

# SITE PLANNING

## Cleanup Coordinator

(Sunday PM after close of Annual Session)

### COORDINATOR

Cleanup formally begins Sunday afternoon after lunch ends (1:30 p.m.). Some people may want to start as soon as they finish eating, so they can leave sooner. In some years the tables and chairs in the tents and chairs around the lawn have been stacked and placed along the drive way, ready to be picked up in the time between when Sunday meeting for worship ends and lunch begins.

There is a signup sheet for cleanup, however a certain portion of people who are willing to do a few tasks will not sign up because they might feel that this commits them to stay until the end.

**Make arrangements or verify that people with pickup trucks will be available to move things from the meetinghouse area to the Clear Creek House storage shed. Two trucks are helpful. In the past Dick Ashdown and Grayce Mesner have had their trucks available, but you need to make sure they or their trucks will be around for cleanup.**

In 2015, the tasks were divided up into a lists of 2-4 tasks, written on post-it notes and put on the cleared registration table. People then took a post-it note with them to do the tasks. When the tasks were done the post-it notes were brought back with items checked off as completed. Checked-off notes were placed in a “done” bowl. The overall coordinator/cleanup coordinator walked around the campus verify that things got done. This process enabled people to pitch-in by doing a quick task, especially those who wanted to leave soon after lunch. Since these were laid out before the beginning of lunch, some people were able to start doing tasks before the end of lunch. The Site Cleanup Individual Checklists file contains sheets that can be printed and cut up for this purpose (the Administrative Coordinator handles the printing and assembling them on the table. As a courtesy, tasks for Food Sunday Cleanup (in the kitchen and some things in the dining room) are included in this file. The Coordinator of Food Sunday Cleanup will still oversee these items being done.

### CLEAR CREEK HOUSE

- Remove all signs related to Annual Sessions (e.g., workshop, room assignments, etc.) and return to Administrative Coordinator
- Deliver all recyclables to recycle area of meetinghouse (as early as possible).
- Return futons to couch position (see posted instructions).
- Sweep floors upstairs.
- Sweep front porch.
- Vacuum rugs.
- Deliver all garbage to dumpster behind ILYM meetinghouse.
- Clean up all wastebaskets and replace plastic bags.
- Make sure all dishes including dishes in dishwasher are washed and dried and put into cabinets or returned to ILYM dining room, if appropriate.
- Remove from refrigerator all items that will spoil or go stale (check with Clear Creek member).
- Recycle appropriate food items to the composter on Clear Creek House south patio.
- Clean bathrooms.
- Turn off air conditioner.
- **Put key in its storage place** (or verify that it is there).
- **Lock front and back doors.**

## MEETINGHOUSE

- Disassemble display partition and return benches, table, or other furnishings to original positions. (Do not throw away any display items. If they are in the way, move them to a bench. Do not remove items from benches.)
- Vacuum/sweep east room, then west room and hallway to bathroom.
- Put down rug in west room
- Be sure someone sets hot water heaters to “pilot” in utility room (west porch). (Maybe done by someone on MP&E)
- Store First Aid Kit (on ledge in hallway) in large box on stage.
- Return benches, tables and other furniture to regular positions (ask someone from Clear Creek)
- When ready to leave, close windows and be sure curtains are pulled to center to cover windows.

## DINING ROOM

- Place 4 folding tables on wooden blocks in dining room. Stack rest of folded tables, and metal chairs on top (photo shows them on the north wall, due to leaks on north wall, put along east wall).
- Empty all trash into the dumpster. The Section doing FOOD will clean out refrigerators.
- Turn off all fans, air conditioners and dehumidifiers (empty dehumidifiers).
- Check to make sure all refrigerator doors are left open.
- Sweep and mop floor.



Note: this is the north wall  
put on east wall

## DINING TENT

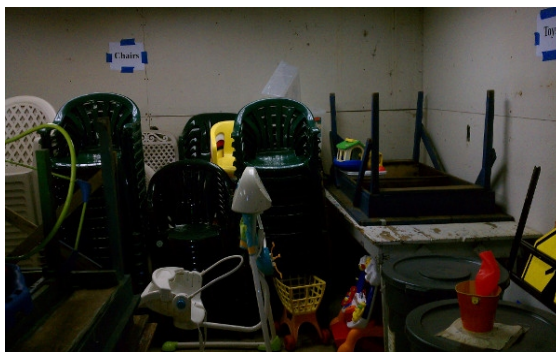
- Remove and dispose of plastic covers on tables
- Clean off all tables and chairs, as needed.
- Collapse chairs and put back on the chair “trolley” and leave inside tent. 50 fit on the trolley, the rest can be leaned against the trolley.
- Fold the tables, and put them in one stack (top-to-top and bottom-to-bottom) in the tent.

## GROUNDS

These items are stored in the Clear Creek House Storage Shed (east of Clear Creek House). You will need a pick-up truck or van to move most of these items. These items are usually placed along the meetinghouse driveway so they can easily be loaded onto trucks.

- Take down and store all parking stakes, ropes, and reflectors from the campground and main parking areas. Wrap ropes in a way they will not tangle.
- Take in Slow Down and Quaker Crossing signs from driveway entrances and edge of property.
- Take down signs on Rt. 89.
- Put all signs, stakes, ropes, and reflectors in the appropriate place in the CCH storage shed.
- In Babysitting tent, fill the 2 large trash cans with toys and move to edge of driveway.
- In the play area, disassemble plastic play gym and move pieces to edge of driveway.
- In 20x20 tents and lawn, stack chairs, fold/disassemble tables and move all tables, chairs, benches, etc. to edge of driveway.
- See that items on edge of driveway are picked up and taken to the Clear Creek House Storage Shed.
- Collect signs from tents, etc. and give to Administrative Coordinator

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.



## MISCELLANEOUS

- Collect lost articles and leave in Lost and Found box in west hallway of meetinghouse.
- Remove plungers with spare toilet paper from port-o-lets. Store toilet paper in east porch storeroom. Store plungers in east porch storeroom.
- Store all cleaning supplies in east porch storeroom. Combustibles should be stored in the Clear Creek House Storage Shed or sent home with someone. Leftover paper goods, toilet paper and paper towels, should be stored in large plastic containers in the east porch storeroom.

## **CABINS**

- Battery removed/disconnected in smoke detectors (if not possible to leave in detector, place it where it is clearly visible).
- Flashlight batteries removed and sitting on the 2x4 (on the floor) below the flashlight.
- Stack all mattresses on one frame, wrap in tarp
- Sweep floor.
- Empty all trash into dumpster.
- Close windows, but do not latch.
- Close doors. Lock back door. Leave front door unlocked.
- *Note: wooden folding chairs stay in the cabins*

**People staying in the cabins may do the cleaning, but check to see which ones still need to be cleaned.**

## **HIGH SCHOOL BUNKHOUSE**

- Verify with HS coordinator that the HS Friends will empty all trash into dumpster and straighten rooms.
- Return First Aid Kit to the large box on west stage of the meetinghouse
- Put all mattresses in south room, stacked in as few piles as possible.
- Take window air conditioners out of windows.
- Close all windows and doors.

## **SHOWERHOUSE**

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- Wipe down sink counter
- Sweep and mop floors
- Empty all trash in dumpster.
- Straighten and open shower curtains.
- Close windows and doors.
- Return First Aid Kit (on Women's side) to the large box on west stage of the meetinghouse.
- Return cleaning supplies and caddies to East Porch storeroom. Take supplies out of caddies and put on appropriate shelf.
- Be sure someone turns off power, hot water heaters and well, and closes valve on gas canisters (outside) (Maybe done by someone on MP&E).