



# BBC Cleaning Checklist: Facilities

Each item will be graded as **Done**, **Attempted**, or **Not Done**. Completing at least 90% of the items as done will return your cleaning deposit. Completing at least half of the cleaning will return half of your deposit (assessed on how long completing remaining cleaning takes). We want to help you get some of your money back and keep camp as nice as possible!

Cleaning supplies for the pavilion can be found in the janitor's closet by the kitchen and upstairs near the office in the supply closet. Cleaning supplies for the bath house can be found under the sink. Use a small splash of the simple green concentrate in the mop bucket. A vacuum can be found in the supply closet.

<input type="checkbox"/> Pavillion Kitchen	Grade
<input type="checkbox"/> Take all food you brought with you when you leave	
<input type="checkbox"/> Clean all dishes, appliances, ect. Return everything to where you found it. Make sure coffee makers and carafes are empty.	
<input type="checkbox"/> Take all recyclable items to the RECYCLING DUMPSTER outside the kitchen backdoor. Glass, tin, aluminum, 1& 2 plastics, cardboard, and paper can be mixed all together. No plastic bags.	
<input type="checkbox"/> Throw all trash into the trash dumpster.	
<input type="checkbox"/> Compost should be in buckets in the freezer.	
<input type="checkbox"/> Wipe up spills in the fridge and freezer. Sweep the fridge and freezer floor.	
<input type="checkbox"/> Clean out and scrub all sinks and all four drains.	
<input type="checkbox"/> Clean stove, grill, and dishwasher according to instructions in kitchen manual.	
<input type="checkbox"/> Make sure all appliances are turned off.	
<input type="checkbox"/> Restock paper towels. Key is in janitor's closet.	
<input type="checkbox"/> Wipe down all surface in the kitchen with cleaning agent.	
<input type="checkbox"/> Place rags in the wash bin in the janitors closet.	
<input type="checkbox"/> Sweep the floor.	
<input type="checkbox"/> Mop the floor when everything is done. The result should be an empty kitchen with clean counters, sinks, and floors with everything back where it belongs.	

<input type="checkbox"/> <b>Bathhouse</b>	
<input type="checkbox"/> Clean the showers and shower curtains with rags and cleaning spray.	
<input type="checkbox"/> Scrub the sink with green scouring pad and cleaning spray.	
<input type="checkbox"/> Clean the mirror using rags and windex.	
<input type="checkbox"/> Wipe down the exterior of the toilet with disposable rags and all purpose cleaner.	
<input type="checkbox"/> Put toilet bowl cleaner on the inside walls of toilet and let set for a few minutes then scrub with toilet brush.	
<input type="checkbox"/> Sweep the floor and throw the dust away in the trash can.	
<input type="checkbox"/> Spray the floor with water and scrub with the deck brush. All the dirt should be scrubbed off of the floor and down the drain. Lift up drain plug if it clogs and water begins to pool.	
<input type="checkbox"/> Restock paper towels, toilet paper, and soap if needed.	
<input type="checkbox"/> <b>Pavilion</b>	
<input type="checkbox"/> Put picnic tables in the middle of the pavilion in rows.	
<input type="checkbox"/> Return all balls and other equipment to the brown wooden box on the porch by the kitchen.	
<input type="checkbox"/> If the meeting room was rented return the furniture to its original orientation.	
<input type="checkbox"/> Clean all three bathrooms. Girls, boys, and upstairs. <input type="checkbox"/> Wipe down the sink using rags and all purpose cleaner. <input type="checkbox"/> Wipe down the exterior of the toilet with disposable rags and all purpose cleaner. <input type="checkbox"/> Put toilet bowl cleaner on the inside walls of toilet and let set for a few minutes then scrub with toilet brush. <input type="checkbox"/> Spray the mirror with Windex and wipe with a towel. <input type="checkbox"/> Empty both small trash cans in girls restroom. <input type="checkbox"/> Empty trash cans and replace with new white trash bags. <input type="checkbox"/> Restock all paper products. Key to toilet paper dispensers is hanging in the janitors closet.	
<input type="checkbox"/> Sweep all floors. Put all dust piles into trash cans. <input type="checkbox"/> The main room. <input type="checkbox"/> Hallway to bathrooms. <input type="checkbox"/> Stairs. <input type="checkbox"/> Upstairs hallway. <input type="checkbox"/> All three restrooms (Girls, boys, and upstairs) <input type="checkbox"/> Meeting room if rented.	
<input type="checkbox"/> Mopping <input type="checkbox"/> Hallway to bathrooms next to the kitchen. <input type="checkbox"/> Downstairs Restrooms (girls and boys)	
<input type="checkbox"/> Take all trash and recycling to the correct dumpster. <input type="checkbox"/> Put new trash bags in each trash can.	

<input type="checkbox"/> <b>Shelters</b>	
<input type="checkbox"/> Return the table to its original location.	
<input type="checkbox"/> Sweep out the floor of the shelter.	
<input type="checkbox"/> Put any wood around the shelter or in the fire pit into the open wood box. (the one without the door on the side of the shelter.	
<input type="checkbox"/> Pick up all trash in and around the shelter site. Check the box with the door for trash.	
<input type="checkbox"/> Bring in any white trash bags with trash.	
<input type="checkbox"/> Replace any white trash bags in shelters.	
<input type="checkbox"/> Close the door flaps and put down the window shade.	

If this list seems overwhelming it is fine to let us keep the deposit and do the cleaning. We offer this as an option to save you money. If you choose not to clean here are a couple details

- Please pick up after yourself
- Do your dishes
- Take out the trash

☐ **General Grounds Cleanup** (please do this whether you do the cleaning or not) – pick up all trash and leave things generally as you found them – especially putting equipment back in its home.

### **General Notes:**