

<p style="text-align: center;"><b>CLEAR CREEK HOUSE</b></p> <p>___ Deliver all recyclables to recycle area of meetinghouse (as early as possible).</p> <p>___ Deliver all garbage to dumpster behind ILYM meetinghouse.</p> <p>___ Clean up all wastebaskets and replace plastic bags.</p>	<p style="text-align: center;"><b>CLEAR CREEK HOUSE</b></p> <p>___ Sweep floors upstairs.</p> <p>___ Sweep front porch.</p> <p>___ Vacuum rugs.</p>	<p style="text-align: center;"><b>CLEAR CREEK HOUSE</b></p> <p>___ Remove all signs related to Annual Sessions (e.g., workshop, room assignments, etc.)</p> <p>___ Return futons to couch position (see posted instructions).</p> <p>___ Clean bathrooms.</p>
<p style="text-align: center;"><b>CLEAR CREEK HOUSE</b></p> <p>___ Make sure all dishes including dishes in dishwasher are washed and dried and put into cabinets or returned to ILYM dining room, if appropriate.</p> <p>___ Remove from refrigerator all items that will spoil or go stale.</p> <p>___ Recycle appropriate food items to the composter on Clear Creek House south patio.</p>	<p style="text-align: center;"><b>CLEAR CREEK HOUSE</b></p> <p style="text-align: center;">(after all other items are finished)</p> <p>___ Turn off air conditioner.</p> <p>___ Put key in its storage place (or verify that it is there)</p> <p>___ Lock front and back doors.</p>	<p style="text-align: center;"><b>MEETINGHOUSE</b></p> <p>___ Disassemble display partition</p> <p>___ Return benches, table, or other furnishings to original positions.</p> <p>Note: Do not throw away any display items. If they are in the way, move them to a bench. Do not remove items from benches.</p>
<p style="text-align: center;"><b>MEETINGHOUSE</b></p> <p>___ Store First Aid Kit (at registrar's table) in large box on stage (computer area).</p> <p>___ Vacuum/sweep east room (meetingroom)</p> <p>___ Vacuum/sweep hallway to bathroom.</p> <p>___ Vacuum/sweep west room once the display partition has been taken down and furniture rearranged.</p>	<p style="text-align: center;"><b>MEETINGHOUSE</b></p> <p>___ Be sure someone sets hot water heaters to "pilot" in utility room (west porch). (Usually done by Dick Ashdown)</p> <p>___ Make sure curtains are pulled to center to cover windows (there is a special tool for this).</p> <p>___ When ready to leave close windows.</p>	<p style="text-align: center;"><b>DINING ROOM</b></p> <p>___ Place 4 tables on wooden blocks along the east wall.</p> <p>___ Fold the rest of the tables and stack them on these tables. Divide them up and stack top-to-top and bottom-to-bottom. ___ Store folded metal chairs on top of these tables</p> <p>See photos, which show them on the north wall, however due to leaks on north wall, put along east wall.</p>

<p style="text-align: center;"><b>DINING ROOM</b></p> <p>Note: FOOD will clean out refrigerators and a few other items in the diningroom. Work with them to see that they have do and if they still might have things to throw out. Do the following once they are ready.</p> <ul style="list-style-type: none"> <li>___ Empty all trash into the dumpster.</li> <li>___ Turn off all fans, air conditioners and dehumidifiers (empty dehumidifiers).</li> <li>___ Check to make sure all refrigerator doors are left open.</li> <li>___ Mop floor</li> </ul>	<p style="text-align: center;"><b>DINING TENT</b></p> <ul style="list-style-type: none"> <li>___ Remove and dispose of plastic covers on tables</li> <li>___ Clean off all tables and chairs, as needed.</li> <li>___ Collapse chairs and put back on the chair “trolley” and leave inside tent. 50 fit on the trolley.. Lean the rest up against the chairs stacked on the trolley.</li> <li>___ Collapse the tables, and put them in one stack (top-to-top and bottom-to-bottom) in the tent.</li> </ul>	<p style="text-align: center;"><b>GROUND</b></p> <ul style="list-style-type: none"> <li>___ Take down all parking stakes, ropes, and reflectors from the campground and main parking areas. Ropes should be wrapped in a way that they do not get tangled</li> <li>___ Take in Slow Down and Quaker Crossing signs from driveway entrances and edge of property.</li> <li>___ Take down signs on Rt. 89.</li> <li>___ Take all these items to the Clear Creek House storage shed.</li> </ul>
<p style="text-align: center;"><b>GROUND</b></p> <ul style="list-style-type: none"> <li>___ In Babysitting Tent area, fill the 2 large trash cans with toys and move to edge of driveway.</li> <li>___ In playground area, disassemble plastic play gym, move the pieces and other benches and chairs to the edge of the driveway.</li> </ul>	<p style="text-align: center;"><b>GROUND</b></p> <ul style="list-style-type: none"> <li>___ In all FUN tents, stack chairs, fold/disassemble tables and move all tables and chairs to the edge of driveway.</li> <li>___ Stack chair on the front lawn and on the eastside of the meetinghouse and move to the edge of the driveway</li> <li>___ Collect signs from tents, etc. and give to Administrative Coordinator.</li> </ul>	<p style="text-align: center;"><b>GROUND</b></p> <ul style="list-style-type: none"> <li>___ Wipe off mattress covers in the Quiet Tent. When dry remove the covers, fold and place in large box on west meetinghouse stage.</li> <li>___ Take mattresses back to the High School Bunkhouse (the truck can do this).</li> <li>___ Fold and set the frames by the edge of the driveway.</li> </ul>
<p style="text-align: center;"><b>GROUND</b></p> <ul style="list-style-type: none"> <li>___ See that items on edge of driveway are picked up a taken to the Clear Creek House Storage Shed.</li> <li>___ The Clear Creek House storage shed has been set up for different items to go in specific areas. Signs should be posted on the walls. Place items in these areas. See Photos.</li> </ul>	<p style="text-align: center;"><b>MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li>___ Collect lost articles and leave in Lost and Found box in west hallway of meetinghouse.</li> <li>___ Remove plungers with spare toilet paper from port-o-lets. Store plungers and toilet paper in east porch storeroom. Toilet paper should go in the plastic bins</li> </ul>	<p style="text-align: center;"><b>MISCELLANEOUS</b></p> <p style="text-align: center;">At cleanup finish, verify that:</p> <ul style="list-style-type: none"> <li>___ Store all cleaning supplies in east porch storeroom.</li> <li>___ Combustibles should be stored in the Penn House or sent home with someone.</li> <li>___ Leftover paper goods, toilet paper and paper towels, should be stored in large plastic containers in the east porch storeroom.</li> </ul>

<p style="text-align: center;"><b>CABINS</b></p> <p>___ Removed/disconnected battery in smoke detectors (if not possible to leave in detector, place it where it is clearly visible).</p> <p>___ Removed flashlight batteries and sit on the 2x4 (on the floor) below the flashlight.</p> <p>___ Empty all trash into dumpster.</p> <p>___ Close windows, but do not latch; Close doors.     Lock back door. Leave front door unlocked.</p> <p>___ Sweep floor.</p> <p><i>People staying in the cabins may do the cleaning, but check to see which ones still need to be cleaned.</i></p> <p><i>Wooden folding chairs stay in the cabins and mattresses do not need to be moved or stacked on top bunks</i></p>	<p style="text-align: center;"><b>HIGH SCHOOL BUNKHOUSE</b></p> <p>___ Verify with HS coordinator that the HS Friends will empty all trash into dumpster and straighten rooms.</p> <p>___ Return First Aid Kit to the large box on west stage of the meetinghouse.</p> <p>___ Put all mattresses in south room, stacked in as few piles as possible.</p> <p>___ Window air conditioners out of windows.</p> <p>___ <b><i>Close all windows and doors.</i></b></p>	<p style="text-align: center;"><b>WOMEN'S SHOWERHOUSE</b></p> <p>___ Empty all trash in dumpster.</p> <p>___ Check that all curtains are hanging straight</p> <p>___ Return First Aid Kit (on Women's side) to the large box on west stage of the meetinghouse.</p> <p>___ Return cleaning supplies, caddies and paper supplies to East Porch storeroom. Take supplies out of caddies and put on appropriate shelf.</p> <p>___ Close shutters and doors.</p>
<p style="text-align: center;"><b>MEN'S SHOWERHOUSE</b></p> <p>___ Empty all trash in dumpster.</p> <p>___ Check that all curtains are hanging straight</p> <p>___ Return cleaning supplies, caddies and paper supplies to East Porch storeroom. Take supplies out of caddies and put on appropriate shelf.</p> <p>___ Close shutters and doors.</p>	<p style="text-align: center;"><b>SHOWERHOUSE</b></p> <p>___ Be sure someone turns off power, hot water heaters and well, and closes valve on gas canisters (outside) (Usually done by Dick Ashdown).</p>	<p style="text-align: center;"><b>DINING ROOM (FOOD)</b></p> <p>___ Shake bread crumbs out of toasters.</p> <p>___ Clean interiors of microwaves.</p> <p>___ Take large plastic bin with coffee, tea, etc. to Clear Creek House.</p>
<p style="text-align: center;"><b>DINING ROOM (FOOD)</b></p> <p>___ Clean coffee pots and drink coolers (clean the spigots out thoroughly).</p> <p>___ Once the coffee pots and drink coolers are dry, put the electrical cords and parts stored inside the coffee pots and assemble them. If they cannot be securely closed (we do not want things getting into them during the year, put them in white plastic bags.</p> <p>___ Drink containers should have their top securely placed on them.</p>	<p style="text-align: center;"><b>DINING ROOM (FOOD)</b></p> <p>___ Unplug and clean refrigerator in the dining room with baking soda (2T soda to 1 qt water).</p> <p>It should be empty. If not, empty it and let the Overall Food Coordinator that there is still food to be disposed.</p> <p>___ After cleaning, leave doors slightly ajar.</p>	<p style="text-align: center;"><b>KITCHEN (FOOD)</b></p> <p>___ Clean used pots, pans, pitchers, and preparation tools, so they have time to fully dry and be put away before you leave (this is usually done as part of lunch dishwashing).</p>

<p style="text-align: center;"><b>KITCHEN (FOOD)</b></p> <p>___ Make sure all pots, pans, pitchers, preparation tools, etc. are clean, dry and stored on shelves in plastic bags or plastic storage bins as practical.</p> <p><i>Do not use black garbage bags to store the pots and pans during 'site closing down'. Black garbage bags are treated with insecticide and should not be used to store pans, containers, etc. used to prepare food</i></p> <p>___ Put all the utensils and knives away, either inside a storage container or hanging above the island.</p>	<p style="text-align: center;"><b>KITCHEN (FOOD)</b></p> <p>___ Clean refrigerators and freezer in the in the kitchen with a baking soda.</p> <p>They should be empty. If not, empty them and let the Overall Food Coordinator that there is still food to be disposed.</p> <p>___ After cleaning, leave freezer and refrigerator doors slightly ajar.</p>	<p style="text-align: center;"><b>KITCHEN (FOOD)</b></p> <p>___ Put all food processor parts in the same storage container.</p> <p>___ Store all cloth items in labeled plastic containers.</p> <p>___ Completely close down and turn off water and power controls for dishwasher. Pull out BOTH food filters inside the dishwasher and leave them inside the dishwasher.</p>
<p style="text-align: center;"><b>KITCHEN (FOOD)</b></p> <p>___ Clean loose food particles and grease from the stove tops, griddle and ovens.</p> <p>___ Stoves: Turn off the LP gas lines to the ranges, with the levers which are located behind them. Pilot lights will go out as gas in line is depleted.</p>	<p style="text-align: center;"><b>KITCHEN (FOOD)</b></p> <p>___ Towels, dishcloths, etc. need to be cleaned and returned to the kitchen soon after Annual Sessions. Grayce Mesner and Kay Drake from Clear Creek Meeting have readily volunteered to take this bag home to wash. Check with them.</p> <p>___ See that all trash is put in the dumpster, compost in composter and the recyclable material taken away. (Recycling Coordinator should oversee this).</p>	<p style="text-align: center;"><b>KITCHEN (FOOD)</b></p> <p>___ Sort and store all surplus cleaning supplies on shelves in recycle room.</p> <p>___ Wash off all surfaces.</p> <p>___ When everything is done, finish the cleaning by mopping the floor.</p> <p>___ In small restroom, turn the two LP gas water heaters to "low" when kitchen cleanup is completed.</p>

