

Camp Duties & End of Camp Clean-Up

Please clean the areas you have used & only in the hour of your departure. Please also bring this form with you for your reference & 'sign-off' at the end of your camp.

OPT-OUT OF CLEANING OPTION

We offer an 'Opt-Out' option from End of Camp Clean-up & Camp Duties. Please let us know if you would like to take advantage of this option. Charges apply:

- No Camp Duties \$5pp per night (applies only to Fully-Catered Camps)
- No Final Clean-Up \$5pp per night

GROUP MEAL DUTIES

Where the majority of the camp are children, we insist that at least one adult is included with each group setting and clearing tables.

Setting & Clearing Tables

- Four people required each meal (including 1 adult)

Before Each Meal

- Report to the kitchen 15 minute prior to each meal (applicable to Fully-Catered)
- Set tables as directed by camp staff (applicable to Fully-Catered)

After Each Meal

- Return butter trays, jugs, toast racks, spreads etc to servery (applicable to Fully Catered)
- Wipe down & sanitize tables
- Sweep floors, mopping if necessary

Campers Dishes - After Each Meal

- 2 adults required after each meal (10years+ must be supervised)
- Report to the camp wash-up kitchen
- Sort & Rinse off campers dishes
- Wash campers dishes using the dishwasher
- Wipe down benches in dishwasher room

RUBBISH REMOVAL

Full-Catering groups put all rubbish into the blue council rubbish bags provided by us or the large bins with black bags.

Self-Catering groups have 3 options:

1. Provide your own blue council rubbish bags and leave them in our cage for collection
2. Take all the rubbish with you
3. We can provide you with Blue council rubbish bags for you to leave in our cage and on charge the cost of bags at \$2.50per council bag.

END OF CAMP CLEANING

All your cleaning supplies are kept in the Forlong Laundry Room. Mops & Buckets are kept outside the Ablution Block at the rear of the Dining Hall.

KITCHEN (Applicable to Self-Catering groups only)

- Wipe all benches clean
- Clean Ovens
- Ensure all utensils & equipment are cleaned and returned
- Sweep clean, then wet-mop kitchen
- Remove all food scraps to chiller

DINING HALL

- Check crockery & cutlery are all clean and stacked away
- Clean & tidy dishwasher room
- Stack chairs on tables (groups of 3 on their side)
- Sweep clean, then wet-mop dining room floor

HOMESTEAD

- Stand mattresses on side
- Vacuum floors
- Hose down ablution block toilet floors
- Wipe clean hand basins & toilets

FORLONG LODGE – CABINS

- Stand mattresses on their side and clear bunks of any rubbish
- Remove all rubbish from your cabin/toilet bins & put into large green bin outside cabins
- Replace all bins with new liners from the laundry
- Vacuum cabin floor
- Wipe and clean hand basins with the **WHITE** cloth & spray bottle supplied
- Wipe and clean toilets with the **COLOURED** cloth & spray bottle supplied
- Mop cabin floor (please use only HOT water from the laundry. Do not use cleaning agents)
- Sweep concrete outside your cabin

FORLONG LODGE – LOUNGE & TOILETS

- Replenish fire-wood on porch (winter). Wood is in shed at rear of Gym
- Vacuum Carpet
- Clean fridge & Microwave
- Wipe benches & sink
- Remove all rubbish from bins
- Sweep & wet-mop kitchenette floor
- Remove all rubbish from toilet bins & containers and put into large green bins
- Sweep and then mop toilet floors using HOT water from the laundry
- Sweep & hose concrete pathways and balcony to remove mud etc

GYMNASIUM

- Sweep floor and outside concrete

Highland Home Staff Thank You for doing your part in ensuring our facilities are kept up to standard for everybody's enjoyment 😊

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END OF CAMP CLEANING SIGN-OFF

Campers: We have ticked all the above boxes of the areas we have used and cleaned.

Name \_\_\_\_\_ Signature \_\_\_\_\_

HH Staff: has inspected the 'End of Camp Clean-Up & acknowledges it to be satisfactory.

HH Staff Name \_\_\_\_\_ Date \_\_\_\_\_