

HOUSEKEEPING CHECK LIST

| No | Date | Haven Hill | Van Buren | Camp Tecumseh | Tall Trees Lodge |
|----|--|------------|-----------|---------------|------------------|
| 1 | All Trash Cans Emptied Bags Replaced and 3 Extra Bags Left | | | | |
| 2 | Fireplace Swept and Wiped Down | | | | |
| 3 | Fireplace Ashes Dumped in Outside Fire Ring | | | | |
| 5 | Coffee Removed From Inside and Outside of Facility | | | | |
| 6 | All Bathroom Cleaned (Bathub, Toilets, Sinks, Mirror, and Floor) | | | | |
| 7 | Cups, Soap, and Toilet Paper Replaced | | | | |
| 8 | Kitchen Cabinets, Appliances, Sinks, Table & Chairs, Refrigerator Cleaned Inside and Out | | | | |
| 9 | Ceiling Fans and Light Fixtures Dusted | | | | |
| 10 | All Window Seals Cleaned | | | | |
| 11 | Windows and Side Doors Cleaned as Needed | | | | |
| 12 | Decks, Porches, Walkways and Balconies Swept | | | | |
| 13 | Maps in Closets Replaced (for Guest Use) | | | | |
| 14 | Furniture, Lamps, Headboards, and Closet Shelves Dusted | | | | |
| 15 | All Floors Swept and Moped | | | | |

Housekeeper Signature

Supervisor Signature

Date

Date

