

Infirmary Leader: \_\_\_\_\_

## Infirmary

**Instructions:** If the infirmary still contains an entire set of belongings (sleeping bags, clothing, etc.), then leave those belongings as is and make note of it below.

### Bring with you:

- 1 trash bag
- A broom
- 1 roll of toilet paper

### At the infirmary:

- All clothing, bedding, and other personal items are put in the lost & found or noted below.
- All mattresses moved to the mattress shed.
- Remove any shades.
- Trash is placed in trash cans.
- Floor is swept.
- Porch is swept.
- Windows are closed and locked.
- The bathroom has at least half of a roll of toilet paper.
- The toilet flushes properly or is noted below.
- Wood-handled rubber plungers are left behind.
- Orange plastic plungers are put in plastic bag, separate from black box
- All body wash, shampoo, and conditioner are put back in black box
- Medical supplies are boxed and placed in or in front of the office.
- Schedules and pins are removed and thrown out.
- Trash bag is changed with a new one or is emptied. Trash is placed behind the kitchen.
- Doors are closed and barred.
- Screen doors are closed.

**Return** this completed checklist to the move-out director.

Notes:

Shower House Leader: \_\_\_\_\_

## Shower House Men

### Bring with you:

- 2 trash bags
- broom
- rolls of toilet paper
- Hose with sprayer (if not already at shower house)

### At the shower house:

- All clothing, towels, and other personal items are put in the lost & found.
- All body wash, shampoo, and conditioner are put back in black box.
- All paper towel rolls removed and put back in black box; box is put outside for pickup.
- Orange plastic plungers and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons.
- Wood-handled rubber plungers are left behind.
- Trash is placed in trash cans.
- Trash bags are changed with new ones or are emptied. Trash is placed behind the kitchen.
- Floor is swept and washed with the hose/mopped.
- Toilets are washed with hose and cleaned.
- All toilets flush properly or are noted below.
- Each stall has at least one roll of toilet paper.
- Shower stalls are washed with the hose.
- Windows are closed and locked.
- Schedules and pins are removed and thrown out.
- Door is closed.

**Return** this completed checklist to the move-out director.

Notes:

Shower House Leader: \_\_\_\_\_

## Shower House Women

### Bring with you:

- 2 trash bags
- broom
- rolls of toilet paper
- Hose with sprayer (if not already at shower house)

### At the shower house:

- All clothing, towels, and other personal items are put in the lost & found.
- All body wash, shampoo, and conditioner are put back in black box.
- All paper towel rolls removed and put back in black box; box is put outside for pickup.
- Orange plastic plungers and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons.
- Wood-handled rubber plungers are left behind.
- Trash is placed in trash cans.
- Trash bags are changed with new ones or are emptied. Trash is placed behind the kitchen.
- Floor is swept and washed with the hose/mopped.
- Toilets are washed with hose and cleaned.
- All toilets flush properly or are noted below.
- Each stall has at least one roll of toilet paper.
- Shower stalls are washed with the hose.
- Windows are closed and locked.
- Schedules and pins are removed and thrown out.
- Door is closed.

**Return** this completed checklist to the move-out director.

Notes:

Staff 1 Leader: \_\_\_\_\_

## Staff 1

**Instructions:** Staff 1 is the building on the other side of the rec hall from the office.

**Bring with you:**

- 1 trash bag
- A broom

**At the building:**

- All clothing, bedding, and other personal items are put in the lost & found or noted below.
- All mattresses moved to the mattress shed.
- Trash is placed in trash cans.
- Floor is swept.
- Porch is swept.
- Windows are closed.
- The whiteboard is left behind.
- Markers, erasers, and paper towels are brought to the camp office.
- Schedules and pins are removed and thrown out.
- Trash bag is changed with a new one or is emptied. Trash is placed behind the kitchen.
- Door is closed and barred.
- Screen door is closed.

**Return** this completed checklist to the move-out director.

Notes:

Staff 2 Leader: \_\_\_\_\_

## Staff 2

**Instructions:** Staff 2 is the building on the Unit 2 shortcut, also known as the cook's cabin.

**Bring with you:**

- 1 trash bag
- A broom

**At the building:**

- All clothing, bedding, and other personal items are put in the lost & found or noted below.
- All mattresses moved to the mattress shed.
- Trash is placed in trash cans.
- Floor is swept.
- Porch is swept.
- Windows are closed.
- Schedules and pins are removed and thrown out.
- Trash bag is changed with a new one or is emptied. Trash is placed behind the kitchen.
- Door is closed and barred.
- Screen door is closed.

**Return** this completed checklist to the move-out director.

Notes:

Nature Lodge Leader: \_\_\_\_\_

## Nature Lodge

**Instructions:** The nature lodge is the building past the crafts cabin from the dining hall

**Bring with you:**

- 1 trash bag
- A broom

**At the building:**

- All personal items and notebooks are put in the lost & found.
- All songbooks are put with the others on the Rec Hall porch.
- Markers, erasers, and paper towels are brought to the Rec Hall porch.
- All mattresses moved to the mattress shed.
- Trash is placed in trash cans.
- Floor is swept.
- Porch is swept.
- Windows are closed.
- The whiteboard is left behind.
- Schedules and pins are removed and thrown out.
- Trash bag is changed with a new one or is emptied. Trash is placed behind the kitchen.
- Door is closed and barred.
- Screen door is closed.

**Return** this completed checklist to the move-out director.

Notes:

Crafts Cabin Leader: \_\_\_\_\_

## Crafts Cabin

### Bring with you:

- 1 trash bag
- A broom

### At the building:

- All crafts supplies are put in plastic bins, which are put on the porch.
- All personal crafts projects are placed on the porch.
- Trash is placed in trash cans.
- Floor is swept.
- Porch is swept.
- Windows are closed.
- Schedules and pins are removed and thrown out.
- Trash bag is changed with a new one or is emptied. Trash is placed behind the kitchen.
- Doors are closed and barred.
- Screen doors are closed.

**Return** this completed checklist to the move-out director.

Notes:

Rec Hall Leader: \_\_\_\_\_

## Rec Hall

### Bring with you:

- 1 trash bag
- 1 or 2 brooms

### At the building:

- All personal items and notebooks are put in the lost & found.
- All songbooks are put with the others on the porch.
- Markers, erasers, and paper towels are brought to the porch.
- Trash is placed in trash cans.
- Entire floor is swept.
- Porch is swept.
- Windows are closed.
- Schedules and pins are removed and thrown out.
- DO NOT empty the trash. Put the empty trash bag through a handle on the garbage can, so that it can be changed during final move-out.
- Doors are closed and barred.
- All benches are placed in stacks of 2 along the wall.

Count the benches: \_\_\_\_\_

**Return** this completed checklist to the move-out director.

Notes:



Meadow Leader: \_\_\_\_\_

## Meadow and Sports Field

### Meadow

- All personal items and notebooks are put in the lost & found.
- All songbooks are put with the others on the rec hall porch.
- All benches are put in the rec hall along the wall.
- The tent/frame is collapsed and put in front of the office.
- Lights and extension cords are put in front of the office.
- Trash is placed in the Rec Hall trash can.

### Sports Field

- Water coolers and cups are put in the dining hall.
- All sports equipment is put in front of the camp office, inside the sports equipment bag or box.
- Check all sports equipment for names indicating that they are personal items; if so, place them in the lost & found.
- Trash is placed in the Rec Hall trash can.

**Return** this completed checklist to the move-out director.

Notes:

Office Leader: \_\_\_\_\_

## Office

### Bring with you:

- 1 trash bag
- A broom

### At the building:

- The locked registration part will be cleaned out by the registrar.
- Trash is placed in trash cans.
- Floor is swept.
- Windows are closed.
- No candles are left in the old refrigerator.
- Schedules and pins are removed and thrown out.
- The supply room is emptied.
  - Place all soaps in a bin, place all shampoos and body washes in a bin, place all plungers and toilet brushes in a bin, get all toilet papers and paper towels into bags or bins, and generally organize supplies. The better organized they are now, the better organized they will be in the storage.
  - Keep all empty hand soap bottles
  - Throw out any empty shampoo or body wash bottles.
  - Place broken equipment in a pile outside the office.
  - Bins, if needed, are behind the kitchen. If not, ask the move-out director.
  - If it is raining, put the supplies in the main room, otherwise put them outside.
- Trash bag is changed with a new one or is emptied. Trash is placed behind the kitchen.
- Door is closed and barred.
- Screen door is closed.

**Return** this completed checklist to the move-out director.

Notes:

Dining Hall Leader: \_\_\_\_\_

## Dining Hall

- The kitchen will be cleaned by someone else.
- Personal items are placed in the designated lost & found pile.
- Cubbies are moved to door with ramp for pickup, all tape is removed from cubbies.
- Trash is placed in trash cans.
- Water jugs are emptied and cleaned and then moved to door with ramp for pickup (leave one).
- Tables are wiped down.
- Clean table cloths, fold and put in bin.
- Benches are placed upside-down on the tables.
- Floor is swept.
- Windows are closed.
- Schedules and pins are removed and thrown out.
- Porch drink station: Put cups in box, empty water from containers, fold tables, move to ramp
- The "Live for Joy" sign has been taken down.
- The bathroom at the back of the kitchen has at least one full roll of toilet paper.
- The bathroom has at least a half-roll of paper towel.
- Extra towel rolls are removed and put back in black box.
- Orange plastic plunger and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons.
- Wood-handled rubber plungers are left behind.
- The bathroom has at least half of a dispenser of soap.
- The bathroom floor is swept.
- Volleyball net and all sports equipment is put in front of the camp office, inside the sports equipment bag or box. Check all sports equipment for names indicating that they are personal items; if so, place them in the lost & found.

**Return** this completed checklist to the move-out director.

Notes:

Unit 1 Leader: \_\_\_\_\_

## Unit 1

**Instructions:** Check off each building as it is completed. If a building still contains an entire set of belongings (sleeping bags, clothing, etc.), then leave the cabin as is and make note of it on the checklist.

**Bring with you:**

- 2 trash bags
- Several brooms
- 3 rolls of toilet paper

**In the unit:**

<input type="checkbox"/> Cabin 1 <input type="checkbox"/> Cabin 2 <input type="checkbox"/> Cabin 3 <input type="checkbox"/> Cabin 4 <input type="checkbox"/> Cabin 5 <input type="checkbox"/> Cabin 6 <input type="checkbox"/> Cabin 7 <input type="checkbox"/> Cabin 8	<input type="checkbox"/> All clothing, bedding, and other personal items are removed or noted on the left. <input type="checkbox"/> All mattresses moved to the porch of the unit lodge, under the roof. They should be protected from rain. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed and locked. <input type="checkbox"/> Door is closed and barred. <input type="checkbox"/> Screen door is closed and rocks are removed from porch.
<input type="checkbox"/> Lodge	<input type="checkbox"/> All clothing, bedding, and other personal items are removed. <input type="checkbox"/> All mattresses moved to the porch, under the roof. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or emptied. <input type="checkbox"/> Doors are closed and barred/latched. <input type="checkbox"/> Screen doors are closed.
<input type="checkbox"/> Bathroom (small one without showers)  Non-functioning toilets:	<input type="checkbox"/> All toothbrushes, towels, and other personal items are removed. <input type="checkbox"/> All bathroom stalls have at least one roll of toilet paper. <input type="checkbox"/> All toilets flush properly or have been noted otherwise on the left. <input type="checkbox"/> Soap (including empty dispensers), extra toilet paper and paper towels are put back in black box. <input type="checkbox"/> Orange plastic plungers and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons. <input type="checkbox"/> Wood-handled rubber plungers are left behind. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or is emptied. <input type="checkbox"/> The door is closed and barred/latched. <input type="checkbox"/> Screen doors are closed.

- Trash bags are placed behind kitchen (check with move out director if a truck will pick them up).
- Personal items/lost & found are moved to the dining hall.
- Destroy all fire rings. They are not allowed.

**Return** this completed checklist to the move-out director.

Unit 2 Leader: \_\_\_\_\_

## Unit 2

**Instructions:** Check off each building as it is completed. If a building still contains an entire set of belongings (sleeping bags, clothing, etc.), then leave the cabin as is and make note of it on the checklist.

**Bring with you:**

- 2 trash bags
- Several brooms
- 3 rolls of toilet paper

**In the unit:**

<input type="checkbox"/> Cabin 1 <input type="checkbox"/> Cabin 2 <input type="checkbox"/> Cabin 3 <input type="checkbox"/> Cabin 4 <input type="checkbox"/> Cabin 5 <input type="checkbox"/> Cabin 6 <input type="checkbox"/> Cabin 7 <input type="checkbox"/> Cabin 8	<input type="checkbox"/> All clothing, bedding, and other personal items are removed or noted on the left. <input type="checkbox"/> All mattresses moved to the porch of the unit lodge, under the roof. They should be protected from rain. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed and locked. <input type="checkbox"/> Door is closed and barred. <input type="checkbox"/> Screen door is closed and rocks are removed from porch.
<input type="checkbox"/> Lodge	<input type="checkbox"/> All clothing, bedding, and other personal items are removed. <input type="checkbox"/> All mattresses moved to the porch, under the roof. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or emptied. <input type="checkbox"/> Doors are closed and barred/latched. <input type="checkbox"/> Screen doors are closed.
<input type="checkbox"/> Bathroom (small one without showers)  Non-functioning toilets:	<input type="checkbox"/> All toothbrushes, towels, and other personal items are removed. <input type="checkbox"/> All bathroom stalls have at least one roll of toilet paper. <input type="checkbox"/> All toilets flush properly or have been noted otherwise on the left. <input type="checkbox"/> Soap (including empty dispensers), extra toilet paper and paper towels are put back in black box. <input type="checkbox"/> Orange plastic plungers and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons. <input type="checkbox"/> Wood-handled rubber plungers are left behind. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or is emptied. <input type="checkbox"/> The door is closed and barred/latched. <input type="checkbox"/> Screen doors are closed.

- Trash bags are placed behind kitchen (check with move out director if a truck will pick them up).
- Personal items/lost & found are moved to the dining hall.
- Destroy all fire rings. They are not allowed.

**Return** this completed checklist to the move-out director.

Unit 3 Leader: \_\_\_\_\_

## Unit 3

**Instructions:** Check off each building as it is completed. If a building still contains an entire set of belongings (sleeping bags, clothing, etc.), then leave the cabin as is and make note of it on the checklist.

**Bring with you:**

- 2 trash bags
- Several brooms
- 3 rolls of toilet paper

**In the unit:**

<input type="checkbox"/> Cabin 1 <input type="checkbox"/> Cabin 2 <input type="checkbox"/> Cabin 3 <input type="checkbox"/> Cabin 4 <input type="checkbox"/> Cabin 5 <input type="checkbox"/> Cabin 6 <input type="checkbox"/> Cabin 7 <input type="checkbox"/> Cabin 8	<input type="checkbox"/> All clothing, bedding, and other personal items are removed or noted on the left. <input type="checkbox"/> All mattresses moved to the porch of the unit lodge, under the roof. They should be protected from rain. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed and locked. <input type="checkbox"/> Door is closed and barred. <input type="checkbox"/> Screen door is closed and rocks are removed from porch.
<input type="checkbox"/> Lodge	<input type="checkbox"/> All clothing, bedding, and other personal items are removed. <input type="checkbox"/> All mattresses moved to the porch, under the roof. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or emptied. <input type="checkbox"/> Doors are closed and barred/latched. <input type="checkbox"/> Screen doors are closed.
<input type="checkbox"/> Bathroom (small one without showers)  Non-functioning toilets:	<input type="checkbox"/> All toothbrushes, towels, and other personal items are removed. <input type="checkbox"/> All bathroom stalls have at least one roll of toilet paper. <input type="checkbox"/> All toilets flush properly or have been noted otherwise on the left. <input type="checkbox"/> Soap (including empty dispensers), extra toilet paper and paper towels are put back in black box. <input type="checkbox"/> Orange plastic plungers and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons. <input type="checkbox"/> Wood-handled rubber plungers are left behind. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or is emptied. <input type="checkbox"/> The door is closed and barred/latched. <input type="checkbox"/> Screen doors are closed.

- Trash bags are placed behind kitchen (check with move out director if a truck will pick them up).
- Personal items/lost & found are moved to the dining hall.
- Destroy all fire rings. They are not allowed.

**Return** this completed checklist to the move-out director.

Unit 4 Leader: \_\_\_\_\_

## Unit 4

**Instructions:** Check off each building as it is completed. If a building still contains an entire set of belongings (sleeping bags, clothing, etc.), then leave the cabin as is and make note of it on the checklist.

**Bring with you:**

- 2 trash bags
- Several brooms
- 3 rolls of toilet paper

**In the unit:**

<input type="checkbox"/> Cabin 1 <input type="checkbox"/> Cabin 2 <input type="checkbox"/> Cabin 3 <input type="checkbox"/> Cabin 4 <input type="checkbox"/> Cabin 5 <input type="checkbox"/> Cabin 6 <input type="checkbox"/> Cabin 7 <input type="checkbox"/> Cabin 8	<input type="checkbox"/> All clothing, bedding, and other personal items are removed or noted on the left. <input type="checkbox"/> All mattresses moved to the porch of the unit lodge, under the roof. They should be protected from rain. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed and locked. <input type="checkbox"/> Door is closed and barred. <input type="checkbox"/> Screen door is closed and rocks are removed from porch.
<input type="checkbox"/> Lodge	<input type="checkbox"/> All clothing, bedding, and other personal items are removed. <input type="checkbox"/> All mattresses moved to the porch, under the roof. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or emptied. <input type="checkbox"/> Doors are closed and barred/latched. <input type="checkbox"/> Screen doors are closed.
<input type="checkbox"/> Bathroom (small one without showers)  Non-functioning toilets:	<input type="checkbox"/> All toothbrushes, towels, and other personal items are removed. <input type="checkbox"/> All bathroom stalls have at least one roll of toilet paper. <input type="checkbox"/> All toilets flush properly or have been noted otherwise on the left. <input type="checkbox"/> Soap (including empty dispensers), extra toilet paper and paper towels are put back in black box. <input type="checkbox"/> Orange plastic plungers and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons. <input type="checkbox"/> Wood-handled rubber plungers are left behind. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or is emptied. <input type="checkbox"/> The door is closed and barred/latched. <input type="checkbox"/> Screen doors are closed.

- Trash bags are placed behind kitchen (check with move out director if a truck will pick them up).
- Personal items/lost & found are moved to the dining hall.
- Destroy all fire rings. They are not allowed.

**Return** this completed checklist to the move-out director.

Unit 5 Leader: \_\_\_\_\_

## Unit 5

**Instructions:** Check off each building as it is completed. If a building still contains an entire set of belongings (sleeping bags, clothing, etc.), then leave the cabin as is and make note of it on the checklist.

**Bring with you:**

- 2 trash bags
- Several brooms
- 3 rolls of toilet paper

**In the unit:**

<input type="checkbox"/> Cabin 1 <input type="checkbox"/> Cabin 2 <input type="checkbox"/> Cabin 3 <input type="checkbox"/> Cabin 4 <input type="checkbox"/> Cabin 5 <input type="checkbox"/> Cabin 6 <input type="checkbox"/> Cabin 7 <input type="checkbox"/> Cabin 8	<input type="checkbox"/> All clothing, bedding, and other personal items are removed or noted on the left. <input type="checkbox"/> All mattresses moved to the porch of the unit lodge, under the roof. They should be protected from rain. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed and locked. <input type="checkbox"/> Door is closed and barred. <input type="checkbox"/> Screen door is closed and rocks are removed from porch.
<input type="checkbox"/> Lodge	<input type="checkbox"/> All clothing, bedding, and other personal items are removed. <input type="checkbox"/> All mattresses moved to the porch, under the roof. <input type="checkbox"/> Trash is placed in trash cans. <input type="checkbox"/> Floor is swept. <input type="checkbox"/> Porch is swept. <input type="checkbox"/> Windows are closed. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or emptied. <input type="checkbox"/> Doors are closed and barred/latched. <input type="checkbox"/> Screen doors are closed.
<input type="checkbox"/> Bathroom (small one without showers)  Non-functioning toilets:	<input type="checkbox"/> All toothbrushes, towels, and other personal items are removed. <input type="checkbox"/> All bathroom stalls have at least one roll of toilet paper. <input type="checkbox"/> All toilets flush properly or have been noted otherwise on the left. <input type="checkbox"/> Soap (including empty dispensers), extra toilet paper and paper towels are put back in black box. <input type="checkbox"/> Orange plastic plungers and toilet brush with caddy are put in plastic bag and put next to the black box. Do not put in black box for sanitary reasons. <input type="checkbox"/> Wood-handled rubber plungers are left behind. <input type="checkbox"/> Schedules and pins are removed and thrown out. <input type="checkbox"/> Trash bag is changed with a new one or is emptied. <input type="checkbox"/> The door is closed and barred/latched. <input type="checkbox"/> Screen doors are closed.

- Trash bags are placed behind kitchen (check with move out director if a truck will pick them up).
- Personal items/lost & found are moved to the dining hall.
- Destroy all fire rings. They are not allowed.

**Return** this completed checklist to the move-out director.