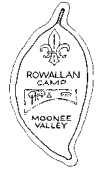


## **Cleaning & Final Checklist for Headquarters Camp.**



Before you leave you are responsible for the following procedures.

### **General:**

1. Check around the camp and remove all rubbish.
2. Turn off all light and power switches except to the fridges and freezer.
3. Check all taps are turned off.
4. Ensure all windows are closed and flyscreens are attached.
5. Ask the Ranger to inspect the camp with you after cleaning is done.

### **Bunkhouses:**

1. Stand all mattresses on their side.
2. Sweep floors, including under the bunks.
3. Mop floors.
4. Double check dormitories and cupboards to ensure that nothing has been left behind

### **Toilets:**

1. Clean out rubbish bins and remove any general rubbish.
2. Clean hand basins, bench and mirror.
3. Brush out toilet bowls. DO NOT USE DISINFECTANT, AS THESE ARE SEPTIC SYSTEMS.
4. Hose out urinals, toilets, showers and floor area.
5. Don't forget the disabled person toilet.

### **Recreation Hall:**

1. Clean fireplace and remove the ash to the outside campfire circle.
2. Stack all chairs, tables etc. properly in the storeroom.
3. Return all equipment to its correct storage location
4. Sweep the floor. Mop only if required.

### **Dining Room and Staff Quarters:**

1. Stand all mattresses on their side.
2. Remove all rubbish.
3. Turn off the heater.
4. Clean all dining tables and seats.
5. Sweep and mop. You will need more than one bucket of water.

### **Kitchen:**

1. Return all utensils to the kitchen for cleaning and stowage.
2. Last washing of dishes is to be done by ADULTS in HOT WATER.
3. Place all crockery, utensils and cutlery in their correct locations.
4. Remove all rubbish and place in the outside bins.
5. Clean out the fridges and freezer and leave them ON.
6. We have provided empty ice-cream containers for you to take home leftovers. These containers are stored in the pantry.
7. Sweep and mop floor.