

Cleaning Requirements – Ankara Youth Camp

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| <p>Toilets – Females <i>(cleaning cupboard in female amenities or wall outside)</i></p> <p>Bins: Remove and tie bin liners, replace with new bin liner (cleaning cupboard) All general rubbish to be placed in large green bins in car park</p> <p>Benchtops/sinks: Spray with Glykleen 20 and wipe clean with blue cloth</p> <p>Mirrors: Spray with Glykleen 20 and wipe clean with blue cloth</p> <p>Toilets: Spray toilet seats with S-Clean Sanitiser and wipe with red cloth Put 1 squirt of Vitality inside each toilet bowl Scrub with toilet brush, then flush</p> <p>Floors: Sweep all sand out of shower cubicle floors with long-handled dustpan Sweep out floors, including around toilets, with red broom Put 1 squirt of Vitality in red mop bucket, fill ½ full with water Mop all floors, including shower and toilet cubicles, with red mop & bucket Empty mop bucket on ground outside between amenities building and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all spray bottles and rinsed cloths back in cleaning cupboard Hang/stand mops and brooms and place mop bucket upside down outside</p> | <p>Toilets – Males <i>(cleaning cupboard in male amenities or wall outside)</i></p> <p>Bins: Remove and tie bin liners, replace with new bin liner (cleaning cupboard) All general rubbish to be placed in large green bins in car park</p> <p>Benchtops/sinks: Spray with Glykleen 20 and wipe clean with blue cloth</p> <p>Mirrors: Spray with Glykleen 20 and wipe clean with blue cloth</p> <p>Toilets: Spray toilet seats with S-Clean Sanitiser and wipe with red cloth Put 1 squirt of Vitality inside each toilet bowl Scrub with toilet brush, then flush</p> <p>Urinal: Squirt with Vitality, flush urinal after 2 minutes Leave Stink-Stopppers in drain at bottom</p> <p>Floors: Sweep all sand out of shower cubicle floors with long-handled dustpan Sweep out floors, including around toilets, with red broom Put 1 squirt of Vitality in red mop bucket, fill ½ full with water Mop all floors, including shower and toilet cubicles, with red mop & bucket Empty mop bucket on ground outside between amenities building and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all spray bottles and rinsed cloths back in cleaning cupboard Hang/stand mops and brooms and place mop bucket upside down outside</p> |
| <p>Toilets – Kitchen <i>(cleaning shelf in kitchen toilet)</i></p> <p>Bin: Remove and tie bin liners, replace with new bin liner All general rubbish to be placed in large green bins in car park</p> <p>Sink: Spray with Glykleen 20 and wipe clean with blue cloth</p> <p>Mirror: Spray with Glykleen 20 and wipe clean with blue cloth</p> <p>Toilet: Spray toilet seat with S-Clean Sanitiser and wipe with red cloth Put 1 squirt of Vitality inside each toilet bowl Scrub with toilet brush, then flush</p> <p>Floor: Sweep out floor, including around toilet and shower, with red broom Put 1 squirt of Vitality in red mop bucket, fill ½ full with water Mop floor area, including around toilet and shower, with red mop & bucket Empty mop bucket on ground outside between buildings and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all spray bottles and rinsed cloths back on cleaning shelf Hang mop and broom on wall and place mop bucket upside down</p> | <p>Recreation Hall <i>(kitchen toilet cleaning shelf or hall passageway)</i></p> <p>Personal items: Remove from the hall & staff/first-aid room, windows & walls</p> <p>Bins: Remove and tie bin liners, replace with new bin liner (kitchen toilet shelf) All general rubbish to be placed in large green bins in car park</p> <p>Chairs: Stack single chairs 7 high on roadside wall and 4-seat chairs 5 high back wall</p> <p>Whiteboard/blackboard: Wipe clean if used. Return next to stage</p> <p>Staff room: Tidy and wipe surfaces with damp blue cloth</p> <p>Floors: Vacuum floor, including passageway and staff/first-aid room Vacuum cleaner is located in passageway, kitchen end near outside door Empty dirt from vacuum cleaners into one of outside bins when finished</p> <p>Return: All sports equipment used to sports room in a tidy manner TV trolley to staff room, check for your DVDs or videos left in players Vacuum cleaners to passageway under respective sign</p> |

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| <p>Outside Areas <i>(kitchen cleaning shelf or wall outside washroom)</i></p> <p>Table: Spray with S-Clean Sanitiser and wipe clean with blue cloth</p> <p>BBQ: Clean (see instructions on hall wall) and replace black vinyl cover</p> <p>Floor Mats: Shake out mats and sweep underneath Return floor mats once swept</p> <p>Concrete: Sweep off all concrete areas, ramps & pathways with large outdoor brooms</p> <p>Litter: Do group walk through grounds, pick up all litter and place in bins</p> <p>Bins: Remove and tie bin liners, replace with new bin liner All general rubbish to be placed in large green bins in car park Carry food waste rubbish in bins to caretakers house (for worm farm) Place all recycling in large bags/boxes in front of workshop (near canoes)</p> <p>Return: All cleaned furniture/equipment removed from buildings to correct places Hang brooms back on wall outside washroom (BBQ area)</p> | <p>Leaders Cabins <i>(cleaning cupboard in amenities blocks or wall outside)</i></p> <p>Personal Belongings: Remove all personal belongings from the room</p> <p>Floor Mats: Shake out mat and hang over veranda rail</p> <p>Mirrors: Spray with Glykleen 20 and wipe clean with blue cloth</p> <p>Bins: Remove and tie bin liners, replace with new bin liner All general rubbish to be placed in large green bins in car park</p> <p>Floors: Vacuum floor, including under beds Vacuum cleaner is located in Leader's Cabin room C Empty vacuum cleaner bag into bunkhouse main bin when all rooms cleaned</p> <p>Verandas: Sweep deck verandas, steps and ramps with blue broom Return floor mats once swept</p> <p>Return: Return vacuum cleaner to Leader's Cabin room C Hang broom back on cabin wall outside</p> |
| <p>Dining Room <i>(kitchen cleaning shelf or behind washroom door)</i></p> <p>Personal items: Remove from dining room, including windows and walls</p> <p>Bins: Remove and tie bin liners, replace with new bin liner (from cleaning shelf) All general rubbish to be placed in large green bins in car park Food waste rubbish to caretakers house, recycling to front of workshed</p> <p>Chairs: Wipe clean with damp green cloth, stack chairs 7 high along back wall (south)</p> <p>Tables: Spray with S-Clean Sanitiser and wipe clean with green cloth Stack 8 tables on table trolley, and remaining ones against roadside wall (leave table next to fridge and table next to crockery shelves upright)</p> <p>Floors: Sweep out entire floor with green or blue broom Put 3 squirts of Glygent GS in green mop bucket, fill ½ full with water Mop entire floor with green mop & bucket Empty mop bucket on ground outside between dining room and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all spray bottles and rinsed cloths back on kitchen cleaning shelf Hang/stand brooms, mops and bucket (upside down) behind washroom door</p> | <p>Bunkhouses <i>(cleaning cupboard in amenities blocks or wall outside)</i></p> <p>Personal Belongings: Remove all personal belongings from the room</p> <p>Floor Mats: Shake out mat and hang over veranda rail</p> <p>Bins: Remove and tie bin liner, replace with new bin liner (cleaning cupboard) All general rubbish to be placed in large green bins in car park</p> <p>Cupboards: Sweep out sand from shelves, and top of cupboard</p> <p>Beds: Turn top bunk mattress on its side Place bottom bunk mattress on its side on top bunk Lift bed slats on bottom bunks (see "Direction for Lifting Bed Slats" sheet)</p> <p>Floors: Sweep out rooms, including under bottom beds, with blue broom Put 3 squirts of Mountain Mist in blue mop bucket, fill ½ full with water Mop all floors, including under bottom beds, with blue mop & bucket Empty mop bucket on ground outside between amenities building and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Verandas: Sweep concrete verandas with blue broom. Return floor mats once swept</p> <p>Return: Put all spray bottles and rinsed cloths back in amenities cleaning cupboard Hang/stand mops, brooms and dustpans and place mop bucket upside down</p> |

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| <p>Kitchen <i>(middle room cleaning shelf or behind washroom door)</i></p> <p>Food: Remove all food items from cool room, freezer and pantry shelves</p> <p>Cooking equipment: Put cleaned and dry pots and pans away on washroom shelves Put cleaned and dry cups, mugs, crockery and cutlery on dining shelves Put cleaned and dry cooking equipment and utensils away in correct spots</p> <p>Sinks/benchtops: Wipe clean all surfaces with S-Clean Sanitiser and green cloth Wipe up spills on dining room side of servery (wall and floor)</p> <p>Microwave, Oven & Cooktop: Spray with Glygent GS & wipe clean with green cloth</p> <p>Bins: Remove and tie bin liners, replace with new bin liner All general rubbish to be placed in large green bins in car park Food waste rubbish to caretakers house, recycling to front of workshed</p> <p>Floors: Sweep out floors, including middle rooms, with green broom Put 3 squirts of Glygent GS in green mop bucket, fill ½ full with water Mop all floors, including middle rooms, with green mop & bucket Empty mop bucket on ground outside between dining room and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all spray bottles and rinsed cloths back on middle room cleaning shelf Hang/stand brooms, mops & bucket (upside down) behind washroom door</p> | <p>Washroom <i>(middle room cleaning shelf or behind washroom door)</i></p> <p>Dishwasher: Empty and clean (see instructions on left side of dishwasher)</p> <p>Cooking equipment: Put cleaned and dry pots and pans away on washroom shelves Put cleaned and dry cups, mugs, crockery and cutlery on dining shelves Put cleaned and dry cooking equipment and utensils away in correct spots</p> <p>Sinks/bench tops: Spray with S-Clean Sanitiser and wipe clean with green cloth</p> <p>Washing Machine: Remove any washing and wipe top with damp green cloth Check clothesline and return pegs and basket to washroom</p> <p>Bins: Remove and tie bin liners, replace with new bin liner (middle room shelf) All general rubbish to be placed in large green bins in car park Food waste rubbish to caretakers house, recycling to front of workshed</p> <p>Floors: Sweep out floors, including under benches, with blue broom Put 3 squirts of Glygent GS in blue mop bucket, fill ½ full with water Mop all floors, including under benches, with blue mop & bucket Empty mop bucket on ground outside between dining room and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all spray bottles and rinsed cloths back on middle room cleaning shelf Hang/stand brooms, mops & bucket (upside down) behind washroom door</p> |
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These are the guidelines for the caretaker's inspection before departure. Cleaning equipment is supplied in the respective areas. Thank you for your help.

Cleaning Colour Codes



Toilet area cleaning



Food area cleaning



General cleaning