

**Point Reyes National Seashore Association
Clem Miller Environmental Education Center**

Facility & Grounds Cleaning in Preparing for Departure Day Site Inspection

As stipulated in the Use Agreement, each group who occupies the Clem Miller Environmental Education Center is required to thoroughly clean the site prior to departure and according to the guidelines posted. When a group is well organized and adequately supervised, the entire facility and grounds can be cleaned in 1.5 to 2 hours.

One or two PRNSA staff members will arrive for a site inspection and check-out appointment prior to departure. Please allow a minimum of 45 minutes for inspection and check-out.

The sleeping cabins, Annex, Main Lodge, porch, picnic area, and grounds must be thoroughly cleaned by the scheduled inspection time.

Once the bathhouse is cleaned & mopped, please lock the front doors and have participants use the bathroom in the main lodge for the remainder of your stay

PLEASE NOTE: Groups may not leave the site before the facility passes inspection.

SLEEPING CABINS (30 minutes – 1 adult crew leader, all members of cabin group)

Final Evening: Have all participants pack their bags before bed in preparation for moving out in the morning.

Final Morning: Before breakfast, have participants move all personal belongings to outside picnic tables or lodge porch.

- Remove mattresses, sweep bunks, replace mattresses
- Sweep floor including under all beds
- Sweep front & back porch & steps
- Shake doormats
- Empty & re-line trash can
- Patrol outside area for trash

Each cabin should contain one hand broom, dust pan, and broom. Small trash can liners are in main lodge cleaning closet.

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BATHHOUSE (40 minutes – 2 adult crew leaders, 6 to 8 workers)

Divide cleaning crew into 2 teams, 1 for each side (male & female). Cleaning supplies are inside bathroom closets; mops and mop buckets are on bathhouse back porch; trash can liners and paper towels are in main lodge cleaning closet.

Everyone cleaning the bathhouse must wear rubber gloves for health and safety.

- Scrub & rinse showers, toilets, sinks & urinal
- Wipe down toilet stall walls & doors & sink counters
- Clean mirrors with vinegar/water & paper towels
- Empty & re-line all trash cans
- Tidy cleaning closet
- Sweep, mop & rinse floors
- Rinse & empty mop bucket
- Lock front door

Please have adult crew leaders mop floors. Leave mop buckets, wringers & mops outside back door.

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ANNEX (30 minutes – 1 adult crew leader, 2 to 3 workers)

Cleaning supplies are inside hall closet. Trash can liners are in main lodge cleaning closet.

Everyone cleaning the bathroom must wear rubber gloves for health and safety.

- Remove personal belongings from bedrooms, bathroom, & laundry room/shower
- Wipe down all mattresses
- Clean bathroom sink, toilet & mirror; mop bathroom floor
- Wipe down laundry room, laundry sink & shower; mop laundry room floor
- Clean infirmary sink & mop infirmary floor
- Vacuum carpet & mats
- Empty & re-line all trash cans
- Check that heat and lights are off
- Close & lock all windows; close blinds

MAIN LODGE (60 minutes – 2 adult crew leaders, 8 to 10 workers)

Divide cleaning crew into 2 teams, 1 for inside and 1 for outside. Cleaning supplies are inside cleaning closet. Mops are hung on dumpster wall in parking lot. Mop buckets are on lodge back deck near kitchen.

INSIDE MAIN LODGE

Everyone cleaning the bathroom must wear rubber gloves for health and safety.

- Wipe down & put away tables & chairs
- Clean inside windows & wipe down serving counters
- Empty & re-line trash cans
- Clean bathroom sink, mirror, toilet & counter
- Empty woodstove ashes into big metal can by kitchen steps
- Tidy library books & shelves
- Tidy cleaning closet & clean sink
- Sweep, mop & rinse floors in dining hall, library, teacher's room and bathroom
- Rinse mops & mop buckets

Please have the adult crew leaders mop the floor.

OUTSIDE MAIN LODGE

- Clean outside windows with vinegar/water & paper towels or newspaper
- Restock firewood in rounds on porch from pile under blue tarp
- Shake & beat door mats
- Sweep entire deck & steps
- Empty & reline porch trash can
- Rinse & crush plastic & metal, rinse glass, flatten cardboard
- Place recycling in bins by dumpster and according to posted guidelines
- Rinse & scrub main lodge compost, recycling, & garbage bins
- Patrol all grounds including picnic area & front porch for trash

KITCHEN (90 minutes – 2 to 3 adults)

PLEASE NOTE: Because it is a time-consuming task, we recommend that the Wolf range be cleaned the night before departure and that a cold breakfast is served on departure day.

Cleaning supplies are in kitchen and in Main Lodge cleaning closet. Mops are by dumpster & buckets are outside kitchen along wall.

- Pack & remove all food & personal belongings
- Wash & put away all dishes, pots, pans, etc
- Drain, shut-off & wipe down dish sanitizer; clean debris trap tray
- Clean range & hood according to posted instructions; clean range crumb tray & griddle grease tray
- Clean sinks, splash guards, & dishwashing area
- Wipe down refrigerator inside & out & freezer door
- Clean & sanitize countertops
- Wipe down food storage cabinets doors & shelves
- Remove & rinse floormats
- Empty & re-line garbage can
- Empty & scrub compost bin & lid
- Sweep, mop & rinse floor
- Replace floormats