

# **INSTRUCTIONS**

**Tear off a task  
(or two, or three...)  
and complete it.**

**When you are  
done,**

**return your slip(s)**

**HERE **

***Thank you for lending a  
hand to make light work!***

# CLEAR CREEK HOUSE

remove all signs related to Annual Sessions from CCH and return them to the Administrative Coordinator

sweep CCH front porch

wash, dry and put away all dishes in CCH (including in dishwasher)

return clean meetinghouse dishes from CCH to MH dining room

remove all perishable items from the CCH refrigerator and recycle

appropriate food items to compost on south patio

deliver CCH recyclables to recycling area of the meetinghouse

deliver all CCH garbage to dumpster behind the meetinghouse

## **After 1:00 p.m.**

clean CCH bathrooms

return CCH futons to couch position (see posted instructions)

sweep CCH upstairs floor

vacuum CCH rugs

clean up all CCH wastebaskets and replace plastic liners

## **ONLY AFTER ALL OF THE ABOVE TASKS ARE COMPLETE:**

turn off CCH air conditioner

ensure that key is in its storage place and lock front and back doors

# MEETINGHOUSE

## After 1:00 p.m.

store first aid kit (from bathroom hall) in large box on stage

disassemble display partition (but please do not throw away any display items!)

return benches, tables, etc. to original positions

sweep/vacuum east room (meetingroom)

sweep/vacuum bathroom hallway

sweep/vacuum west room after furniture has been returned to place

put down rug in west room

raise upper windows

## When all is complete and ready to leave

ensure that hot water heaters in west porch utility closet have been set to “pilot” (once kitchen cleaning is finished)

be sure all curtains are pulled to the center (there is a pole for this)

close windows, including upper windows of opened

# A/V Packup

*See Wil*

Person 1

Person 2

# DINING ROOM

## **After 1:30 p.m.**

place four tables on wooden blocks along the dining room east wall (to avoid leaks on west wall)

fold the rest of the tables and stack them on these tables top-to-top and bottom-to-bottom

store folded metal chairs on top of these tables; *this is a minimum two-person job.*

work with the kitchen cleaning people to make sure they are done throwing things away, and once they are, empty all trash into the dumpster

empty dehumidifiers and turn off all fans, air conditioners, and dehumidifiers, ensuring that all refrigerator doors are left open

## **When all above is finished and kitchen cleaning is done in the dining room**

sweep and mop dining room floor

# KITCHEN

The list of kitchen cleaning tasks follows below. The kitchen cleaning coordinator will oversee the process of doing these jobs. Four people are needed for each of two shifts. If fully staffed, it is hoped that the second shift will finish early.

1:30-2:30 person 1

1:30-2:30 person 2

1:30-2:30 person 3

1:30-2:30 person 4

2:30-3:30 person 1

2:30-3:30 person 1

2:30-3:30 person 1

2:30-3:30 person 1

# MISCELLANEOUS

## **After 12:15 p.m.**

remove toilet paper and plungers from port-o-lets and store both in the east porch storeroom, putting TP in plastic bins

store leftover paper products in plastic bins in east porch storeroom

collect lost articles and leave in lost and found box in bathroom hall

after all cleaning is done, store cleaning supplies in each porch storeroom, making sure combustibles are stored in the CCH storage shed or are taken home for storage with a volunteer

# KITCHEN TASKS

## **In the dining room**

shake bread crumbs out of toasters and clean inside of microwaves

take the large plastic coffee/tea/etc. bin to the Clear Creek House

clean coffee pots and drink coolers, including the spigots

after coffee pots and drink coolers are dry, store cords and other parts inside and keep out dirt and critters by closing lids tightly when possible or, if not possible, storing in WHITE trash bags only (to avoid the pesticides in black trash bags)

unplug refrigerator and clean with 2 tbsp baking soda to 1 qt water, leaving door slightly ajar when finished (if the fridge isn't empty, let the Overall Food Coordinator know so food can be dealt with)

## **In the kitchen**

clean pots, pans, pitchers, etc. so they can fully dry and be put away (usually done as part of lunch dishwashing)

make sure all pots, pans, pitchers, etc. are clean, dry and stored on shelves in storage bins or WHITE plastic bags (to avoid pesticides in black bags), as appropriate

put all of the utensils and knives away, either inside a storage container or hanging above the island

put all food processor parts in the same storage container

turn off the LP gas lines to the ranges using the levers located behind them (pilot lights will go out as gas in line is depleted)

clean food and grease from the stove tops, griddle, and ovens, including the grease trap next to the griddle

unplug refrigerators and freezer and clean with 2 tbsp baking soda to 1 qt water, leaving doors slightly ajar when finished (if these aren't empty, let the Overall Food Coordinator know so food can be dealt with)

sort and store all cleaning supplies on shelves in the recycling room

store all clean cloth items in labeled plastic containers

completely close down and turn off water and power controls for the dishwasher, pulling out BOTH food filters inside the dishwasher but storing them inside the dishwasher

double check that the Recycling Coordinator has put all trash in the dumpster, compost in the composter, and arranged for recyclables to be taken away

when all other cleaning and storing is completed wash off all surfaces

Dishcloths and towels need to be washed and returned to the kitchen soon after Annual Sessions. Grayce Mesner and Kay Drake from Clear Creek Meeting have often volunteered for this task – check with them.

after all other kitchen tasks are complete, mop the floor

only after kitchen cleanup is complete, turn the two LP gas water heaters in the small restroom upstairs to “low”

# DINING TENT

## After 1:30 p.m.

remove and dispose of plastic covers on tables in dining tent

clean tables and chairs in dining tent, as needed

collapse chairs and put the 50 that will fit on the chair trolley inside the tent, leaving the rest leaning up against those stacked on trolley

fold the tables and stack them in one stack top-to-top and bottom-to-bottom in the dining tent

# HIGH SCHOOL BUNK

## After 1:00 p.m.

*(based on old bunkhouse, needs to be revised)*

empty HS bunkhouse trash into dumpsters

return HS bunkhouse first aid kit to the large box on the west meetinghouse stage

put all HS bunkhouse mattresses in south room, stacked in as few piles as possible

turn off, unplug air conditioners and remove from HS bunkhouse windows

close all HS bunkhouse windows and doors

# GROUNDS

## **Can be done before 8:30 a.m.**

stack all chairs on lawn and east side and move to the edge of the driveway for pickup take down all signage from tents and return to Admin. Coordinator

take down Quiet Area tents, store on west stage. Store camp chairs behind door leading to bathroom hallway and zero gravity chairs at CCH

if not Sunday children's program, in 20x20 tents (but not babysitting), stack chairs, fold/disassemble tables, and move all to the edge of the driveway for pickup; if there is a program wait until 12:15 p.m.

## **After 12:15 p.m.**

take down parking stakes, ropes, and reflectors from campground and main parking area, wrapping ropes carefully to avoid tangles and store in their proper place in Clear Creek House storage shed

take down "Slow Down" and "Quaker Crossing" signs from driveway entrances and edge of property and store in their proper place in Clear Creek House storage shed

take down signs on Route 89 and store in their proper place in Clear Creek House storage shed

in babysitting tent put toys in 2 large trash cans and move to edge of driveway for pickup; stack chairs, fold/disassemble tables, and move all to the edge of the driveway for pickup

disassemble plastic play gym and move the pieces to the edge of the driveway for pickup

take down all signage from tents and return to Admin. Coordinator

take down quiet tents and return chairs to CCH

if used, remove ropes holding up sides of tents and return to Admin Coor

# GROUNDS PICKUP

Use trucks to pick up items on edge of driveway and unload in Clear Creek House storage shed in their proper places

Truck 1 driver

Loader/Unloader 1

Loader/Unloader 2

Truck 2 driver

Loader/Unloader 3

Loader/Unloader 4

# MEN'S SHOWER HOUSE

## **After 1:00 p.m.**

empty all men's shower house trash in dumpster

wipe down men's shower house sink counter

sweep and mop men's shower house floors

straighten and open men's shower house shower curtains

return soap dispensers/dishes, cleaning supplies, caddies, and paper supplies from men's shower house to east porch storeroom, putting all in their proper places

when all above is finished, close men's shower house windows and doors

# WOMEN'S SHOWER HOUSE

## **After 1:00 p.m.**

wipe down women's shower house sink counter

sweep and mop women's shower house floors

straighten and open women's shower house shower curtains

empty all women's shower house trash in dumpster

return women's shower house first aid kit to large box on meetinghouse west stage

return soap dispensers/dishes, cleaning supplies, caddies, and paper supplies from women's shower house to east porch storeroom, putting all in their proper places

when all above is finished, close women's shower house windows and doors

after both sides of the shower house are clean, make sure that someone turns off shower house power, hot water heaters and well and closes valve on gas cannisters (outside)

# CABIN Q

## **After 1:00 p.m.**

remove/disconnect batteries in cabin smoke detectors and, if not possible to leave disconnected in detector, place where visible

remove flashlight batteries and put on 2x4 (on cabin floor) below flashlights

stack all mattresses on one top frame in each cabin; cover with tarp

sweep cabin floors

empty all cabin trash into dumpster

when finished all above, close all cabin windows (but do not latch) and doors, locking back cabin doors and leaving front doors unlocked

# CABIN U

## **After 1:00 p.m.**

remove/disconnect batteries in cabin smoke detectors and, if not possible to leave disconnected in detector, place where visible

remove flashlight batteries and put on 2x4 (on cabin floor) below flashlights

stack all mattresses on one top frame in each cabin; cover with tarp

sweep cabin floors

empty all cabin trash into dumpster

when finished all above, close all cabin windows (but do not latch) and doors, locking back cabin doors and leaving front doors unlocked

# CABIN A

## **After 1:00 p.m.**

remove/disconnect batteries in cabin smoke detectors and, if not possible to leave disconnected in detector, place where visible

remove flashlight batteries and put on 2x4 (on cabin floor) below flashlights

stack all mattresses on one top frame in each cabin; cover with tarp

sweep cabin floors

empty all cabin trash into dumpster

when finished all above, close all cabin windows (but do not latch) and doors, locking back cabin doors and leaving front doors unlocked

# CABIN K

## **After 1:00 p.m.**

remove/disconnect batteries in cabin smoke detectors and, if not possible to leave disconnected in detector, place where visible

remove flashlight batteries and put on 2x4 (on cabin floor) below flashlights

stack all mattresses on one top frame in each cabin; cover with tarp

sweep cabin floors

empty all cabin trash into dumpster

when finished all above, close all cabin windows (but do not latch) and doors, locking back cabin doors and leaving front doors unlocked

# CABIN E

## **After 1:00 p.m.**

remove/disconnect batteries in cabin smoke detectors and, if not possible to leave disconnected in detector, place where visible

remove flashlight batteries and put on 2x4 (on cabin floor) below flashlights

stack all mattresses on one top frame in each cabin; cover with tarp

sweep cabin floors

empty all cabin trash into dumpster

when finished all above, close all cabin windows (but do not latch) and doors, locking back cabin doors and leaving front doors unlocked

# CABIN R

## **After 1:00 p.m.**

remove/disconnect batteries in cabin smoke detectors and, if not possible to leave disconnected in detector, place where visible

remove flashlight batteries and put on 2x4 (on cabin floor) below flashlights

stack all mattresses on one top frame in each cabin; cover with tarp

sweep cabin floors

empty all cabin trash into dumpster

when finished all above, close all cabin windows (but do not latch) and doors, locking back cabin doors and leaving front doors unlocked

# Penn House

## **After 1:00 p.m.**

remove/disconnect batteries in cabin smoke detectors and, if not possible to leave disconnected in detector, place where visible

remove flashlight batteries and put on 2x4 (on cabin floor) below flashlights

stack all mattresses on one top frame, ; cover with tarp

sweep cabin floors

empty all cabin trash into dumpster

when finished all above, close all cabin windows (but do not latch) and doors, locking back cabin doors and leaving front doors unlocked

# Fox Hole

## **After 12:15 p.m.**

remove/dispose of left behind items.

Verify tables, chairs, bench are orderly arranged

sweep floor if needed.

close all doors