

# CLDV CLEANUP CHECKLIST

## **CABINS**

- All personal items must be cleared from the room (Remaining items will be disposed of)
- All trash must be deposited in the large garbage dumpster (south side of campus along road)

## **MAIN BUILDING DINING HALL**

- *Tables and Chairs must be returned to dining hall closet (Chairs-stacks of 10)*
- *All trash cans must be emptied and garbage deposited in garbage dumpster (south side of campus along road)*
- *All trash cans must be placed against south wall of dining area*

## **MAIN BUILDING KITCHEN**

- All trash cans must be emptied and garbage deposited in garbage dumpster (south side of campus along road)
- All food items must be removed from refrigerator(s), freezer(s) and shelves. No food is to be left in the kitchen (any items left will be disposed of)
- Dish pit area must be cleaned and all dishes must be washed and returned to designated areas.

## **MAIN BUILDING CHAPEL**

- All BROWN chairs must be stacked in 10 stacks of 12 and placed along north wall
- All GRAY chairs must be set up in 2 columns of 5 rows facing stage
- All equipment must be cleared off of stage
- All decorations (signs, posters, tape, putty etc.) must be removed and disposed of

## **MAIN BUILDING CONFERENCE ROOM / GAME ROOM**

- All brown chairs must be stacked in 6 stacks of 10 along south wall
- Curtains returned to original spot

## **LEGACY BUILDING CHAPEL & CONFERENCE RM**

- Legacy Chapel -Chairs must be placed against West wall in 10 stacks of 6 chairs per stack. Tables must be returned to closet | Legacy Coffeeshop Area - 4 Stacks of 9 chairs per stack.
- All trash cans must be emptied and garbage deposited in garbage dumpster (south side of campus along road)

## **CAMPGROUND**

- *All garbage must be picked up and properly disposed of.*
- *All trash cans must be emptied and garbage deposited in garbage dumpster (south side of campus along road) Please return garbage cans to designated area.*
- *Remove all personal items (shoes, sandals, clothing, etc. – remaining items will be disposed of)*
- *All decorations (signs, posters, flags, butcher paper etc.) must be removed and properly disposed of.*
- *The bonfire pit area must be cleaned and all items must be cleared and properly disposed of.\**
- *The BBQ pit must be cleaned and all items must be cleared and properly disposed of\**
- *Sports field and sports courts must be cleaned and all equipment must be removed\**
  - *\*if used*