

## **DIRECTORS CHECKLIST**

### **CABINS**

- \_\_\_ Remove all personal items from cabin
- \_\_\_ Sweep floor and remove all trash
- \_\_\_ Remove clothing from clothesline in rear of cabin
- \_\_\_ Pick up any trash around the cabin
- \_\_\_ Turn off lights
- \_\_\_ Secure or lock the door

### **BATH HOUSES**

- \_\_\_ Remove all clothing from shower area and place it on the patio of the dining hall for identification
- \_\_\_ Clean toilets and sinks
- \_\_\_ Replace toilet paper and paper towel dispenser if needed
- \_\_\_ Sweep floors
- \_\_\_ Empty all trash cans and deposit trash in dumpster
- \_\_\_ Hose down all floors of bath house
- \_\_\_ Squeegee the floors after hosing
- \_\_\_ Dry mop floors after squeegee
- \_\_\_ Store all brooms, mops, and cleaning supplies in corner of sink area
- \_\_\_ Turn off lights and secure or lock the door

### **GROUNDS**

- \_\_\_ Store canoes and paddle boats in pole barn
- \_\_\_ Return all sporting to the bin located on the patio of dining hall

- \_\_\_ Return all toys from sand box to the bin located on patio of dining hall
- \_\_\_ Make complete sweep of the grounds and deposit trash into the dumpster

### **DINING HALL**

- \_\_\_ Clean and sanitize all table tops, fold them and store in corner of dining room
- \_\_\_ Sweep floor and deposit all trash in trash can located in the dining room
- \_\_\_ Mop floor with hot and soapy water
- \_\_\_ Check ice machine for any leaks and that it is full of ice
- \_\_\_ Secure all brooms and dust pans in utility closet
- \_\_\_ Wring all mops completely and store them in mop area of the kitchen

### **KITCHEN**

- \_\_\_ Label and date all food items left in walk-in cooler for next session coming in
- \_\_\_ Label and date food items left in other refrigerator
- \_\_\_ Check freezers in dining room that they are in operating condition
- \_\_\_ Store all dry goods in the pantry
- \_\_\_ Clean and sanitize all pots and pans and store them on the proper racks
- \_\_\_ Clean and sanitize all silverware, cups and trays, store in proper container, cover with plastic bag
- \_\_\_ Clean and sanitize all table tops with disinfectant
- \_\_\_ Clean floor mats and hang outside on rail to dry
- \_\_\_ Sweep and mop floor with disinfectant
- \_\_\_ Wring mops thoroughly and hang in mop area of the kitchen
- \_\_\_ Empty all trash cans and deposit trash in the dumpster
- \_\_\_ Check washer and dryer for any items left in them
- \_\_\_ Clean downstairs bathroom, empty trash and replace toilet paper and towel rolls if needed

\_\_\_ Remove all personal items from bedrooms upstairs

\_\_\_ Clean upstairs bathroom, sink, shower, empty trash can, and replace toilet paper and towel roll if needed. Vacuum carpet if needed

\_\_\_ Turn off all lights when leaving

**TO ALL CAMP DIRECTORS AND ASSISTANT**

The following checklist is to be completed after your session has ended. By doing so, it will ensure that all of the tasks has been completed and the camp is ready for the next session coming in. After all of the tasks have been completed, make an effort to make a final inspection of the entire camp ground. Make sure before leaving that all campers have been picked up by their parents and no one left behind. You should be the last one to leave. Thank you for your cooperation in this matter. Please sign and date below.

**NAME OF DIRECTOR** \_\_\_\_\_ (please print)

**SESSION** \_\_\_\_\_

Please sign and date below

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

