

Camp Robert Drake Cleaning Checklist

Please complete this list and leave in the facility for the Property Manager to review.



Training Center and Apartments Use

TRAINING CENTER & KITCHEN AREA.....

- | | |
|---|---|
| <input type="checkbox"/> General clean-up: pick up and put everything away | <input type="checkbox"/> Take all of your food/supplies with you |
| <input type="checkbox"/> Wipe off tables with disinfectant, put tables as found | <input type="checkbox"/> Wash all dishes, dry, and put away |
| <input type="checkbox"/> Clean out ovens and warmers | <input type="checkbox"/> Clean stove tops and oven |
| <input type="checkbox"/> Wipe down inside of refrigerator (leave on) | <input type="checkbox"/> Wipe counters, shelves and sinks w/ disinfectant |
| <input type="checkbox"/> Clean toilets (toilet bowl, toilet bowl rim, toilet seat) | <input type="checkbox"/> Clean all bathroom mirrors |
| <input type="checkbox"/> Clean all bathroom sinks including faucet fixtures | <input type="checkbox"/> Sweep and mop bathroom floor |
| <input type="checkbox"/> Sweep and mop kitchen floor | <input type="checkbox"/> Sweep and mop training area |
| <input type="checkbox"/> Clean out fireplace, if used/ Stock firewood | <input type="checkbox"/> Close all windows |
| <input type="checkbox"/> Check for operational smoke detector/CO ₂ monitor | <input type="checkbox"/> Take all garbage to dumpster, replace bags |
| <input type="checkbox"/> Secure A/V equipment and screen | <input type="checkbox"/> Shake out floor mats, if weather allows |
| <input type="checkbox"/> Turn off all lights | <input type="checkbox"/> Lock up, as designated |

(SEE REVERSE SIDE IF APARTMENTS WERE USED)

Items that need to be repaired/replaced:

Items missing or needed:

Signature of Troop/Group Leader Date _____

Failure to comply with this checklist could result in an additional fee being charged!

Thank you for using our facility and for helping us to keep it beautiful!

ONE BEDROOM, TWO BEDROOM & FIRST AID AREA.....

- | | |
|---|--|
| <input type="checkbox"/> General clean-up: pick up and put everything away | <input type="checkbox"/> Take all of your food/ personal supplies with you |
| <input type="checkbox"/> Wipe off tables & chairs, leave tables as found | <input type="checkbox"/> Leave mattresses/bedding as found |
| <input type="checkbox"/> Wipe down inside of refrigerator (leave on) | <input type="checkbox"/> Wipe shelves and sinks w/ disinfectant |
| <input type="checkbox"/> Clean toilets (toilet bowl, toilet bowl rim, toilet seat) | <input type="checkbox"/> Clean all bathroom mirrors |
| <input type="checkbox"/> Clean & disinfect all bathroom showers | <input type="checkbox"/> Note below usage of First Aid supplies |
| <input type="checkbox"/> Sweep and mop floors | <input type="checkbox"/> Close all windows |
| <input type="checkbox"/> Check for operational smoke detector/CO ₂ monitor | <input type="checkbox"/> Take all garbage to dumpster, replace bags |
| <input type="checkbox"/> Secure A/V equipment, as found | <input type="checkbox"/> Shake out floor mats, if weather allows |
| <input type="checkbox"/> Turn off all lights | <input type="checkbox"/> Lock up, as designated |

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