



Clean-Up Checklist

Group Name: _____

Leader _____

Please be sure to check off each area of use after it is cleaned. Sign this form and return it to the Retreat Office. There will be a final inspection made by the Pine Eden Director and the Leader of the group.

****Please use the cleaning supplies located in each building.**

Cabins	1	2	3	4	5	6	7	8	9	10
Sweep & Dust Mop all floors										
Clean bathrooms w/ cleaners provided										
---Clean toilets										
---Clean sinks										
---Clean showers										
Sweep outside porch										
Check for left belongings										
Pick up(including under beds and Place trash in dumpster										
Turn off lights; set A/C to 80* or Heat to 50*										

Chapel and Study Center

____ Sweep, Mop(only if there is a spill) and Vacuum

____ Clean up any trash left in area and place in the dumpster

____ Clean the work room area before returning table and chairs

____ Check for left belongings

____ Wipe Down Tables and Chairs and returned neatly to work room area

____ All Equipment should be returned to proper place

____ Sweep and dust mop trash and paper off floor (if necessary)

____ Turn off all lights; set A/C to 80* or heater to 50*

____ Close all exterior doors

Dining Hall/Kitchen

____ All Equipment that has been moved should be put back in place

____ If grill was used, please clean

____ Sweep & wet mop out (because of food)

____ Wash and put away dirty utensils

____ Clean counters

____ Clean tables, wipe out chairs and neatly return to wall areas

____ Place trash in dumpster

____ Turn off lights; set A/C to 80* or heater to 50*

Outside

____ Trash and all equipment used in outside areas used(i.e. pavilion, lake/fire pit area, playing fields, pool)

If the fire-pit/lake area or playfield is left unacceptable there will be a \$100 charge each.

We have four types of chairs and they are to be returned to following areas before leaving the campground: White Chairs to the bottom of the Study Center; Grey Metal Chairs to Dining Hall; Grey Padded Metal Chairs to Work Room in Study Center and Green Cushioned Chairs to Work Room in Study Center. There is an additional \$50 charge for chairs not put back in place.

Pay for Cleaning: You may choose to pay for cleaning at the rate of:

Sleeping Areas (one section of dorm or cabins)

Lodge: \$100 for whole building, \$25 for each sleeping area

Cabins: \$50 for the whole building, \$25 for each sleeping area

Chapel: \$50

Study Center:\$65

Kitchen: \$75.

If you choose to pay for cleaning:

- All Trash to dumpster (including under beds)
- Thermostats down to 50 (heater) and turned up to 80 (A/C)
- Lights off
- Property back in order, which includes
 - Tables & Chairs (Green Padded Chairs and Padded Metal Chairs to workroom, Grey Metal Chairs to dining area and White Metal Chairs returned below study center) (Rectangle Tables to Dining Hall and Round Tables to workroom in Study Center)
 - TV/DVD to Chapel
 - Pews
 - Kitchen Utensils and Dishes washed and put away
 - Lost and found put in TD closet
 - Beds returned (if moved)
- Clean up outside trash
- Toilets flushed
- Grill cleaned (if used on weekend).