

## **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 and place in the appropriate bins.
2. Turn off all lights.
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, if required with biodegradable detergent from the kitchen.
4. Double check dormitories 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 [to only 8 high], tables etc. properly in the nominated storeroom.
3. Return all sports equipment to the SPORTS store.
4. Remove "bluetack/sticky tape" and notices from walls and sweep the floor.

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

1. Stand all mattresses on their side and check all drawers for belongings.
2. Remove all rubbish.
3. Turn off the heater as per the instructions above.
4. Clean all dining tables and seats and remove notices from the notice board.
5. Sweep and mop using the BIO-DETERGENT located in the kitchen. You will need more than one bucket of water. Do this before kitchen.

### **Kitchen:**

1. Last washing of dishes/pots/pans is to be done by ADULTS in HOT WATER or DISHWASHER.
2. Place all crockery, pans/pots, utensils, and cutlery in their correct locations.
3. Remove all rubbish/food scraps and place in the appropriate bins.
4. Clean out the fridges and freezer and wipe clean the glass fronts.
5. Remove the stove tops and wash/clean the stove and oven.
6. Clean the dishwasher as per the instructions above.
7. Wipe clean the saloon doors, including the glass.
8. Sweep and mop the floor using the BIO-DETERGENT located in the kitchen. Do this last.