

Indoor Unit Check-Out

Please schedule your check-out with the Camp Host when you check in. You and your group must be ready to leave the building/unit with all of your personal belongings having been removed prior to your scheduled check-out time. The Camp Host will need to lock the building/unit after inspection. If group is not ready at scheduled check-out time, arrangements will be need to be made with Camp Host at her/his earliest convenience.

Please Remember: There are no maids/cleaning service, please help us by leaving it better than how you found it!

General

1. All windows locked and sills clean and wiped with damp sponge.
2. Hoses coiled neatly at outside hose bibs.
3. Wood stove cleaned (all ash and small logs removed—warm coals can be left to cool)
4. Couches and cushions cleaned of any food spills and debris.
5. All personal items removed
6. Decks and entryway need to be swept clean and clear, keeping dirt in dust pan not in gravel approach area.
7. Chairs and tables wiped down, sanitized and cleaned then put away.
8. Fire circle cleaned out

Kitchen

1. Coffee maker unplugged, filters removed and coffee pot washed.
2. Cupboards empty of all group equipment and food.
3. Stove top cleaned of all spills, wipe down all exterior stove top surfaces.
4. Oven cleaned including door, exterior front and edges. Wipe out interior of oven to remove food spills.
5. Refrigerator clean—wipe down all shelves and drawers.
6. Sink and counters clean—remove all food waste from strainer
7. Floor swept and mopped
8. Dishes cleaned, sanitized and put away properly
9. Garbage & Recycling—Empty trash can. You are responsible for taking trash to camp dumpsters. You can leave the emptied blue recycling bin at the recycle dumpster.
10. All food items returned to the lodge. (Summer Camp Only)
11. Heat needs to be turned down to 50 degrees in each room.

Bathrooms

1. Sinks, toilets, counters and showers cleaned—Wipe down and disinfected
2. Wipe off all mirrors
3. Refill paper towel and toilet paper dispensers
4. Floor clean and mopped
5. Garbage and sanitary bin liners removed and put in garbage. Replace brown wax sanitary bin liners

Bunkrooms

1. Floors vacuumed
2. Mattresses flipped up and bed box cleaned
3. Check for graffiti

Broom Closet / Wood Shed

1. Hang brooms with broom head facing up. Mop should be left so it will dry out by the end of the week
2. Mop bucket clean and stored –no water should be left in the bottom
3. Shovel, rake, and axe stored under cover (near wood shed TH5/RH or in outdoor closet TH1, TH2, TH3) fire Buckets empty and upside down near wood shed