

Kehukee Clean-Up Check List

Pool, Picnic and Camping Areas:

- _____ All trash placed in dumpster **or** taken off premises.
- _____ Tables cleaned.
- _____ Cabins cleaned and swept.
- _____ Fires in approved pits are put out.
- _____ Close and lock gates.

Spain Conference Center:

- _____ All bedrooms vacuumed, trash baskets emptied, and rooms left in good condition for the next group.
- _____ All blinds closed.
- _____ Bathrooms cleaned, swept, and mopped.
- _____ All bedroom doors left open before you leave.
- _____ Kitchen counters, sinks, and all appliances must be cleaned.
- _____ All kitchen floors must be swept and mopped.
- _____ Please see that tables and chairs in the assembly room are left arranged according to the chart on the wall.
- _____ Place all cleaning supplies back in the closet.
- _____ Close office door, kitchen doors, and roll down the window at the kitchen.
- _____ Turn thermostats to 50 degrees (for heat only) and turn air conditioning units off.
- _____ Place all trash in dumpster or take it with you.
- _____ Lock all exterior doors (upstairs and downstairs) and secure windows.
- _____ Lock all gates.

Please check this list off as the tasks are done. Thank you for your help and cooperation!!

Name of Responsible Person _____

Name of Church _____

Phone _____

Date(s) Facilities Used _____

Number Attending (Needed for insurance purposes. Please indicate number attending ***each*** day ***even if not*** staying overnight):

Sun._____ Mon._____ Tues._____ Wed._____ Thurs._____ Fri._____ Sat._____

Number that Stayed Each Night:

Sun._____ Mon._____ Tues._____ Wed._____ Thurs._____ Fri._____ Sat._____