

## **Cleaning Checklist White Pine Lodge**

### **Main Room/General**

- Make sure any end of the week maintenance needs are listed on the sheet in the Dining Hall
- Collect all trash (main room and bathrooms) and place bags at the end of the sidewalk
- Clean out the mini fridge
- Clean/organize the coffee bar area
- Wipe off tables (coffee tables and others)
- Place all tables, couches, chairs, back to how you found them at the beginning of the week
- Sweep out main room, hallways, rooms and bathrooms. Be sure to sweep under the couches and tables. If mopping is needed, please find those supplies in the closet.
- Close windows
- Turn off all lights (make sure the porch lights are off)

### **Sleeping Rooms**

- Sweep
- Close windows
- Check under beds for lost items

### **Bathrooms**

- Sweep and mop floors
- Wipe off counter top and sinks
- Wipe out shower stalls. Clean any soap or hair off of the drain
- Clean toilet – bowl, top of seat, under seat
- Wipe down mirror

## **Cleaning Checklist Summer Cabins**

- Make sure any end of the week maintenance needs are listed on the sheet in the Dining Hall
- Thoroughly sweep the inside of the cabins (including under the bunks)
- Sweep off front porch and steps
- Knock down any spiders that created any new webs on your porch – look high and low!
- Pick up any trash around the outside of the cabin
- Collect all trash and dump the contents into the big trashcan at the bath house. Make sure your trash can then goes back to your cabin
- Turn off all lights
- Take all lost and found items to your Dean
- Make sure fan is off

## **Cleaning Checklist Penns Creek Lodge**

### **Main Lodge/Annex**

- Make sure any end of the week maintenance needs are listed on the sheet in the Dining Hall
- Collect all trash (main room and bathrooms) and place bags at the end of the boardwalk
- Clean out the fridge
- Clean/organize the coffee bar area and the kitchen table area
- Wipe off tables (coffee tables and others)
- Sweep the front porch and clean off any furniture if needed
- Place all tables, couches, chairs, back to how you found them at the beginning of the week
- Wipe off the couch cushions
- Sweep out main room, hallways, rooms and bathrooms. Be sure to sweep under the couches
- Close windows
- Turn off all lights (make sure the porch lights are off)
- Make sure large fan is turned off
- Pick up any trash around Penns Creek buildings

#### All Bathrooms

- Sweep and mop floors
- Wipe off counter top and sinks
- Wipe out shower stalls. Clean any soap or hair off of the drain
- Clean toilet – bowl, top of seat, under seat
- Wipe down mirror

#### Meeting Room

- Sweep out
- If you set up tables and chairs, please take them down and put them back in the hallway

#### Weikert Run

- Make sure any end of the week maintenance needs are listed on the sheet in the Dining Hall
- Collect trash and set it at the end of the boardwalk
- Sweep out cabin and bathroom (be sure to sweep under beds)
- Sweep off front porch
- Knock down any spiders that created any new webs on your porch – look high and low!
- Turn off all lights
- Shut windows
- Turn off ceiling fan
- Wipe out kitchen sink
- Wipe out shower . Clean any soap or hair off of drain
- Clean toilet – bowl, top of seat, under seat
- Wipe down mirror

#### Lick Run

- Make sure any end of the week maintenance needs are listed on the sheet in the Dining Hall
- Collect trash and set it at the end of the boardwalk
- Sweep out cabin and bathroom (be sure to sweep under beds)
- Sweep off front porch
- Sweep screened in porch and make sure that door is shut
- Knock down any spiders that created any new webs on your porch – look high and low!
- Turn off all lights
- Shut windows
- Turn off ceiling fan
- Wipe out kitchen sink
- Wipe out shower . Clean any soap or hair off of drain
- Clean toilet – bowl, top of seat, under seat
- Wipe down mirror