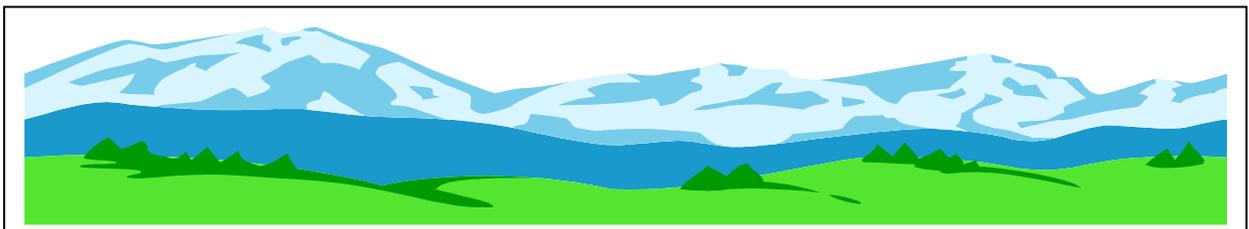
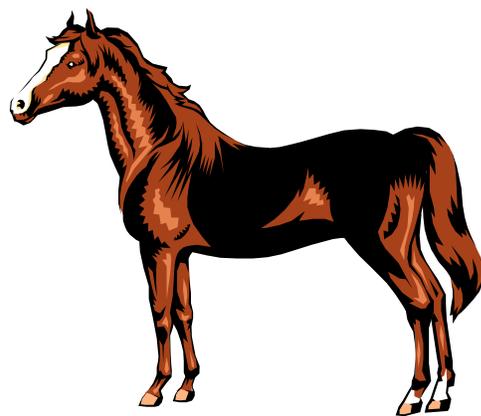
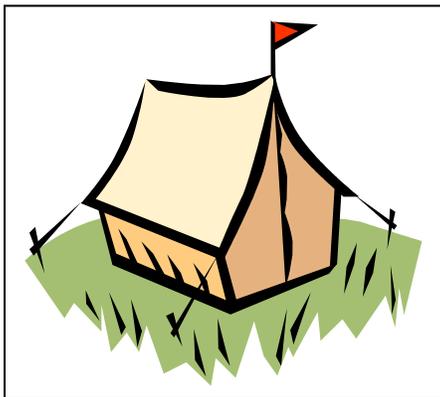
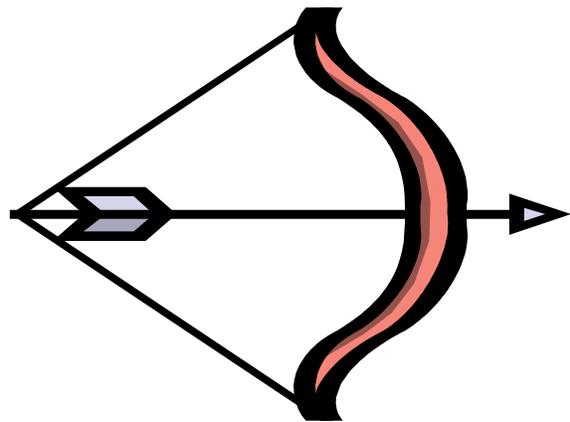


Beginning of Camp

Set-up Procedures

Departments & Areas



BEGINNING OF CAMP

Set-up Procedures

Archery*

Assigned to:_____ Date Completed:_____ by:_____

Time turned in:_____ Turned in to:_____ OK'd _____

- ___ 1. Check out key from Camp Office.
- ___ 2. Using the inventory records, check all archery equipment, ground quivers, etc. to make sure everything is accounted for. Add new items to the Inventory Sheet.
- ___ 3. Make list of any items still needed for the Archery area for the summer program.
- ___ 4. Set up Archery nets (stored in garbage cans).
- ___ 5. Put up Archery targets on styrofoam. Secure them with twine so they won't blow off in the wind.
- ___ 6. Pick up all trash, debris, and/or garbage and dispose in designated garbage can.
- ___ 7. Make sure the benches are in good repair and that you have enough seating, especially for family camp.
- ___ 8. Sweep and clean out the shed.
- ___ 9. Clear and "beautify" trail from road to Archery area.
- ___ 10. Make sure Archery area sign is up and intact.
- ___ 11. Repair fencing around the archery range. Make sure warning signs are up and visible. Make sure flagging from the wire fencing is in good shape and easily seen.
- ___ 12. Pick up any debris (natural or unnatural) and eliminate. Haul wood out for burning at some point, unnatural trash take to dumpsters at the shop.
- ___ 13. Pick up first aid kit from Health Care Center. Leave in archery shed.
- ___ 14. Turn in completed and updated Inventory Sheet to Pastor Terry.
- ___ 15. Make sure everything is stored under lock and key when the area is not supervised.
- ___ 16. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Aquatics*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

BOATS & TRAILERS

___ 1. Wash and wax boats. Detail them (toothbrush cleaning). Check with Bruce to see what else he wants you to do to get them ready for summer. This may include checking for fire extinguishers, that you have all the appropriate keys for the boats and trailers.

___ 2. Double-check trailer lights to make sure they work. Wash trailers.

___ 3. Secure First Aid kits from the Health Care center (one for each boat, Vehicle, and campsite).

SUPPLIES & EQUIPMENT

___ 1. Obtain Aquatics Shed keys from the office.

___ 2. Clean and Inventory all aquatics equipment (skies, wake boards, life vests, etc.). Add to the inventory any new items purchased. Make a list of any additional items needed for the Aquatics program.

___ 3. Collect all cooking utensils, coolers, etc. from Bill in the cafeteria.

___ 4. Thoroughly clean the grill & stove. Get it loaded and ready to go.

___ 5. Sweep out shed. Clean & organize it.

___ 6. Pick up all trash, debris, and/or garbage in and around the area. Dispose in garbage can.

___ 7. Make sure the shed is secured and locked when staff leave.

___ 8. Turn in completed and updated Inventory Sheet to Pastor Terry.

(more on back / next page)

Aquatics, cont.

SILVER CLOUD, TOW VEHICLES & VANS

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Put all assigned equipment and supplies to the Silver Cloud.
- ___ 5. Wash out pick-up truck beds.
- ___ 6. Make sure there is a first aid kit in each Vehicle.
- ___ 7. Ask Bruce what else needs to be done.
- ___ 8. Check out Vehicle & boats keys with Bruce.

BEGINNING OF CAMP

Set-up Procedures

Base Camp Horses*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Check out key from Cowboy Director and/or camp office.
- ___ 2. Inventory all assigned equipment, tack, etc. at Base Camp Tack Shed. (Make sure nothing is at Cowboy camp that should be here and nothing here that should be at Cowboy camp).
- ___ 3. Pick up all trash, debris, and/or garbage from in and around the area and dispose in garbage can.
- ___ 4. Coil hoses up and place in Tack Shed (those not needed).
- ___ 5. Protect food from inclement weather or animals (deer, etc.).
- ___ 6. Wash all helmets, dry, and prepare for use.
- ___ 7. Sweep off porch and sweep out and clean shed.
- ___ 8. Make a list of anything else needed for Base Camp horses. Organize supplies as needed.
- ___ 9. Empty trash can(s) in the dumpster at shop or behind cafeteria.
- ___ 10. Be sure to keep the door locked when instructional staff are away.
- ___ 11. Turn in Inventory Sheet to Pastor Terry.
- ___ 12. Obtain first aid kits from Health Care Center (for tack shed and horse rides).
- ___ 13. Make sure benches are in good repair.
- ___ 14. Clean and "beautify" the area.
- ___ 15. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Basketball*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Obtain the key from the camp office.
- ___ 2. Collect all basketball equipment and supplies from the Recreation Shed.
- ___ 3. Pick up all trash, debris, and/or garbage in and around the basketball court area and dispose in garbage can across from the Basketball Court.
- ___ 4. Sweep and/or hose off the court.
- ___ 5. Make sure benches are in good repair.
- ___ 6. Take Inventory of all supplies and equipment.
- ___ 7. Repair / straighten fence as needed. Set up. Make the area attractive (re-paint the lines, repair dirt wall, etc.).
- ___ 8. Sweep, clean, and organize basketball storage area.
- ___ 9. Make sure all clothing wear is washed (take to laundry), then properly stored for the summer usage.
- ___ 10. Obtain first aid kit from the clinic.
- ___ 11. Turn in Inventory Sheet to Pastor Terry.
- ___ 12. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Cabins

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

NOTE: The entire cabin must be done BEFORE sweeping and mopping the floor.

KITCHEN AREA

___ 1. Spray sink, countertop and stovetop with Scrubbing Bubbles. Wipe dry with paper towel.

___ 2. Wipe out inside of stove and oven with damp cloth.

___ 3. Empty refrigerator. Wipe it out with damp cloth. Do NOT attempt to defrost freezer compartment.

FRONT PORCH AND WINDOWS

___ 1. Sweep off entire front and side porches and steps.

___ 2. Pick up trash within 50 feet around the cabin.

___ 3. Spray and wire down both front windows with window cleaner.

ODDS & ENDS

___ 1. Put garbage in trash can on porch. Put new liners in small cans. Wipe down trashcans (and lids, if any).

___ 2. Set thermostat to 55 degrees.

___ 3. Wipe off dining table with Scrubbing Bubbles and paper towel.

___ 4. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

(more on back / next page)

Cabins, cont.

SWEEPING AND MOPPING

___ 1. Sweep everywhere (behind the doors, behind and around toilet, around and under sink area and in corners).

___ 2. Mop floor. (Fill mop bucket first, then put QT in water...otherwise it will foam up and be useless).

___ 3. When done, hang wet mop outside on the back porch on wall nail.

___ 4. Empty the mop bucket (on ground) and put up-side-down on back porch.

___ 5. Hang dust mop, broom and dust pan in bathroom on hanger provided.

BEGINNING OF CAMP

Set-up Procedures

Cafeteria & Patio

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Clean off patio benches and tables.
- ___ 2. Set up Canopies.
- ___ 3. Clean all windows with glass cleaner (inside and outside).
- ___ 4. Clean window sills, doors, and walls with a clean rag and cleaning solution.
- ___ 5. Sweep down all spider / cob webs.
- ___ 6. Sweep Cafeteria floor and surrounding areas very thoroughly (in preparation for waxing and buffing). Include restroom entry, atrium, entire tile entry, and stairwell.
- ___ 7. Take all mats outside and sweep / beat them until clean.
- ___ 8. Pick up all trash, debris, and/or garbage in and around the Cafeteria, outside eating areas, and store front.
- ___ 9. Sweep off porch and steps.
- ___ 10. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Campfire Bowl*- Program

Assigned to:_____ Date Completed:_____ by:_____

Time turned in:_____ Turned in to:_____ OK'd _____

___ 1. Inventory all assigned equipment, supplies, etc at Program Storage (basement level of Headquarters), PA Shed, and/or Campfire Bowl storage (under the stage). Note that the summer camp PA and speakers are stored in the Program Storage. Electrical cords go to the PA shed. NOTE: Be sure to check with any other departments who may be needing to use any programming items and when (such as Cowboy, Church Bowl, Camp Council Bowl, various fire pits in camp, and other program areas to be used during the summer). Microphones, stands, cords, etc. from the Leoni Lodge are not to be used. Anything that needs repair must be reported to Pastor Terry. Attach a note to each item listing what needs to be repaired.

___ 2. Pick up all trash, debris, and/or garbage in and around the area and dispose in garbage can.

___ 3. Coil hoses up and place inside the Speaker Shed (closest to the fire pit).

___ 4. Sweep off the stage, benches on the stage and audience benches.

___ 5. Sweep out PA Shed.

___ 6. Take Inventory for this area and organize supplies as needed. Leave all general PA equipment and the spot light in the shed for use during camp. If the electric piano or any other musical instruments are here, clean them and make sure they work.

___ 7. Empty trash can(s) in dumpster at shop or behind cafeteria.

___ 8. Check out all lights to make sure they work.

___ 9. Keep the PA shed closed and locked when supervisory staff are not present.

___ 10. Pick up PA Shed and Campfire Stage keys in the office.

___ 11. Turn in Inventory Sheet to Pastor Terry.

___ 12. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Camp Council Bowl* - Program

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Inventory all PA equipment taken from AV.

___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage can across from the Basketball Court.

___ 3. Sweep off stage, steps and benches.

___ 4. Repair / straighten fence as needed.

___ 5. Obtain PA box keys, if any, from the office.

___ 6. Turn in Inventory Sheet to Pastor Terry.

___ 7. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Church Bowl* - Program

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Inventory all PA equipment from AV.
- ___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage at shop.
- ___ 3. Sweep off stage, steps and benches.
- ___ 4. Obtain PA box keys, if any, from the office.
- ___ 5. Turn in Inventory Sheet to Pastor Terry.
- ___ 6. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Cowboy - part 1*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

BARN & TACK

___ 1. Inventory all assigned tack and other equipment at the Barn. (Take anything that belongs to the Base Camp Tack Shed there, and anything there belonging to Cowboy back to the Barn. Also Inventory anything belonging to other departments...recreation, programming so it can be returned at the end of the summer.)

___ 2. Pick up all trash, debris, broken boards, old gates, posts, wire, and/or garbage inside and around the barn and stable area and dispose in/at garbage can in front of the barn.

___ 3. Coil hoses up that are not needed and place in the Barn.

___ 4. Make sure all doors are functional and in good repair. Also make sure all lights and plug-in sockets work.

___ 5. Sweep out Barn side rooms.

___ 6. Organize supplies in side rooms.

___ 7. Make sure all doors are closed and locked with supervisory staff are gone.

___ 8. Obtain Barn keys from Cowboy director and/or office.

___ 9. Turn in Inventory Sheet to Pastor Terry.

___ 10. Obtain first aid kit from Clinic.

___ 11. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

more on back / next page

Cowboy, part I

ARENA / GRAND STAND

- ___ 1. Pick up all trash, debris, broken boards, old gates, posts, wire, and/or garbage inside and around this area and dispose in/at garbage can in front of the barn.
- ___ 2. Sweep off grand stand platform.
- ___ 3. Obtain and check out PA equipment from AV Department. (Speakers, PA, wires, etc.).
- ___ 4. Get supplies out as needed for the rodeo.
- ___ 5. Make sure rodeo equipment (barrels, poles, etc.) is safe, functional, and attractive.
- ___ 6. . Make sure power plugs, switches, etc. all work. Report any burned out lights, PA speakers, etc. that do not work to Pastor Terry.
- ___ 7. Make a list of any repairs that need be done and give it to Pastor Terry.
- ___ 8. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

PASTURE AREAS

- ___ 1. Pick up all trash, debris, broken boards, old gates, posts, wire, and/or garbage inside and around this area and dispose in/at garbage can in front of the barn.
- ___ 2. Repair fencing as needed.
- ___ 3. Clean feed bins and drinking troughs.

FINAL TRASH & GARBAGE DISPOSAL

- ___ 1. Check out a pick-up truck and haul all of this to the shop and put in the dumpsters. Return truck to shop.

OTHER VEHICLE(s), IF USED

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Get first aid kit from Health Clinic.
- ___ 5. Wash out pick-up truck beds.
- ___ 6. Ask Bruce what else needs to be done. Get keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Cowboy - part 2*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

BUNK HOUSES

___ 1. Thoroughly clean bunk houses including attic areas and remove all surplus materials and trash to garbage can at food wagon.

___ 2. Pick up all trash, debris, and/or garbage around the Bunk House area and dispose in garbage can.

___ 3. Make sure all windows (that are supposed to) and doors lock and unlock.

___ 4. Sweep and clean.

___ 5. Move mattresses to wagons. (Those in the main bunkhouse contain the mattresses for Indian Camp). Set wagon covers on front porch.

___ 6. Obtain Bunk House keys from cowboy director or the camp office.

___ 8. Obtain first aid kit from Clinic.

FOOD WAGON

___ 1. Pick up all food service utensils, pans, supplies, etc. from Cafeteria.

___ 2. Pick up all trash, debris, and/or garbage in and around the Food Wagon and eating area and place in garbage can / dumpster.

COWBOY BUS

___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.

___ 2. Clean all interior surfaces...walls, seats, dash, etc. Mop floor, wash windows (inside and out).

___ 3. Pick up first aid kit from Health Clinic.

___ 4. Ask Bruce what else needs to be done. Obtain keys from him.

more on reverse / next page

Cowboy, Part II

WAGON CIRCLES, BATHROOMS & RECREATION FIELD

- ___ 1. Pick up all trash, debris, and/or garbage in wagons and in the wagon /bathroom areas and dispose in garbage can at Food Wagon.
- ___ 2. Hook-up water supply to bath houses and wash tubs.
- ___ 3. Attach Wagon Covers to wagons.
- ___ 4 Clean and Sweep the wagons. Put in the mattresses.
- ___ 5. Take Inventory (mattresses, wagon covers, lanterns, fuel, play equipment, matches, etc.) and organize supplies as needed.
- ___ 6. Sweep and mop bathrooms and showers.
- ___ 7. Obtain Bathroom keys from Cowboy Director or office.
- ___ 8. Turn in Inventory Sheet to Pastor Terry.
- ___ 9. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

OVERNIGHTER AREA (If used)

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can at food wagon.
- ___ 2. Obtain for use during the overnights. Make sure they are taken back after each use.
- ___ 3. Take Inventory of overnights supplies.
- ___ 4. Turn in Inventory Sheet to Pastor Terry.
- ___ 5. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Crafts & Ceramics*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

SUPPLY STORAGE ROOM

- ___ 1. Inventory all supplies in storage room.
- ___ 2. Organize all craft supplies and items. Be sure to leave clear and open access to electrical panel, hot water tank, and light switches.

CRAFT ROOM

- ___ 1. Wash off all tables and chairs (including legs and underneath) with cleaning solution. Set up tables and chairs.
- ___ 2. Clean all windows inside and out with glass cleaner.
- ___ 3. Clean window sills, doors, shelves, and walls with a clean rag and cleaning solution.
- ___ 4. Wipe all baseboards with clean cloth and cleaning solution.
- ___ 5. Sweep down all spider webs from ceiling area.
- ___ 6. Spray and clean water fountain.
- ___ 7. Obtain first aid kit from Clinic.

KITCHEN

- ___ 1. Clean and prepare all sinks and decks for craft usage. Set up for summer.
- ___ 2. Clean window sills, doors, shelves, and walls with a clean rag and cleaning solution.
- ___ 3. Empty out and thoroughly clean the refrigerator.
- ___ 4. Clean stove tops. Cover as needed.
- ___ 5. Empty garbage cans into the dumpster at the shop. Replace liners.

more on back / next page

Crafts & Ceramics, cont.

RESTROOMS

- ___ 1. Clean sinks.
- ___ 2. Clean toilet bowl (inside and out) and urinals.
- ___ 3. Clean mirrors and window with glass cleaner.
- ___ 4. Empty sanitary napkin receptacles into the garbage (replace liners).
- ___ 5. Empty garbage cans into dumpster at shop.
- ___ 6. Sweep and mop the floor.

KILN ROOM

- ___ 1. Sweep and mop floor. (Remember to do add anything in here to inventory that may have been gleaned over the winter).

GENERAL

- ___ 1. Pick up all trash, debris, and garbage around building, pavilion, and craft work areas within at least 100 feet of these areas.
- ___ 2. Sweep off sidewalk.
- ___ 3. Set up awnings and tables (and chairs?).
- ___ 4. Empty trash can(s) in dumpster at shop.
- ___ 6. Make sure lights work.
- ___ 7. Close and lock doors when there are no supervisory staff around.
- ___ 8. Obtain Craft building keys at office.
- ___ 9. Turn in Inventory Sheets to Pastor Terry.
- ___ 10. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

Food Service - Kitchen *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

DISHROOM, STORAGE AREAS, REFRIGERATORS / FREEZERS

- ___ 1. Clean all dish room equipment.
- ___ 2. Clean and organize all storage areas.
- ___ 3. Clean out and organize refrigerators and freezer.

GENERAL

- ___ 1. Wash windows in staff eating area, and entry way.
- ___ 2. Clean restrooms, janitor's closet and laundry room.
- ___ 3. Scrub floors and drains.
- ___ 4. Clean walls and polish fixtures (including exhaust hood).

LOADING DOCK AREA

- ___ 1. Clean loading dock. Hose down. Coil hose up.
- ___ 2. Clean and hose garbage dumpster areas.
- ___ 3. Clean and organize dock storage room.
- ___ 4. Pick up all trash, debris, and/or garbage out and around back loading dock and dispose in garbage can.

more on reverse side or next page

Food Service – Kitchen, cont.

FOOD DELIVERY VEHICLE

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Obtain first aid kit from Health Clinic.
- ___ 5. Ask Bruce what else needs to be done. Get keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Forest Management*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Sweep out and organize shed(s).
- ___ 2. Thoroughly clean all equipment, gear and tools (chain saws, etc.).
- ___ 3. Inventory all supplies, tools, gear and equipment.
- ___ 4. Wash and clean all helmets and eye wear.
- ___ 6. Pick up all trash, debris, and/or garbage on the track, outside the shed and in the area. Dispose in dumpster.
- ___ 7. Return any tools (not belonging to the Department) to the shop.
- ___ 8. Close and lock door when not in use.
- ___ 9. Obtain Shed keys at office.
- ___ 10. Turn in Inventory Sheet to Ron.
- ___ 11. Verify first aid kit is complete. Obtain refills from Health Clinic.

VEHICLES

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Wash out pick-up truck beds.
- ___ 5. Obtain first aid kit from Health Clinic.
- ___ 6. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Go-Carts*

Assigned to:_____ Date Completed:_____ by:_____

Time turned in:_____ Turned in to:_____ OK'd _____

- ___ 1. Sweep shed. Clean Windows inside and out.
- ___ 2. Thoroughly clean all carts (wash with brush, soap and water). Let dry. Touch up any paint to prevent rusting during the winter and to keep the go-cart looking nice.
- ___ 3. Clean-up and sort into boxes all spare parts.
- ___ 4. Inventory all Go-Carts in Shed. Inventory them as you take them out for their test drives. All Go-Carts must be in complete repair and ready for use for the summer. Any Go-Carts needing major repair: check with Bruce at the shop to determine where they should be put...then get them there. If parts are needed, give list to Bruce.
- ___ 5. Wash and clean all helmets.
- ___ 6. Pick up all trash, debris, and/or garbage on the track, outside the shed and in the area. Dispose in garbage can.
- ___ 7. Weed eat all of the center section of the track as well as ten feet out on all sides around the track.
- ___ 8. Sweep off the benches.
- ___ 9. Repair the fencing as needed (make it look straight and aligned).
- ___ 10. Check area for wasp nests (in trees, in ground, on or around buildings, benches)
- ___ 11. Pick up all pine cones (take to RV firebowl's wood shed in box).
- ___ 12. Obtain hoses for watering down the dusty track from the staff supervisor of the recreation shed.
- ___ 13. Clean and organize all tools. Take tool and supplies Inventory.
- ___ 14. Empty trash can(s) in dumpster at shop.
- ___ 15. Take hay bales and use as protective bumpers at trees.

more on reverse side or next page

Go-Carts, cont.

___16 Make sure window will close and lock as well as the door. Make sure door is locked when supervisory staff are not present.

___17 Obtain Go-Cart Shed keys at office.

___18. Turn in Inventory Sheet to Pastor Terry.

___ 19. Obtain first aid kit at Health Clinic.

BEGINNING OF CAMP

Set-up Procedures

General Camp Preparedness-up*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Check and clean-up all trash, debris, garbage, in and around the following areas:

- ___ Cabins
- ___ RV Parking
- ___ RV Sites
- ___ Indian Camp
- ___ Wilderness Camp
- ___ Cowboy Camp
- ___ 49er Camp (at Dogtown Creek)
- ___ Trails
- ___ Flag Pole Area

___ 2. Hoist Flag up flag pole. Make sure night time spot light is on.,

___ 3. Blow off main road into camp from camp sign to just past Leoni House. Also make sure all roads in between are blown off, too.

___ 4. Make sure garbage cans with lids are at the following areas:

- Archery
- RV Sites: _____, _____, _____, _____, and _____
- RV Bathrooms & Lobby
- Playground
- Upper Parking Lot
- Lower Parking Lot
- Health Care Center (HQ Building)
- Basketball Court (next to Drinking fountain)
- Go-Carts/Recreation Area (near drinking fountain)
- Church Bowl drinking fountain
- Craft Building (outside door)
- Pavilion (inside)
- Petting Zoo
- Railroad Depot
- Base Camp Horses
- Swimming Pool
- Campfire Bowl (Back by PA booth)
- Camp Store
- Mountain Biking
- Meadow Lodge Dorm Lobby
- Pond

BEGINNING OF CAMP

Set-up Procedures

Headquarters Lobby*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

LOBBY

- ___ 1. Clean furniture and counters.
- ___ 2. Clean windows, window sills, doors, light switches, and walls.
- ___ 3. Sweep spider webs off ceiling, if any.
- ___ 4. Wipe baseboards with clean cloth.
- ___ 5. Vacuum floor.
- ___ 6. Empty trash in dumpster.
- ___ 7. Sweep off porch.
- ___ 8. Pick up trash and debris outside on and around the front porch and completely around the building.

BEGINNING OF CAMP

Set-up Procedures

Health Care Center*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

CLINIC

___ 1. Take inventory of all supplies. Make sure to disperse all first aid kits to the various departments and Vehicles.

___ 2. Organize cabinets and drawers.

___ 3. Restock supplies for the summer.

___ 4. Clean furniture and counters.

___ 5. Clean windows, window sills, doors, light switches, and walls.

___ 6. Sweep spider webs off ceiling, if any.

___ 7. Wipe baseboards with clean cloth.

___ 8. Sweep and mop floor.

___ 9. Empty trash in dumpster.

OFFICE

___ 1. Clean furniture and counters.

___ 2. Clean windows, window sills, doors, light switches, and walls.

___ 3. Sweep spider webs off ceiling, if any.

___ 4. Wipe baseboards with clean cloth.

___ 5. Vacuum floor.

___ 6. Empty trash in dumpster.

more on reverse or next page

Health Care Center, cont.

NURSE HOUSING / BATHROOMS (including one in infirmary)

- ___ 1. Clean furniture and counters.
- ___ 2. Clean windows, window sills, doors, light switches, and walls.
- ___ 3. Sweep spider webs off ceiling, if any.
- ___ 4. Wipe baseboards with clean cloth.
- ___ 5. Sweep and mop floors.
- ___ 6. Empty trash in dumpster.
- ___ 7. Sweep off porch & steps.

INFIRMARIES (both rooms...meeting room and sleeping, and laundry room)

- ___ 1. Clean furniture and counters. (including refrigerator, stove, clean out drawers in mtg. room)
- ___ 2. Clean windows, window sills, doors, light switches, and walls.
- ___ 3. Sweep spider webs off ceiling, if any.
- ___ 4. Wipe baseboards with clean cloth.
- ___ 5. Sweep and mop floors.
- ___ 6. Empty trash in dumpster.
- ___ 7. Sweep off porch & steps.

ALL ROOMS

- ___ 1. Make sure lights work.
- ___ 2. Make sure doors will both close and lock.

GENERAL

- ___ 1. Obtain keys at office.
- ___ 2. Turn in Inventory Sheet to Pastor Terry.

more on reverse or next page

Health Care Center, cont.

NURSE-MOBILE

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Obtain first aid kit from Health Clinic.
- ___ 5. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Indian Outpost *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

TEEPEES & MATTRESSES

- ___ 1. Set up teepees (stored in garbage cans in shed).
- ___ 2. Put carpeting inside teepees.
- ___ 3. Obtain and clean mattresses from cowboy camp (stored in main bunk house).
Make sure all mattresses are marked "INDIAN" with waterproof ink pen.
- ___ 4. Get propane lanterns at Meadow Lodge.

ARCHERY AREA

- ___ 1. Take archery hay bales and place for target area.
- ___ 2. Put up Archery shelter cover.
- ___ 3. Put out archery supplies, bows, and arrows. Make sure area is ready to go.

SHED

- ___ 1. Take inventory and organize supplies as needed.
- ___ 2. Sweep out shed.
- ___ 3. Obtain Indian Shed keys at office.

more on reverse / next page

Indian Outpost, cont.

GENERAL

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 2. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 3. Get fire bowl readied. (Hoses, shovel, etc.)
- ___ 4. Turn in Inventory Sheet to Pastor Terry.

INDIAN BUS

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc. Mop floor, wash windows (inside and out).
- ___ 3. Obtain first aid kit from Health Clinic.
- ___ 4. Ask Bruce what else needs to be done. Obtain keys from Bruce.

VEHICLE or OTHER VEHICLE, IF USED

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Obtain first aid kit from Health Clinic.
- ___ 5. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Lapidary-Rocks & Minerals*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Inventory all rocks and supplies (add whatever was added for summer).
- ___ 2. Inventory and set up Lapidary equipment. Make sure it all works.
- ___ 3. Set up awnings if needed.
- ___ 4. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 6. Coil hoses up and place in winter storage area.
- ___ 7. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 8. Obtain storage area keys from office.
- ___ 9. Turn in Inventory Sheet to Pastor Terry.
- ___ 10. Obtain first aid kit from Health Clinic.

BEGINNING OF CAMP

Set-up Procedures

ML Basement Lobby *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

LOBBY BETWEEN DORMS

- ___ 1. Pick up all debris and empty garbage cans into dumpster.
- ___ 2. Put in new trash can liners. (Clean trash can and lid with Scrubbing bubbles).
- ___ 3. Clean all dirt, smudges, and fingerprints from doors, walls, and light switches.
- ___ 4. Sweep cobwebs from ceiling, floor corners, and under beds.
- ___ 5. Vacuum entire carpeted area.
- ___ 6. Store ping pong tables in furnace room (one can be left out for staff).
- ___ 7. Dust with furniture polish the furniture (piano, chairs, etc.)

DORM & LOBBY PORCHES

- ___ 1. Pick up trash and debris. Throw into dumpster.
- ___ 2. Sweep off entire cement slab outside of the dorm lobby.
- ___ 3. Sweep off outside East entry to lower floor (facing cafeteria)

BEGINNING OF CAMP

Set-up Procedures

Mountain Biking*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Take inventory of all bikes, supplies, helmets, tools and equipment.
- ___ 2. Check each bike making sure each is in top operating condition.
- ___ 3. Repair any bikes that are not in top shape.
- ___ 4. If parts are not available, make a list of all the parts needed for repairs and attach it to the bike. Keep a master copy of the parts list and give to Pastor Terry.
- ___ 5. Sweep clean and organize both sheds.
- ___ 6. Pick up all trash, debris, and/or garbage and dispose in dumpster at cafeteria or laundry.
- ___ 7. Keep door locked when instructional staff is not present.
- ___ 8. Obtain shed keys at office.
- ___ 9 Turn in Inventory Sheet to Pastor Terry.
- ___ 10. Obtain first aid kit from Health Clinic.

BEGINNING OF CAMP

Set-up Procedures

Nature Center (summer camp)

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

PHYSICAL SCIENCE

- ___ 1. Clean the sink.
- ___ 2. Wipe down stools and counters.
- ___ 3. Empty the trash.
- ___ 4. Sweep and mop the floor.

CONFERENCE ROOM

- ___ 1. Wipe chairs down with damp cloth and stack in stacks of five.
- ___ 2. Wipe down table tops and legs and undersides.
- ___ 3. Clean glass displays with glass cleaner.
- ___ 4. Vacuum carpeted area.

ALL TILED AREAS

- ___ 1. Pick up trash, debris, etc. Dispose of properly.
- ___ 2. Sweep and mop all tiled areas.

CARPETED AREAS

- ___ 1. Vacuum all carpeted areas.

more on reverse / next page

Nature Center (Summer Camp) cont.

GENERAL

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 2. Clean all glass doors and windows with glass cleaner.
- ___ 3. Clean the upper-floor pendulum display windows.
- ___ 4. Clean all front glass display cases.
- ___ 5. Vacuum off corn grinding rock.
- ___ 6. Sweep and mop spiral stairs.
- ___ 7. Take Inventory and organize supplies as needed.
- ___ 8. Clean activity areas as per housekeeping instructions.
- ___ 9. Empty trash can(s) in dumpster at shop or behind cafeteria.
- ___ 10. Pick up al trash and debris 100' around Nature Center.
- ___ 11. Obtain shed keys at office.
- ___ 12. Turn in Inventory Sheet to Pastor Terry.
- ___ 13. Make sure first aid kit(s) are stocked. Go to Health Clinic for re-stocking. Return them to Nature Center.

BEGINNING OF CAMP

Set-up Procedures

Petting Zoo*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 2. Clean out sheds.
- ___ 3. Take Inventory and organize supplies as needed.
- ___ 4. Empty trash can(s) in dumpster at laundry, shop or behind cafeteria.
- ___ 5. Obtain shed keys at office.
- ___ 6. Turn in Inventory Sheet to Pastor Terry.
- ___ 7. Obtain first aid kit from Health Clinic.
- ___ 8. Put re-stocked first aid kit back in petting zoo.

BEGINNING OF CAMP

Set-up Procedures

Pond*

Assigned to:_____ Date Completed:_____ by:_____

Time turned in:_____ Turned in to:_____ OK'd _____

- ___ 1. Inventory all equipment and gear (paddles, life jackets, etc.) at Pond Shed.
- ___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage can.
- ___ 3. Get paddle boat out of shed. Check for leak and function. Repair as needed.
- ___ 4. Prepare canoes for the summer. Check for leaks. Repair as needed.
- ___ 5. Set up the Blob. (Repair any leaks).
- ___ 6. Sweep out shed.
- ___ 7. Empty trash can(s) in dumpster at shop, laundry or behind cafeteria.
- ___ 8. Make sure door is locked when staff is absent.
- ___ 9. Obtain shed keys at office.
- ___ 10. Turn in Inventory Sheet to Pastor Terry.
- ___ 11. Obtain first aid kit from Health Clinic.

BEGINNING OF CAMP

Set-up Procedures

Pool*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

POOL

- ___ 1. Vacuum pool thoroughly.
- ___ 2. Wipe off tile border.
- ___ 3. Empty Skimmer baskets.
- ___ 4. Store pool thermometers in pool office.
- ___ 5. Clean chairs (store in office), lifeguard stands, hand rails, and diving boards.
- ___ 6. Cover pool.
- ___ 7. Store equipment and supplies neatly in designated areas (foam floats, toys, rescue equipment, foam boards, etc.)
- ___ 8. Sweep off decks.

PUMP ROOM & OFFICE

- ___ 1. Sweep, clean and organize each room.
- ___ 2. Backwash all filters in pump room thoroughly and recharge.
- ___ 3. Take inventory and organize supplies. Determine what if anything else is needed. Give list to Pastor Terry.
- ___ 4. Obtain first aid kit from Health Clinic.

(more on back / next page)

Pool, cont.

BATHROOMS

- ___ 1. Scrub down tiles on walls and floors in shower rooms. Clean and rinse.
- ___ 2. Clean and scrub toilets.
- ___ 3. Clean and scrub sinks.
- ___ 4. Wipe down shower partitions and doors. Dry and polish.

GENERAL

- ___ 1. Pick up trash in and around the pool area.
- ___ 2. Obtain shed keys at office.
- ___ 3. Turn in Inventory Sheet to Pastor Terry.

BEGINNING OF CAMP

Set-up Procedures

Program Department *

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

PROGRAM ROOM

- ___ 1. Obtain computers from the nature center.
- ___ 2. Get phones from Pastor Terry. Attach phone cords.
- ___ 3. Wash and Clean all windows.
- ___ 4. Wipe off doors, light switches, doors, and wall.
- ___ 5. Get Lost and Found Boxes in place.
- ___ 6. Vacuum floor thoroughly.
- ___ 7. Obtain keys at office. Make sure doors are locked when staff are not present.
- ___ 8. Turn in inventory to Pastor Terry.

PROGRAM STORAGE

- ___ 1. Inventory and organize storage rooms.
- ___ 2. Sweep floors.
- ___ 3. Obtain keys at office. Make sure door is locked when staff are not present.
- ___ 4. Turn in inventory to Pastor Terry.

GENEREAL

- ___ 1. Double-check all areas in camp where program activities / events are to be held. Make sure everything is clean, garbage picked up, and supplies readied for the summer.

more on reverse / next page

Program Department, cont.

VEHICLE

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Wash out pick-up truck beds.
- ___ 5. Obtain first aid kit from Health Clinic.
- ___ 6. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Recreation*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Inventory all assigned sports equipment to Recreation Shed. (All Basketball supplies go to the Basketball Court Storage). Include any new items that may have been added during the winter season.

___ 2. Pick up all trash, debris, and/or garbage and dispose in garbage can.

___ 3. Connect drinking fountain (near go-cart track).

___ 4. Sweep out shed.

___ 5. Organize the supplies as needed.

___ 6. Empty trash can(s) in dumpster at shop or behind cafeteria.

___ 7. Make sure door is closed and locked when supervisory staff are not on site.

___ 8. Obtain Recreation Shed keys at office.

___ 9. Make note of any repairs that need to be made and give list to Pastor Terry.

___ 10. Obtain first aid kit from Health Clinic.

___ 11. Turn in Inventory Sheet to Pastor Terry.

___ 12. Set up softball diamond. Mow field if needed.

___ 13. Set up Soccer field. Mow field if needed.

___ 14. Set up fencing around perimeter of field.

___ 15. Weed eat between RR track and edge of field.

___ 16. Weed eat slope from paved trail around to Go-Cart area.

___ 17. Remove any rocks or other debris from recreation field.

___ 18. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

BEGINNING OF CAMP

Set-up Procedures

RV Laundry - Bathrooms

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

LAUNDRY ROOM

- ___ 1. Wipe Washing machines (inside and out).
- ___ 2. Empty trash and put new liners in. (Use Scrubbing Bubbles on cans and lids).
- ___ 3. Sweep spider webs from ceiling and window areas.
- ___ 4. Clean windows with glass cleaner.
- ___ 5. Sweep and mop the floor.
- ___ 6. Turn off lights and lock door.

OUTSIDE WALKWAYS

- ___ 1. Sweep and hose off sidewalks.
- ___ 2. Clean outside sink.
- ___ 3. Coil up hose next to sink.

BEGINNING OF CAMP

Set-up Procedures

Scroll-Sawing*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Take Inventory and organize supplies as needed in Pavilion. Make a list of needed supplies yet needed for the summer program.
- ___ 2. Sweep out and clean storage van.
- ___ 3. Pick up all trash, debris, and/or garbage and dispose in garbage can, which can be emptied into the Shop Dumpster.
- ___ 4. Obtain key(s) from office.
- ___ 5. Make sure things are closed and locked when staff are not present.
- ___ 6. Turn in Inventory Sheet to Pastor Terry.
- ___ 7. Obtain first aid kit from Health Clinic.
- ___ 8. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.
- ___ 9. Be sure to cover all equipment with trash bags to protect from the elements when not in use. (Store the bags in a box in the van...large ones can be obtained from Housekeeping).

BEGINNING OF CAMP

Set-up Procedures

Wilderness*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

KITCHEN / EATING AREA

- ___ 1) Set up dining Fly
- ___ 2) Place picnic tables...repair if needed, sweep off and clean
- ___ 3) Set up cooking area...stove, garbage cans & liners, etc.

GENERAL ITEMS

- ___ 1) Make sure water is turned on.
- ___ 2) Make sure phone works.
- ___ 3) Clean up general area's debris from winter.
- ___ 4) Check lanterns and make sure they are operable.
- ___ 5. Turn in Inventory Sheet to Pastor Terry.
- ___ 6. Obtain first aid kit from Health Clinic.
- ___ 7. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

SLEEPING ACCOMMODATIONS

- ___ 1) Set up tents

BATHROOM FACILITIES

- ___ 1) Set up Toilet and Shower Facility...make sure all supplied and functional
- ___ 2) Stock bathrooms

(more on back / next page)

Wilderness, cont.

INSTRUCTIONAL AREAS

- ___ 1) Set up knot boards
- ___ 2) Set up Axe Yard
- ___ 3) Set up Obstacle Course
- ___ 4) Set up Challenge events

FIRE BOWL

- ___ 1) Get wood supply for fires
- ___ 2) Sweep benches off at firebowl
- ___ 3) Repair fence at firebowl as needed
- ___ 4) Hook up water hose for fire. Attach nozzle.
- ___ 5) Have fire tools present (shovel, bucket, brush rake)

WILDERNESS SHED

- ___ 1) Clean and sweep out
- ___ 2) Take note of needed supplies; do inventory.
- ___ 3) Give list of needs to Pastor Terry
- ___ 4) Obtain shed keys at office. Make sure it is locked when supervisory staff are not present.

COMPASS COURSE

- ___ 1) Check course to make sure everything is in place
- ___ 2) Clear debris out of area

VEHICLE

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Obtain first aid kit from Health Clinic.
- ___ 5. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

49er*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

- ___ 1. Pick up all trash, debris, and/or garbage and dispose in dumpster.
- ___ 2. Take Inventory and organize supplies as needed. Store these in Wilderness Shed (gold pans, etc.).
- ___ 3. Turn in Inventory Sheet to Pastor Terry.
- ___ 4. Obtain first aid kit from Health Clinic.
- ___ 5. Make check (and remove if found) for wasp nests around buildings, in trees or in ground.

VEHICLE

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Obtain first aid kit from Health Clinic.
- ___ 5. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Vehicles*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.

___ 2. Clean all interior surfaces...walls, seats, dash, etc.

___ 3. Vacuum and clean floor, wash windows (inside and out).

___ 4. Wash out pick-up truck beds.

___ 5. Obtain first aid kit from Health Clinic.

___ 6. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Video Production*

Assigned to:_____ Date Completed:_____ by:_____

Time turned in:_____ Turned in to:_____ OK'd _____

PRODUCTION ROOM

- ___ 1. Inventory all supplies and equipment.
- ___ 2. Turn in inventory to Pastor Terry.
- ___ 3. Clean and organize the Video Production room.
- ___ 4. Wipe off counters, shelves, smudges on walls, etc.
- ___ 5. Take garbage to dumpster.
- ___ 6. Obtain keys at the office.

VEHICLES (if any)

- ___ 1. Wash exterior. Sweep and clean interior. Put trash in garbage can.
- ___ 2. Clean all interior surfaces...walls, seats, dash, etc.
- ___ 3. Vacuum and clean floor, wash windows (inside and out).
- ___ 4. Wash out pick-up truck beds.
- ___ 5. Obtain first aid kit from Health Clinic.
- ___ 6. Ask Bruce what else needs to be done. Obtain keys from Bruce.

BEGINNING OF CAMP

Set-up Procedures

Bathrooms*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

Follow instructions on applicable items below:

TOILET AREA CLEANING

- ___ 1. Put 3 squirts of QT into toilet bowl.
- ___ 2. Scrub inside of entire bowl with bowl brush (including drain hole).
- ___ 3. Spray entire outside of toilet, seat, and seat lid with Scrubbing bubbles.
- ___ 4. Wipe, dry, and shine toilet using paper towel. This includes the tank.
- ___ 5. Wipe down walls and partitions with Scrubbing Bubbles and paper towels.

SINK AREA CLEANING

- ___ 1. Spray entire sink with Scrubbing Bubbles.
- ___ 2. Scrub inside of sink and countertop with scrub pad.
- ___ 3. Rinse sink with water and dry countertop with paper towel.
- ___ 4. Spray and wire mirror with glass cleaner.
- ___ 5. Clean inside of vanity area (underneath sink) inside and out.

SANITARY NAPKIN HAMPERS

- ___ 1. Empty all sanitary napkin hampers and discard into trash cans.
- ___ 2. Replace liners inside hampers.
- ___ 3. Wipe off with Scrubbing Bubbles.

more on reverse / next page

Bathrooms, cont.

URINAL AREA CLEANING

- ___ 1. Flush urinals several times to clear.
- ___ 2. Use 3 squirts of QT in urinal bowl.
- ___ 3. Spray inside of urinal with Scrubbing Bubbles.
- ___ 4. Scrub inside entire urinal with toilet bowl brush (including drain hole).
- ___ 5. Flush Urinal.
- ___ 6. Spray and wipe entire outside of urinal with Scrubbing Bubbles and paper towel.
- ___ 7. Clean any areas where urine could have dribbled or splattered (walls, partitions).
- ___ 8. Spray and wipe entire partitions between urinals.

SHOWER CLEANSING

- ___ 1. Turn on shower and wet down interior of shower.
- ___ 2. Spray Scrubbing Bubbles on entire interior of shower.
- ___ 3. Scrub over entire area with scrub pad.
- ___ 4. Rinse down entire shower using bucket.
- ___ 5. Spray and wipe down shower door.
- ___ 6. Clean shower door tracks and lower ledge base of shower.

BATHROOM FLOOR

- ___ 1. Sweep everywhere (behind the door, under toilets, under sinks, and in corners).
- ___ 2. Mop floor. (Use three squirts of QT in full bucket. Use rag to wipe floor of hair and debris. Put QT in last after you fill the bucket, otherwise you get lots of foam).
- ___ 3. Sweep cobwebs from ceiling and floor corners.

GARBAGE

- ___ 1. Empty garbage (in dumpster). Wipe down with Scrubbing Bubbles. Put new can liners in can.

BEGINNING OF CAMP

Set-up Procedures

Sleeping Quarters*

Assigned to: _____ Date Completed: _____ by: _____

Time turned in: _____ Turned in to: _____ OK'd _____

Follow instructions on items as applicable below:

SLEEPING AREAS / ROOMS

Window Area

- ___ 1. Wipe off window sills with damp rag. Open all curtains.
- ___ 2. Clean windows with glass cleaner and paper towels.

Dresser Area

- ___ 1. Dust off all furniture. Use furniture polish.
- ___ 2. Empty and wipe all dresser drawers using a dust cloth.
- ___ 3. Return furniture to original places.

Bed / Bunkbed Area

- ___ 1. Put beds back into original places.
- ___ 2. Make sure each bed has one mattress.
- ___ 3. Wipe off shelf.
- ___ 4. Wipe off mattresses on both sides.
- ___ 5. Make sure coat hangers are neat and pushed to the far right.
- ___ 6. Pick up all trash and throw into garbage can.

Water Fountain / Mirror

- ___ 1. Use glass cleaner & paper towels to clean fountain and mirror.

more on reverse / next page

Sleeping Quarters, cont.

Floor

- ___ 1. Be sure to pick up any larger trash items before cleaning (rocks, bobbypins, paper, coins, etc.).
- ___ 2. Wood Floors: Sweep clean.
Tile floors: Sweep and mop clean.
Carpeted floors: Vacuum clean.

General

- ___ 1. Clean all dirt, smudges, and fingerprints from doors, walls, and lightswitches.
- ___ 2. Sweep cobwebs from ceiling, floor corners, and under beds.
- ___ 3. Throw away all debris and trash in dumpster.

HALLWAYS / COMMOM AREAS

Windows and Furniture

- ___ 1. Wipe off window sills with damp rag. Open all curtains.
- ___ 2. Clean windows with glass cleaner and paper towels.
- ___ 3. Dust off all furniture. Use furniture polish.
- ___ 4. Return furniture to original places.

Water Fountain / Mirror

- ___ 1. Use glass cleaner & paper towels to clean fountain and mirror.

Floor

- ___ 1. Be sure to pick up any larger trash items before cleaning (rocks, bobbypins, paper, coins, etc.).
- ___ 2. Wood Floors: Sweep clean.
Tile floors: Sweep and mop clean.
Carpeted floors: Vacuum clean.

General

- ___ 1. Clean all dirt, smudges, and fingerprints from doors, walls, and lightswitches.
- ___ 2. Sweep cobwebs from ceiling, floor corners, and under beds.
- ___ 3. Throw away all debris and trash in dumpster.