

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Girl Scout Hut: Clean-Up List

Please remember if the hut is not cleaned properly you will be called back to do it again, and/or charged a cleaning fee that will be taken out of your troop account.

A Girl Scout always leaves a place better than she finds it.

Please check off on each of the listed responsibilities as they are completed:

* **All tables are wiped off**
* **Sweep floors used**
* **Damp mop all floors used (after sweeping)**
* **Clean off white boards**
* **Flush bathroom toilets**
* **Wipe out both sinks in bathroom**
* **Make sure any dishes in sink are washed and left to dry**
* **Any food left in the refrigerator is marked and dated properly N/A\_\_\_\_**
* **All trash cans are empty and the liner has been replaced**
* **Wipe off kitchen counters**
* **Any kitchen appliance used is back in its place and unplugged OR turned off**
* **All windows are closed**
* **All cleaning supplies and equipment are back in their original area**
* **Waiting area is left tidy**
* **Turn off all lights**
* **Close and lock all doors: Leader Office\_\_\_\_ Upstairs door\_\_\_\_\_ Front door\_\_\_\_\_**
* **All trash has been picked up outside of the hut**
* **Trash has been taken to the dumpster**
* **Sign-Out**
* Lounge Room
* Mountain Room
* Blue Room
* Leader Office
* Kitchen Space

**(check room(s) used)**

I have made sure everything on this list has been completed and we have done the best job possible.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a Girl from Troop \_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_an Adult from Troop \_\_\_\_\_**

Please use the back of this clean-up list to report any damage and for any comments about your meeting at the hut. We hope you had a great time and are looking forward to your next meeting.

Please place in the OC mailbox when completed.

Thank you,

Your OCMT