

CHECK OUT INSTRUCTIONS AND WALK THROUGH

Check out at Camp Santa Cruz is 11AM.

Walk through each cabin, facility or restroom you have used and complete the following:

Cabins/Rooms:

- Take out trash
- Sweep if needed
- Close windows
- Turn off lights
- Lock door

Bathrooms

- Take out trash
- Clean toilets if needed
- Close windows
- Turn off lights
- Lock doors

Kitchens/Dining Hall

- Take out trash
- Wipe down counters
- Wash and put away dishes
- Sweep and mop
- Clean out fridge/freezer/pantry
- Leave dish towels in a pile on the counter
- Close windows
- Turn off lights
- Lock doors

MPR

- Take out trash
- Put all games/activities back to where you found them
- Move furniture back to where you found it
- Close windows
- Turn off lights
- Lock doors

Mission Cottage:

- Take out trash
- Pull sheets off the bed (leave duvets in their covers please)
- Close windows
- Turn off lights
- Lock doors

Grounds

- Empty all outdoor trash cans into the dumpster/recycling bin
- Make sure all basketball/yard games are back in the MPR
- Pick up any trash that has blown out of trash cans
- IMPORTANT:** Please make sure all trash bags in the dumpster are tied tightly. Critters will make a mess with any open bags.

If anything has been broken or damaged, please let us know so we can fix it before the next group arrives.

Fill out a review sheet so we know how to better improve! Review sheets can be found in the Dining Hall to the left of the entrance.

When each area has been walked through by the leader(s) of the group, place keys in the black lock box outside the Mission Cottage. Lift the top to drop the keys in. You do not need a combo.

Failure to properly clean and check out (meaning turn off lights & close windows and doors) of each room may result in loss of your damage deposit.

Please let us know if you have any questions!