



## ***CLEAN-UP CHECKLIST***

We are honored you have chosen Coldstream Christian Camp for your upcoming event. Thanks to groups like you, we have been serving our community for nearly four decades. During your stay, our commitment is to provide you with the facilities whereby you as leaders can host private gatherings for your group. In doing so, we pray you will feel free to kick off your shoes and make yourself at home.

During your stay we ask that you take care of the facility as if it were in fact your very own. If you should encounter a problem upon your arrival with supplies, cleanliness, or you find something in need of repair, we ask that you notify us immediately. Finally, upon departure we ask a commitment of you. A new and excited group will follow behind you and they will expect to arrive to clean facilities just as you did. **Please schedule at least two hours for cleaning the campus on the last day of your stay.** Prior to departure, you must check out with a staff member to make sure your group will not be billed for any cleaning charges that Coldstream incurs.

The following is a checklist of the expectations we have for your group prior to departure:

### **Activity Barn**

- Pick-up garbage
- Return all tables and chairs to original locations
- Empty trash and replace bag(s)
- Sweep and mop floor
- Turn off lights

### **Playground Area/Soccer & Volleyball Field**

- Pick-up garbage

### **Denson Hall – Outside**

- Remove any trash around grassy areas
- Empty trash from porches and replace bags(s)

### **Denson Hall – Main Room**

- Return all tables and chairs to original locations

- Sweep and mop floor (cleaner in chemical station-no need to dilute)
- Turn off lights

### **Denson Hall – Bathrooms**

- Clean toilets and leave toilet seats up
- Clean shower and sink with 409 cleaners
- Clean mirrors with glass cleaner
- Empty trash and replace bag(s)
- Sweep and mop floors

### **Denson Hall - Kitchen**

- Clean and return all utensils and supplies to original location
- Clean all countertops with disinfectant cleaner
- Remove all food or containers from refrigerator and freezer and wipe-out
- Clean ovens, stove tops, and griddle (instructions post to right of griddle & microwave)
- Empty and clean grease trap under griddle (pour into container and through into garbage – ***please do not pour down drains***)
- Make sure ice scooper is left in container on top of ice machine
- Place all dirty towels and washcloths in labeled container under sink
- Wipe down stainless steel surfaces with stainless cleaner (in crate by dish towels)
- Empty trash and replace bag(s)
- Sweep and mop floors

### **Cabins – Per Cabin**

- Empty trash and replace bags
- Sweep and mop floors
- Turn off lights

### **Bathhouse**

- Clean toilets and leave toilet seats up
- Clean showers and sinks with 409 cleaner
- Clean mirrors with glass cleaner
- Empty trash and replace bags

### **Lake and Grounds**

- Pull boats from water and turn upside down on racks
- Return all paddles
- Hang lifejackets on hangers
- Pick-up all litter

**Pavilion**

- Pick-up all litter
- Wipe tables
- Clean grill (if used)

**Basketball Court**

- Pick-up all litter
- Return all balls to the bin

Please note the following helpful hints:

- Please remove all personal belongings from each area
- Trash should be thrown in the dumpster (across from soccer field)
- Trash bags can be found in the kitchen under the counter to the right of the sink
- Chemical station is in the kitchen above the mop sink and in the bath house closet.
  - Additional cleaners are in spray bottles hanging on sink
- Clean mop heads are located beside clean linens in kitchen
- Mops and buckets are located on side porch of Denson Hall and in bathhouse closet
- If you need additional toilet-paper, paper-towels, or hand soap during your stay please call or text the director during business hours.
- Print this checklist and bring it with you to help during the clean-up process.

At Coldstream and as Christians we strive for excellence in all we do, and we believe you do the same. Coldstream reserves the right to charge cleaning fees for each individual area that is not cleaned according to the agreement to a maximum of \$500.

By signing below, I acknowledge that I have read and agree to complete all items on the checklist stated above:

Group Name: \_\_\_\_\_

Leader Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Leader Signature: \_\_\_\_\_