



Omineca Ski Club Clean Up Checklist – Please keep for reference

- Wipe down and return tables and chairs used to their original location.
- Remove any decorations and items brought in with you to the lodge, including items left behind by any event attendees. We are not responsible for any items that are lost or stolen.
- Sweep or vacuum all floors.
- Mop any floors that have obvious spills that cannot be cleaned up with a broom.
- Mop kitchen area.
- Ensure bathrooms are tidy (ie. No paper towel on floor etc), all stalls have toilet paper.
- Clean kitchen entirely using paper towel or dish cloths provided.
 - Wipe off stove and inside of microwave if used.
 - Dishes are cleaned and put away.
 - Dishwasher is clean and turned off.
 - Wipe off all tables, counters and leave sink clean and dry. Leave sink tubs and drying rack clean and free of dishes.
 - Empty and turn off coffee pot and hot water.
 - Wash and dry any dishes, pots, coffee pots, urns, utensils and return to the original locations.
 - Empty refrigerator and freezer of **all food brought with you**. All food is discarded weekly. Wipe fridge inside and outside as needed.
 - **Take all recycling with you.**
- Any garbage with food in it is removed.
- Clean up outside, pick up any litter left behind by your group.
- Before leaving, check to see that all doors and windows are closed, all lights are off, wood furnace doors are closed, and no water is running in either the kitchen or washrooms.
- **Be sure to lock all doors.**
- Once completely locked up, drop off key in designated drop off spot (College of New Caledonia – front office).

Multiple day usage (2 days or more) requires a full clean which includes all of the above plus:

- Counters and tables wiped with bleach water.
- Floor is completely swept and fully mopped.
- Bathrooms (toilet, sinks, floors) are cleaned.
- ALL garbage is emptied and removed.

Please notify Joan Ragsdale via email joanieff@telus.net or by phone 250-692-0093 if any items need to be replenished (ie. cleaning supplies, toilet paper etc). Thank you.

