



CAVOC Cleaning – Departure Checklist

- Sweep floor
- Garbage and recycling should be in separate containers – instruct students as necessary.
- Clean counter, tables, and utensils. Return tables to original set-up and stack chairs.
- Return all supply totes to the supply storage room.
- Turn “Off” stove, coffee makers, fireplace fan, computer, etc.
- Douse or secure all open fires. Replace firewood used in fireplace
- Thermostats set at 60 degrees.
- Lights turned OFF – Close all doors
- Ground free of litter

Group Leader – School

Date

Note: The CAVOC Caretaker will inspect the premises, empty the trash, and secure the lodge.

Please leave this completed form on the table.

Thank you for keeping the CAVOC site clean and orderly for the next user.