

## Cleaning Requirements – Ankara Youth Camp

These are the guidelines for the caretaker’s inspection before departure. Each displayed in the respective areas.  
Cleaning equipment is supplied - please contact the caretakers if there are not enough supplies. Thank you for your help.

### Cleaning Colour Codes



Toilet area cleaning



Food area cleaning



General cleaning

<p><b>Kitchen</b> <i>(middle room cleaning shelf or behind washroom door)</i></p> <p><b>Food:</b> Remove all food items from cool room, freezer and pantry shelves</p> <p><b>Cooking equipment:</b> Put cleaned and dry pots and pans away on washroom shelves Put cleaned and dry cups, mugs, crockery and cutlery on dining room shelves Put cleaned and dry cooking equipment and utensils away in correct spots</p> <p><b>Sinks/benchtops:</b> Wipe clean all surfaces with S-Clean Sanitiser and <b>green cloth</b> Wipe up spills on dining room side of servery (wall and floor)</p> <p><b>Microwave, Oven &amp; Cooktop:</b> Spray with Glygent GS &amp; wipe clean with <b>green cloth</b></p> <p><b>Bins:</b> Remove and tie bin liners, replace with new bin liner All general rubbish to be placed in large green bins in car park All recycling to front of workshed, food waste rubbish to caretakers house</p> <p><b>Floors:</b> Sweep out floors, including middle rooms, with <b>green broom</b> Put 3 squirts of Glygent GS in <b>green mop bucket</b>, fill ½ full with water Mop all floors, including middle rooms, with <b>green mop &amp; bucket</b> 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><b>Return:</b> Put all spray bottles and rinsed cloths back on middle room cleaning shelf Hang/stand brooms, mops &amp; bucket (upside down) behind washroom door</p>	<p><b>Washroom</b> <i>(middle room cleaning shelf or behind washroom door)</i></p> <p><b>Dishwasher:</b> Empty and clean (see instructions on left side of dishwasher)</p> <p><b>Cooking equipment:</b> 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><b>Sinks/bench tops:</b> Spray with S-Clean Sanitiser and wipe clean with <b>green cloth</b></p> <p><b>Washing Machine:</b> Remove any washing and wipe top with damp <b>green cloth</b> Check clothesline and return pegs and basket to washroom</p> <p><b>Bins:</b> 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 All recycling to front of workshed, food waste rubbish to caretakers house</p> <p><b>Floors:</b> Sweep out floors, including under benches, with <b>green broom</b> Put 3 squirts of Glygent GS in <b>green mop bucket</b>, fill ½ full with water Mop all floors, including under benches, with <b>green mop &amp; bucket</b> 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><b>Return:</b> Put all spray bottles and rinsed cloths back on middle room cleaning shelf Hang/stand brooms, mops &amp; bucket (upside down) behind washroom door</p>
<p><b>BBQ Cleaning</b> Turn burner controls to OFF Turn off valve at gas bottle and allow hotplate to cool Scrape food particles and excess oil off hotplate with a scraper Apply a layer of cooking oil to hotplate (protects from rust) Wipe clean both end tables, warming drawer and any other spills Check level of fat/oil in waste tin and replace tin if full When BBQ is cool, replace stainless protective cover over hotplate Replace black vinyl cover over BBQ</p>	<p><b>Dishwasher Cleaning</b> When lid is open, remove metal strainers by handle on top Remove gray plastic plug to drain water Remove surround strainer after water has drained Rinse metal strainers, plug &amp; surround (use white shower head) Rinse insides of machine to remove food and greasy film Replace plug and surround, replace metal strainers Turn dishwasher off – push ON/OFF switch (power red light will go off) Leave lid up on dishwasher</p>

### Toilets – Females

*(cleaning cupboard in female amenities or wall outside)*

- 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
- Benchtops/sinks:** Spray with Glykleen 20 and wipe clean with **red cloth**
- Mirrors:** Spray with Glykleen 20 and wipe clean with **red cloth**
- Toilets:** Spray toilet seats with S-Clean Sanitiser  
Put 1 squirt of Vitality inside each toilet bowl  
Scrub with toilet brush, then flush
- Floors:** Sweep all sand out of shower cubicle floors with **orange** long-handled dustpan  
Sweep out floors, including around toilets, with **red broom**  
Put 1 pump 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
- Return:** Put all spray bottles and rinsed cloths back in cleaning cupboard  
Hang/stand mops and brooms and place mop bucket upside down outside

### Toilets – Kitchen

*(cleaning shelf in kitchen toilet)*

- Bin:** Remove and tie bin liner, replace with new bin liner  
All general rubbish to be placed in large green bins in car park
- Sink:** Spray with Glykleen 20 and wipe clean with **red cloth**
- Mirror:** Spray with Glykleen 20 and wipe clean with **red cloth**
- Toilet:** Spray toilet seat with S-Clean Sanitiser  
Put 1 squirt of Vitality inside toilet bowl  
Scrub with toilet brush, then flush
- 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
- Return:** Put all spray bottles and rinsed cloths back on cleaning shelf  
Hang mop and broom on wall and place mop bucket upside down

### Toilets – Males

*(cleaning cupboard in male amenities or wall outside)*

- 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
- Benchtops/sinks:** Spray with Glykleen 20 and wipe clean with **red cloth**
- Mirrors:** Spray with Glykleen 20 and wipe clean with **red cloth**
- Toilets:** Spray toilet seats with S-Clean Sanitiser  
Put 1 squirt of Vitality inside each toilet bowl  
Scrub with toilet brush, then flush
- Urinal:** Squirt with Vitality, flush urinal after 2 minutes  
Leave Stink-Stopper deodorisers in drain at bottom
- Floors:** Sweep all sand out of shower cubicle floors with **orange** long-handled dustpan  
Sweep out floors, including around toilets, with **red broom**  
Put 1 pump 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
- Return:** Put all spray bottles and rinsed cloths back in cleaning cupboard  
Hang/stand mops and brooms and place mop bucket upside down outside

### Recreation Hall

*(kitchen toilet cleaning shelf or hall passageway)*

- Personal items:** Remove from the hall & staff/first-aid room, windows & walls
- 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
- Chairs:** Stack single chairs 7 high and 4-seater chairs 6 high against back wall
- Whiteboard:** Wipe clean if used. Return next to stage
- Staff room:** Tidy and wipe surfaces with damp **blue cloth**
- 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
- Return:** All sports equipment used to equipment 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><b>Outside Areas</b> <i>(kitchen cleaning shelf or wall outside washroom)</i></p> <p><b>Table:</b> Spray with S-Clean Sanitiser and wipe clean with <b>blue cloth</b></p> <p><b>BBQ:</b> Clean (see instructions on hall wall) and replace black vinyl cover</p> <p><b>Floor Mats:</b> Shake out mats and sweep underneath Return floor mats once swept</p> <p><b>Concrete:</b> Sweep off all concrete areas, ramps &amp; pathways with <b>yellow brooms</b></p> <p><b>Litter:</b> Do group walk through grounds, pick up all litter and place in bins</p> <p><b>Bins:</b> Remove and tie bin liners, replace with new bin liner All general rubbish to be placed in large green bins in car park All food waste rubbish to be placed in large green bins in car park Place all recycling in large bags/boxes in front of workshop (near canoes)</p> <p><b>Return:</b> All cleaned furniture/equipment removed from buildings to correct places Hang brooms back on wall outside washroom (BBQ area)</p>	<p><b>Leaders Cabins</b> <i>(cleaning cupboard in amenities blocks or wall outside)</i></p> <p><b>Personal Belongings:</b> Remove all personal belongings from the room</p> <p><b>Floor Mats:</b> Shake out mat and hang over veranda rail</p> <p><b>Mirrors:</b> Spray with Glykleen 20 and wipe clean with <b>blue cloth</b></p> <p><b>Bins:</b> 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><b>Floors:</b> 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><b>Verandas:</b> Sweep deck verandas, steps and ramps with <b>blue broom</b> Return floor mats once swept</p> <p><b>Return:</b> Return vacuum cleaner to Leader's Cabin room C Hang broom back on cabin wall outside</p>
<p><b>Dining Room</b> <i>(kitchen cleaning shelf or behind washroom door)</i></p> <p><b>Personal items:</b> Remove from dining room, including program sheets</p> <p><b>Bins:</b> 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><b>Chairs:</b> Wipe clean with damp <b>green cloth</b>, stack chairs 7 high along back wall (south)</p> <p><b>Tables:</b> Spray with S-Clean Sanitiser and wipe clean with <b>green cloth</b> 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><b>Floors:</b> Sweep out entire floor with <b>green broom</b> Put 3 squirts of Glygent GS in <b>green mop bucket</b>, fill ½ full with water Mop entire floor with <b>green mop &amp; bucket</b>. Change water if needed. 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><b>Return:</b> 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><b>Bunkhouses</b> <i>(cleaning cupboard in amenities blocks or wall outside)</i></p> <p><b>Personal Belongings:</b> Remove all personal belongings from the room</p> <p><b>Floor Mats:</b> Shake out mat and hang over veranda rail</p> <p><b>Bins:</b> 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><b>Cupboards:</b> Sweep out sand from shelves, and top of cupboard</p> <p><b>Beds:</b> Turn top bunk mattress on its side Place bottom bunk mattress on its side on top bunk Lift bed slats on bottom bunks upwards from centre, lean against bed ends</p> <p><b>Floors:</b> Sweep out rooms, including under bottom beds, with <b>blue broom</b> Put 1 pump of Vitality in <b>blue mop bucket</b>, fill ½ full with water Mop all floors, including under bottom beds, with <b>blue mop &amp; bucket</b> 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><b>Verandas:</b> Sweep concrete verandas with <b>blue broom</b>. Return floor mats once swept</p> <p><b>Return:</b> 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>