

Family Ministry Cabin Cleaning Checklist

The following are the cleaning guidelines Camp Okoboji staff adhered to for cleaning, disinfecting, and sanitizing your Family Ministry Cabin. We utilize EPA approved cleaning products to disinfect and sanitize all facilities. You are welcome to clean, disinfect, and sanitize your cabin in addition to our cleaning, disinfecting, and sanitizing. For any questions or comments, contact the Camp Office (712-337-3325).

Prior to cleaning Family Ministry Cabins...

- Family Ministry Cabin should remain empty after guests checkout for 30 minutes to allow any stirred particles to settle.
- Camp Okoboji Staff will wear gloves and a mask while cleaning a cabin.
- Before entering the cabin wipe down the exterior door.

Bedrooms

- Empty waste baskets, sanitize outside of the basket.
- Place dirty linens, quilts, pillows and mattress pads in the 'laundry trolley.'
- Bring filled 'laundry trolley' to Laundry House.
- Move beds, check underneath for left-behind items and sweep behind/under them to remove all dust
- Dust and sanitize bed frames, side tables, lamps, mirrors, clothes rack, head/footboards, and dressers
- Check all dresser drawers for left-behind items, discard found items (*bring valuable items to office*). Sanitize the whole dresser.
- Sweep and wet mop floors with sanitizer.
- Sanitize door handles, doors and window frames.

Bathrooms

- Place dirty rugs and shower curtains in the 'laundry trolley.'
- Wipe down sink and counter with Sanitizer (*check under sink as well*).
- Wipe down the toilet with Sanitizer (*including base and under seat*).
- Clean, disinfect, and sanitize all mirrors.
- Use bowl cleaner and brush to clean the inside of the stool.
 - Pour cleaner on brush rather than pour cleaner in the toilet bowl.
- Clean shower and remove drain of any hair.
 - Spray tub/shower with 'Comet.'
 - Use green scrub in the tote to wipe away any stains.
 - Rinse and wipe down with sanitizer.
- Empty waste baskets, sanitize outside of the basket.
- Remove toilet paper.

Kitchen

- Empty waste baskets, sanitize outside of the basket.
- Place dirty rugs in the 'laundry trolley.'
- Wash out trash can, sanitize outside of the basket.
- Check fridge
 - Discard all leftover food.
 - Wipe down and sanitize inside shelves and doors.
 - Pull drawers out to wipe and sanitize.
 - Wipe down and sanitize the outside (*and on top!*).
 - Move and sweep under the fridge to remove all dust.
- Check cupboards & drawers
 - Discard all left behind grocery bags.
 - Tidy up kitchen supplies in cupboards.
 - Place dish towels/cloths in the 'laundry trolley.'
 - Place potholders in a 'laundry trolley.'

- Check Microwave
 - Wipe down and sanitize the inside/ outside.
 - Wipe down and sanitize the microwave tray and cover.
 - Wipe down and sanitize underneath.
- Clean stove.
 - Wipe down and sanitize the top.
 - Remove burners to wipe and sanitize.
 - Lift oven surface to wipe and sanitize
 - Clean the inside oven, racks, and broiler. *(If needed, spray with oven cleaner and wipe down)*
 - Move and sweep under the oven.
- Wipe down and sanitize the sink and faucet.
- Wipe down and sanitize counters.
- Clean Toaster
 - Empty toaster over trash can.
 - Wipe down and sanitize outside.
- Clean the coffee pot.
 - Rinse coffee pot and ground basket *(do not use dish soap!)*
 - Wipe down and sanitize.
- Wipe down and sanitize tables and chairs.

Dusting, Windows, Deck

- De-cob and dust all rooms and vents.
- Clean, disinfect, and sanitize all windows.
 - Wipe down and sanitize frames.
- Clean, disinfect, and sanitize all windows, sills, and frames.
 - Note:** You may need to remove sliding windows from the inside
- Clean, disinfect, and sanitize the door window.
 - Wipe down and sanitize inside and outside of door frame
- Close windows, lock windows, and close curtains.
- Sweep porch and sidewalks *(wipe down and sanitize railings)*.
- Wipe down and sanitize patio tables and chairs.
- Wipe down and sanitize the grill.

Living Room & Floors

- Move furniture and sweep/vacuum behind.
- Dust/vacuum furniture *(wipe, spray, and sanitize)*.
- Remove and vacuum under cushions on sofas/chairs.
- Sweep and wet mop floors with sanitizer.
- Vacuum all carpeted floors.
- Disinfect & sanitize remotes. Place the remote on the Kitchen Table.

Finishing Up

- Ensure everything is complete on *'Housekeeping Cleaning Checklist.'*
- Leave clean wet mops, broom, and dustpan.
- Wipe down and sanitize the cleaning bucket.
- Wipe down and sanitize the dustpan and the bottom of the broom.
- Wipe down and sanitize all light switches when turning all lights off.
- Wipe down and sanitize doors *(Scrub off kick marks)*.
- Turn in any maintenance request forms.