

RETREAT CENTER AT LAKE LANIER | CLEANUP CHECKLIST



DECATUR
PRESBYTERIAN
CHURCH

Group using Retreat Center: _____ Dates of use: _____

The following housekeeping items were noted upon our arrival:

*Please use this form to guide your check-out activities before leaving the Church Retreat Center at Lake Lanier. Return the completed form with the keys to the Church Administrator by **Wednesday** of the week following your use. Decatur Presbyterian Church is located at 205 Sycamore Street, Decatur, GA 30030, (404) 378-1777.*

A. DORM ROOM, COUNSELORS' ROOM AND BATHROOMS

- 1. Remove all personal articles (check window sills and bathroom shelves carefully).
- 2. Return **ALL** furniture and beds to original positions (\$25 fee charged if not done).
- 3. Lights in bedrooms and baths turned off. Unplug any smaller fans.
- 4. Close and lock all windows. Pull curtains closed in bedrooms and baths.
- 5. Replace toilet paper and paper towels (supplies stored in closet in women's dorm room). Clean mirrors, bathroom counters and sinks and use toilet brush to clean toilets.
- 6. Collect all trash, put in plastic bags and dispose of *offsite*. **There is no garbage pickup here.**
- 7. Sweep floors and use Wet Swiffer mop in bathroom and bedroom floors **ONLY** (not on wood floors).

B. PORCHES

- 1. Pick up all trash, paper, and napkins from the porch area. Wipe/wash up spills with damp rags from table surfaces, chairs and floor boards. Sweep both porches and cover grill at front porch.
- 2. Stack chairs no higher than six (6) to a stack against wall under windows. If tables have been moved, return to original positions.
- 3. If grills near front porch or under deck were used, place ashes in the metal garbage can on porch.

C. GREAT ROOM

- 1. If fireplace was used, use small metal garbage can on front porch to collect ashes. Sweep hearth area, close dampers, replace andirons and screen (be sure instruction sign is left on hearth for next guests). Take ash bucket back to front porch – do not empty bucket in the woods due to fire hazard.
- 2. Close window shades and draw the curtains over them.
- 3. Return any rearranged furniture to its original position and “fluff” pillows. Return books/games to the cabinet.
- 4. Turn off all lights and ceiling fans (“off” for fans is all the way down until it clicks). Adjust thermostat to posted recommended levels for heat and cool (55 degrees for heat in cool weather, 88 degrees for air conditioner in warmer weather).
- 5. Using floor cleaner for hardwood floors **ONLY** (Bona, etc.), and blue and white fleecy mop, spray heavily soiled areas of Great Room floors and dry mop immediately. **Do not use water or sponge mop on these floors.**

D. KITCHEN

- 1. **Empty** refrigerator (including all condiments and items in freezer). Clean up spills and sticky places and wipe all shelves and drawers in the refrigerator with damp cloth (including freezer).
- 2. Wipe up any spills inside ovens and on stove surface.

- 3. Wipe off counters and clean sinks
- 4. Pots, pan, dishes, and utensils **CLEAN** and **STORED** where they were found.
- 5. Small appliances unplugged. Dump coffee grounds and clean filter basket and pot.
- 6. All windows closed and locked; all lights turned off.
- 7. Garbage collected and removed from the premises (industrial trash bags under the cabinet).
- 8. Floors swept and cleaned using the Wet Swiffer.
- 9. Used dish towels should be taken with you, laundered, and returned with keys to church office.

E. BASEMENT

- 1. All personal articles removed; trash in plastic bags and removed from building.
- 2. Room in order with furniture back in original places and all games put away. Ping pong balls picked up and put in basket provided and placed with paddles on table.
- 3. If washer and/or dryer were used, please empty lint filters.
- 4. Canoe stored in separate basement storage area with paddles. All life jackets spread out on storage area clothesline to dry.
- 5. Double doors to storage area padlocked. Security board placed across glass double doors.
- 6. ALL windows closed and locked and ALL lights turned off.

F. FIRE RING

- 1. **BE SURE all coals are dead.** If you are not certain, use the hose to soak them until they are cool enough to touch, or place them in metal garbage can on porch to protect our woods and neighbors.
- 2. If "cooking sticks" were used, please remove and take with you.

G. GATE LOCKED

H. MISCELLANEOUS

- 1. If you brought it in with you, take it out with you. This includes ALL food items.
- 2. Report any broken, damaged or badly functioning equipment, supply needs, or anything that requires special cleaning immediately, so we can remedy the situation before the next guests arrive.

I have inspected the entire facility and confirm each of the specific items listed above:

_____ Group/Family: _____
Signature

_____ Date: _____
Print Name

Comments:

