

2020 HOST AND SANITATION CHECKLIST

NAME _____ CABIN # _____

or CLUB _____ or TENT # _____

Due to Covid-19, this year's sanitation duties have been modified. A professional cleaning service will clean both before and after each weekend camp is open. Your job will be to maintain sanitation during the weekend. Please use any protective equipment you need while performing the tasks listed below.

Host and Sanitation duties should begin before noon on Saturday. Stock of supplies and general cleanliness should be re-checked at the end of the weekend (approx. 5pm Sunday). Please make sure to inform the Host and Sanitation Chair or camp director of supplies or repairs needed at the end of the weekend.

All bathroom supplies are in the cabinet in the large bathhouse. There is an additional smaller set of supplies in the bathroom at the top of the parking lot.

Checklist:

- Spray toilet flushers, faucets and light switches with disinfectant spray.
- Replace toilet tissue as required. Place a spare (wrapped) roll in the stalls as needed.
- Refill hand sanitizer, soap and paper towel dispensers.
- Sweep the Pavilion area, meeting room, and steps.
- Replace burned out light bulbs or notify camp director.
- Check for obvious safety hazards and notify the camp director.
- Check for supplies that are running short or missing and notify camp director.

I have completed the above duties on ___/___/___ at _____pm, on behalf of

_____. facility

Print Name

Signature