

Kaper Clean up list for use of _____		assign a girl scout	to each task
Unit House Kitchen Area			
	Wash all dirty dishes		
	Dry Clean dishes		
	Put away all dishes		
	Wipe clean all counters, tabletops		
	Wipe clean seats of stools and chairs		
	Empty refrigerator and freezer of all food & beverage		
	Wipe clean refrigerator shelves		
	Sweep kitchen floor		
	Close windows and secure windows		
Unit House Meeting Area			
	Put furniture back in place		
	Pick up all stray papers, trash and put in the can		
	Consolidate trash to large can in kitchen		
	gather lost and found items		
	sweep meeting room area		
	Close windows and secure windows		
Sleeping Areas - Tent or Cabin			
	Pick up all loose trash		
	Flip mattresses		
	Sweep under all beds		
	Gather lost and found items to Unit House		
	Consolidate trash to large can in Unit House		
	Close windows and secure windows		
	Close all flaps and secure the doors		
	Walk around the tent/cabin for trash or personal items		
Bathrooms or Clivus			
	Leave all toilets flushed & close lids		
	Sweep floor		
	Wipe clean counters and sinks		
	Consolidate trash to large can in Unit House		
	Close windows and secure windows		
	Gather lost and found items to Unit House		
Fire circle			
	organize benches in a circle		
	cover remaining fire wood		
	return any removed rocks to the fire ring		
	Be sure to leave the fire out COLD		
	Return fire circle buckets, shovels, rakes to area		
Remove all trash to dumpster			
Please return all items moved from their original locations: mattresses, utensiles, furniture			
See fireplace care info sheet by wood pile			
Notify Site Supervisor of any maintenance or cleanliness concerns.			
