



## CAVOC Cleaning – Departure Checklist

**All groups must complete this form prior to departure.**

- Sweep floor in ALL areas used during stay. (Kitchen, hallway, classrooms, downstairs etc.)
- Garbage and recycling should be in separate containers – instruct students as necessary.
- Clean counters, tables, dishes and utensils. Return tables to original set-up and stack chairs.
- Return all curriculum supply totes to the curriculum storage room.
- Turn “Off” stove, coffee makers, fireplace fan, computer, etc.
- Douse the outside fire pit with water.
- If the Rominsky lodge fireplace was used, close the fireplace door and replace the wood that was used. Get more wood from the outside wood shed.
- Lights turned OFF – Close all doors.
- Ground free of litter inside and around the building.
- When students move wood, sticks, etc. and build structures such as shelters, forts, teepees, etc., the area has to be restored to the original natural state of “the woods” before they leave.

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**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.