

Cleaning/Checkout Checklist

The way you leave the Story House is the way the next group will be welcomed into their stay at the Story House. The following list of cleaning/check out procedures will help you serve the next group well. Plan a minimum of an hour for your group to work together to clean their way out of the Story House.

All cleaning supplies are located in the laundry room.

Kitchen

- Clean up any spills, dust, and crumbs
- Clean and stow appliances
- Wipe down hard surfaces
- Clean and put away the dishes
- Sweep and mop floor
- Empty trash cans and replace liners

Bedrooms

- Wipe down hard surfaces
- Strip beds of linens and place in laundry area
- Vacuum carpets
- Empty trash cans and replace liners

Bathrooms

- Clean mirror
- Sanitize hard surfaces with disinfectant spray (counter, shower, sink, toilet)
- Sweep and mop
- Empty trash cans and replace liners

Community Areas

- Wipe down hard surfaces
- Vacuum, sweep, and mop floor
- Empty trash cans and replace liners

Garbage

- Camp on the Boulder garbage service is very limited. If possible, please take your trash with you. Any garbage that can't go home with you should be discarded in the blue dumpsters on campus.

Exit

- Turn off all of the lights. Turn all three thermostats down to 55 degrees and ensure firepit and fireplace is off. Lock all windows and doors.

Please report any Story House damage or malfunctioning equipment to wphillips@faithchapel.cc.