

# *Cleaning Check List*

## *Kitchen*

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REFRIGERATOR - CLEAN & WIPE OUT  
REMOVE ALL FOOD, BEVERAGES, & ICE

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MICROWAVE - CLEAN & WIPE OUT

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COFFEE POT - REMOVE USED FILTERS &  
CLEAN OUT

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SINK & COUNTER TOPS - CLEAN & DISINFECT

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FLOOR - SWEEP AND MOP

## *Tables & Chairs & Floor*

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CLEAN & WIPE DOWN ALL TABLES AND  
CHAIRS

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PLACE ALL TABLES/CHAIRS IN THEIR  
ORIGINAL LOCATION - SEE DIAGRAM

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EXTRA CHAIRS CAN BE STACKED ON CART

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VACUUM ALL FLOORING

## *Bathrooms*

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CHECK FOR TRASH ON THE FLOORS

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SHUT LIGHTS OFF

## *General & Decorations*

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REMOVE ALL DECORATIONS  
CONFETTI & GLITTER ARE PROHIBITED FROM FACILITIES  
PINS, NON-STICK ADHESIVES, OR TAPE ARE NOT  
ALLOWED

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SUMMER - TURN A/C TO 72°  
WINTER - TURN FURNACE TO 68°

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TURN OFF ALL LIGHTS

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AMPHITHEATER - CHECK FOR TRASH

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OUTSIDE - CHECK FOR TRASH SURROUNDING  
THE BUILDING

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ALL TRASH MUST BE TAKEN OUT TO THE  
DUMPSTER NEAR BY

## *Notes*

PETS ARE NOT ALLOWED INSIDE ANY FACILITY, INCLUDING THE SHELTER HOUSE

PARK HOURS ARE ENFORCED (5:00AM - 10:30PM) LATE DEPARTURES WILL RESULT IN LOSS OF DEPOSIT

IF THE FACILITY IS NOT CLEANED, CHECK LIST IS NOT COMPLETE, ITEMS ARE MISSING OR DAMAGED, OR LATE DEPARTURE

THE SECURITY DEPOSIT WILL BE CASHED.

STORM SHELTER - IS LOCATED IN THE BASEMENT OF THE SWAN LAKE CONSERVATION EDUCATION CENTER

CARROLL COUNTY CONSERVATION STAFF WILL UNLOCK AND LOCK THE BUILDING UP FOR YOU

AFTER HOUR CONTACT:

PLEASE CHECK YOUR EMAIL FOR PARK RANGER PHONE NUMBER AND INFORMATION.