

## CAMP OF COLORS CLOSING CHECKLIST

This list will help each section head check to assure that the Camp is left in good order and that the closing inspection will go smoothly. If there are any problems during your weekend please find the current emergency contact numbers posted at the phone in the kitchen. Any items you wish to leave at the Camp for your communities use must be stored in your communities' cage in the storage pavilion. Please do not store Camp of Colors property in your communities' cage. This form should be read and understood by all section heads prior to the beginning of your weekend. Please allow a team of six to ten team members to stay after closing and participate in the final walk through and assist in last minute clean up if necessary

### ROLLO ROOM

<input type="checkbox"/>	Parking area floodlight off, the switch is by the exterior door.	<input type="checkbox"/>	Leave Sound System Manual in Tech booth.
<input type="checkbox"/>	Leave podium Mic IN PLACE.	<input type="checkbox"/>	Sound System off, top switch of rack only.
<input type="checkbox"/>	Put all other microphones in the foam storage location in the pass thru to the storeroom..	<input type="checkbox"/>	All music stands in pass thru to storeroom
<input type="checkbox"/>	Easels on the wall hook in the pass thru.	<input type="checkbox"/>	Stack chairs 4 high and place around the exterior of the room. Stack round tables on the dolly
<input type="checkbox"/>	Yamaha mixing board in tech booth.	<input type="checkbox"/>	Vacuum the floor
<input type="checkbox"/>	Cable labeled laptop attached to mixing board.	<input type="checkbox"/>	Cable labeled ipod attached to mixing board
<input type="checkbox"/>	Wireless body pack and microphone in the foam storage location in the pass thru.	<input type="checkbox"/>	Samson wireless microphone receiver left in booth
<input type="checkbox"/>	Lights off and exterior doors locked	<input type="checkbox"/>	Both thermostats set to heat mode and 50 degrees
		<input type="checkbox"/>	Remote control for projector in tech booth

### STOREROOM

<input type="checkbox"/>	2 red chairs with side arms present.	<input type="checkbox"/>	Coffee pots cleaned and unplugged.
<input type="checkbox"/>	Clean refrigerator of all items and wipe down interior with sanitizing cleaner.	<input type="checkbox"/>	Trash removed, new liner in can.
<input type="checkbox"/>	Counters sinks and tables wiped down with sanitizing cleaner.	<input type="checkbox"/>	Audio system box turned off.
<input type="checkbox"/>	Fan off, exit door locked, lights off.	<input type="checkbox"/>	Vacuum floor.
<input type="checkbox"/>		<input type="checkbox"/>	Windows closed, blinds open (fire code).

### PALANCA ROOM

<input type="checkbox"/>	Stack 3 red chairs.	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees.
<input type="checkbox"/>	Vacuum floor.	<input type="checkbox"/>	Organize shelves.
<input type="checkbox"/>	Audio speaker off.	<input type="checkbox"/>	Find and hang 3 metal banner hangers on banner holder on the wall.
<input type="checkbox"/>	Clean refrigerator of all items and wipe down with sanitizing cleaner	<input type="checkbox"/>	Outside flood light off, fan off, door locked, lights off.
<input type="checkbox"/>	One wheelchair present.	<input type="checkbox"/>	

## CAMP OF COLORS CLOSING CHECKLIST

### TEAM DORM A (KITCHEN)

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

### TEAM DORM B

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

### TEAM DORM C

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

### CANDIDATE DORM D

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

## CAMP OF COLORS CLOSING CHECKLIST

### CANDIDATE DORM E

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

### RECTOR, HEAD CHA & PRAYER CHA DORMS

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

### SPECIAL NEEDS DORM

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

### SPIRITUAL DIRECTORS DORM

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

## CAMP OF COLORS CLOSING CHECKLIST

### HEAD KITCHEN DORM

<input type="checkbox"/>	Floors vacuumed	<input type="checkbox"/>	1 long table and 2 blue chairs
<input type="checkbox"/>	All items removed from dorms, check under beds and behind storage shelves	<input type="checkbox"/>	All tape, putty & adhesives removed from bed frames
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Showers cleaned	<input type="checkbox"/>	Shower drains cleaned out
<input type="checkbox"/>	Toilets, including bases, are cleaned	<input type="checkbox"/>	Sinks, counter tops & mirror cleaned
<input type="checkbox"/>	Make sure no toiletry items are left above shower stalls	<input type="checkbox"/>	Floors mopped

### PRAYER ROOM

<input type="checkbox"/>	All items other than chairs removed and stored	<input type="checkbox"/>	Vacuum floor
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### CHAPEL

<input type="checkbox"/>	Chapel bathroom cleaned including shower, toilet, sink, & mirror	<input type="checkbox"/>	Chapel dorm fridge clean and empty
<input type="checkbox"/>	Safety plate in place at front of chapel floor and side floor	<input type="checkbox"/>	Fireplace cleaned out, ashes removed
<input type="checkbox"/>	Audio system off	<input type="checkbox"/>	Upper storage room locked
<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees	<input type="checkbox"/>	All items removed from dorm. Check under bunks and behind storage shelves
<input type="checkbox"/>	Storage room neat & organized. Crosses present, chairs neatly stacked and umbrellas in storage bin.	<input type="checkbox"/>	

### STORAGE PAVILION

<input type="checkbox"/>	Upper deck swept	<input type="checkbox"/>	2 wheelchairs present in Camp of Colors cage
<input type="checkbox"/>	Community cage neat & organized, no food in community cage unless sealed in air tight containers	<input type="checkbox"/>	No fabric items on floor (they will mildew)

## CAMP OF COLORS CLOSING CHECKLIST

### KITCHEN

<input type="checkbox"/>	Stove and griddle cleaned. Check grease trap & crumb tray	<input type="checkbox"/>	Electric kettle cleaned. Wooden pedal present
<input type="checkbox"/>	Dishwasher & wash sink clean. Check strainers	<input type="checkbox"/>	Oven clean, check pilot light
<input type="checkbox"/>	Convection ovens clean. Check inside of oven Doors & bottom of ovens	<input type="checkbox"/>	Warmer clean & unplugged
<input type="checkbox"/>	Sinks clean & vegetable sink clean	<input type="checkbox"/>	Cabinet shelves organized
<input type="checkbox"/>	Utensils & serving pieces organized	<input type="checkbox"/>	Washer & dryer cleaned
<input type="checkbox"/>	Refrigerators cleaned out & wiped down	<input type="checkbox"/>	Freezer cleaned out
<input type="checkbox"/>	Storage room shelves cleaned	<input type="checkbox"/>	All garbage cans emptied, new liner in place
<input type="checkbox"/>	Kitchen inventory list completed	<input type="checkbox"/>	Bakery items that are unopened can be left for the following weekend if one is scheduled
<input type="checkbox"/>	Kitchen bathroom cleaned	<input type="checkbox"/>	Thermostat set to heat mode and 50 degrees
<input type="checkbox"/>	Outside grill cleaned, ashes removed	<input type="checkbox"/>	Mop floor
<input type="checkbox"/>	Mop & buckets cleaned. Mops hung up		

### DINING ROOM

<input type="checkbox"/>	Tables & chairs stored in back storage area	<input type="checkbox"/>	Podium placed up against wall leave mic and cable attached to podium
<input type="checkbox"/>	Floor swept and mopped	<input type="checkbox"/>	All decorations removed (exception: if leaving décor for next weekend of the same community)
<input type="checkbox"/>	Both thermostats set to heat mode and 50 degrees	<input type="checkbox"/>	

### BEVERAGE ROOM

<input type="checkbox"/>	Coffee pots cleaned and unplugged	<input type="checkbox"/>	Tea makers cleaned
<input type="checkbox"/>	Audio system off	<input type="checkbox"/>	All pitchers stored on rack
<input type="checkbox"/>	Counters cleaned	<input type="checkbox"/>	Floors swept and mopped

### INVENTORY LIST:

ITEM	#	ITEM	#	ITEM	#
Dinner Plates		Bread Plates		Soup Bowls	
Beverage Glasses		Juice Glasses		Pitchers	
Forks		Tea Spoons		Ice Tea Spoons	
Coffee Cups		Butter Knives		Soup Spoons	
Saucers		Knives		Coffee Carafes	

## CAMP OF COLORS CLOSING CHECKIST

### FINAL WALKTHROUGH

#### **DOORS LOCKED**

- Upper Chapel
- Chapel Rear Door
- Chapel Front Door
- Both Rollo Room Doors
- Back Hallway Door
- Storeroom
- Palanca Room
- Front Hallway Door (Front of Bldg.)
- Dining Room Doors
- Kitchen

#### **THERMOSTATS SET**

(All thermostats are to be set to Heat @ 50 degrees except kitchen thermostat which is A/C only and is set at highest setting of 85 degrees)

- Chapel
- Rollo Room left wall (near timer for cross)
- Rollo Room right wall (near door and walk through to storeroom)
- Team Dorm A (Kitchen)
- Team Dorm B
- Team Dorm C
- Candidate Dorm D
- Candidate Dorm E
- Palanca Room
- Prayer Dorm
- Spiritual Director's Dorm
- Head Kitchen Dorm
- Dining Room (2 SET TO HEAT AND 50 DEGREES AND 1 85 DEGREES)

