

CLOSING DOWN PROCEDURES

Please check off each item when done. Thanks

Group name and date: _____

Inspector _____

Sweep:		
Bedrooms	Kitchen	
Common areas, landings, and porch	Eating area	
Crow's nest	Under beds	
Steps (from crow's nest to sidewalk)	Under couches and chairs	
Shake out rugs and replace them	See that dresser drawers are empty	
Empty trash cans into kitchen trash	Clean toilets and showers	
Empty and clean compost bucket	Clean bathroom counters	
Clean kitchen counter and stove top	Mop bathroom floor	
Clean dining tables + stack chairs on top	Remove sand from beds and sofas	
Take trash and recyclables to trailer	Close all windows	
Check faucets and showers for leaks	Lower all blinds	
Clean fridge, unplug, leave door open	Mop kitchen and dining room floors	
Put away dishes clean and dry	Give dish towels to Keith or Allen	
See that all 5 bedrooms have 2 rugs, 1 broom, 1 dustpan, and 1 trash can		
Inspect all of the above		
Repeat any chore not done satisfactorily	Inspect again	

Items requiring staff attention (i.e., things to repair, replace, and/or buy):

Staff responsibilities:

Issue evaluations

Turn garage water off

Turn heaters off

Turn kitchen propane off

Set water heater to pilot

Solar panels to half charge?

Rinse and lube vehicles

Switch to battery bank #2

Log solar water data

Take in rockers

Inventory toilet paper and paper towels

Copy shopping and maintenance lists

Log in power and water system readings

Check diesel, propane, and gas reserves

Check faucets, hoses, and showers for leaks

Turn off solar water heater pump

All toggles to right but sump pump to left

Take laundry and dish towels

Lock doors and close gate

Raise dock