



Waitts Lake Camp

Checklist for final cleaning camp buildings

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Chapel and dining area	Completed
Clean all tables used.	
Wipe all chairs used as needed with a damp cloth, including legs.	
When chairs are cleaned, starting at the bottom, fill both sides of the chair racks, five deep on each rack.	
Remove all your equipment and belongings from the chapel.	
With the TOPS DOWN, place tables on racks. No more than 12 tables on a rack. Stack the straight on the racks. Stack remaining tables against the wall.	
Dust furniture with damp cloth.	
Dust game tables with a damp cloth.	
Wipe window sills with a damp cloth.	
Vacuum carpet. Scrub spots on carpet with wet rags.	
Sweep and scrub concrete floor.	

Note: Once the chapel and dining hall floors are cleaned, NO one is allowed to be in them.

Bathhouse	Completed
Cleaning buckets are in the kitchen area, in the bottom cupboard, across from the washer and dryer.	
Using the brooms in each rest room, use water and a small amount of Pine Sol to scrub the floor.	

Note: Do NOT use the kitchen mops or mop buckets in the bathhouse! These are for kitchen- and dining hall-use only.



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Grounds	Completed
Pick up all litter and place in garbage cans. Check in the bushes and around each dorm used.	
Empty garbage barrels. Put in new liner. Tie garbage bags and put out side of building near the road or in bin.	
Stack outside chairs neatly behind the bathhouse.	
If used, rake the volleyball court.	
Leave balls and Frisbees in the barrel near the basketball area.	
Kitchen	
Dishes, pans, utensils should be dry and put in proper cupboards.	
Make sure five-gallon jugs are cleaned.	
Empty and clean coffee pots.	
Clean inside the microwave and clean the tray.	
Clean spills inside the ovens.	
Empty dishwasher and clean filter.	
Clean grill and stoves that were used.	
Clean the hood above the grill and stove.	
Clean and wipe down (?) sinks and stainless counters.	
Wash windows over sinks as needed.	
Sweep and scrub black mats.	
Sweep and mop floors. Rinse mops. Dry them outside during warm weather.	
Turn off air conditioner and all fans	
Close windows.	

Thank you for keeping the lodge as clean as possible.
Many hands make the job much easier. God bless you!



Waitts Lake Camp

Final inspection checklist for Host and Camp Director

Clean-up Task	Completed
The grounds are free of litter.	
Inside garbage cans are emptied and have new liners. Liners are located in the white cabinet in the kitchen.	
Large, tied, garbage bags are set outside of building for the camp host to pick up.	
The bathhouse is cleaned, swept and mopped, and garbage emptied.	
Balls are picked up and in the bin near the basketball court.	
Benches and tables are back in their original area.	
If used, the Snack Shack is cleaned.	
The Chapel tables and chairs are wiped down and put away properly.	
The chapel floors are swept and mopped, rugs are vacuumed, everything is dusted, and everyone is out of the chapel.	
Mops are washed and rinsed, and put outside against the fence to dry.	
Mop buckets are emptied and rinsed out.	
The concrete in front of the bathhouse, chapel, and dorm is swept.	
Separate cleaning instructions for the dorms.	
When the camp is ready for inspection, contact the camp host.	



Waitts Lake Camp

Gym Rules

1. You must make arrangements with the camp host before you can use the gym. The gym will remain locked except for scheduled activities.
2. **NO** food or beverages of any kind are allowed in the gym.
3. Adult supervision is required at all times when the gym is in use.
4. Only gym shoes are allowed on the sport court. **NO** street shoes, flip flops, sandals, or shoes that could leave black marks on the gym floors.
5. **NO** wheels of any kind are permitted on the gym floor. No roller blades, bikes, skateboards, strollers, etc.
6. Do not put any type of tape on the gym floor, such as duct tape, masking, etc.
7. Do not throw any balls against the gym walls or ceiling.
8. Keep game balls only in the sport court area.
9. Keep the gym doors closed at all times—to keep out bugs, birds, etc.
10. Games requiring specific markings or outlines on the floor need to be approved with the camp host.
11. Do not attach signs on the gym walls with tape, tacks, or nails.

Thank you for helping us keep our gym in good condition!

IF A RED FIRE ALARM IS PULLED, EXCEPT FOR AN EMERGENCY, YOU WILL BE CHARGED A MINIMUM FINE OF \$100.00.

PLEASE KEEP ROLLER BLADES, SKATE BOARDS, AND ANY WHEELS OFF THE GYM FLOOR. THERE WILL BE A \$50 FINE FOR EACH PERSON OBSERVED USING THESE ITEM ON THE FLOOR. THEY WILL DAMAGE THE PAINTED FINISH.



Waitts Lake Camp

Dorm Room Rules

1. No running or boisterous playing in the rooms.
2. Do NOT move bunks or mattresses from their positions.
3. Do NOT remove mattress covers.
4. Use the foot end of the bunks to get to the upper bunks, not over the side.
5. Let the bathroom timer lights run out instead of turning them off. If the bathroom lights are NOT on timers, please turn them off.
6. Keep your feet off the baseboard heaters.
7. Vanities are not seats; please do not sit on them.
8. Food and drinks are NOT allowed in the dorm rooms or anywhere in the lodge.
9. Do not hang from the clothes racks.
10. There are white hangers on the racks, do not remove them.
11. Please keep your shoes off the bunks.
12. Keep outside doors and windows closed when the heat is on.
13. There is no smoking allowed. Do NOT light matches or candles.
14. Paint balls, water balloons, and water guns are NOT allowed in the buildings.
15. Rooms 101, 102, 103, and 104 - keep the shower doors closed when taking a shower. If the steam hits the sensor on the fire alarm, it could off the alarm.
16. Hang wet towels on the pegs in the bathroom.
17. Keep shower curtains inside the shower—this keeps the floor dry.
18. One or two counselors must monitor the lodge during free time.
19. Rooms and bathrooms must be thoroughly cleaned before leaving the campground.
20. Any property damage will require compensation.

IF A RED FIRE ALARM IS PULLED, EXCEPT FOR AN EMERGENCY, YOU WILL BE CHARGED A MINIMUM FINE OF \$100.00. if the fire alarm goes off, someone must get into the service room to press the bottom two buttons inside the red fire alarm door.