

## 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"/>	Pull 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. (17 red and 68 blue chairs.) 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 the booth.
<input type="checkbox"/>	Remote control for projector in tech booth.	<input type="checkbox"/>	Both thermostats – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/>	1 red and 1 black swivel chair in Tech booth.	<input type="checkbox"/>	Lights off and exterior doors locked.

### 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"/>	Vacuum floor.	<input type="checkbox"/>	Windows closed, blinds down with slats completely open (fire code).
		<input type="checkbox"/>	Fan off, exit door locked, lights off.

### PALANCA ROOM

<input type="checkbox"/>	Stack 3 red chairs	<input type="checkbox"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<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"/>	One wheelchair present.
		<input type="checkbox"/>	Outside flood light off, fan off, door locked, lights off.

**TEAM DORM A (KITCHEN)**

<input type="checkbox"/>	Floors vacuumed.	<input type="checkbox"/>	1 long table and 2 maroon chairs.
<input type="checkbox"/>	All items removed from dorm, check under beds and behind storage shelves.	<input type="checkbox"/>	All tape, putty and adhesives removed from bed frames.
<input type="checkbox"/>	Beds put back in proper location and number of beds correct – See diagram on page 8	<input type="checkbox"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/>	All items removed from bathroom.	<input type="checkbox"/>	Shower drains cleaned out.
<input type="checkbox"/>	Showers cleaned.	<input type="checkbox"/>	Sinks, counter tops and mirror cleaned.
<input type="checkbox"/>	Toilets, including bases, cleaned.	<input type="checkbox"/>	Bathroom floor mopped.
<input type="checkbox"/>	Make sure no toiletry items are left in showers or above shower stalls.	<input type="checkbox"/>	Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="checkbox"/>	Windows closed, blinds down with slats completely open (fire code).	<input type="checkbox"/>	Lights and fans off.

**TEAM DORM B**

<input type="checkbox"/>	Floors vacuumed.	<input type="checkbox"/>	1 long table and 2 maroon chairs.
<input type="checkbox"/>	All items removed from dorm, check under beds and behind storage shelves.	<input type="checkbox"/>	All tape, putty and adhesives removed from bed frames.
<input type="checkbox"/>	Beds put back in proper location and number of beds correct – See diagram on page 9	<input type="checkbox"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/>	All items removed from bathroom.	<input type="checkbox"/>	Shower drains cleaned out.
<input type="checkbox"/>	Showers cleaned.	<input type="checkbox"/>	Sinks, counter tops and mirror cleaned.
<input type="checkbox"/>	Toilets, including bases, cleaned.	<input type="checkbox"/>	Bathroom floor mopped.
<input type="checkbox"/>	Make sure no toiletry items are left in showers or above shower stalls.	<input type="checkbox"/>	Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="checkbox"/>	Windows closed, blinds down with slats completely open (fire code).	<input type="checkbox"/>	Lights and fans off.

**TEAM DORM C**

<input type="checkbox"/>	Floors vacuumed.	<input type="checkbox"/>	1 long table and 2 maroon chairs.
<input type="checkbox"/>	All items removed from dorm, check under beds and behind storage shelves.	<input type="checkbox"/>	All tape, putty and adhesives removed from bed frames.
<input type="checkbox"/>	Beds put back in proper location and number of beds correct – See diagram on page 9	<input type="checkbox"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/>	All items removed from bathroom.	<input type="checkbox"/>	Shower drains cleaned out.
<input type="checkbox"/>	Showers cleaned.	<input type="checkbox"/>	Sinks, counter tops and mirror cleaned.
<input type="checkbox"/>	Toilets, including bases, cleaned.	<input type="checkbox"/>	Bathroom floor mopped.
<input type="checkbox"/>	Make sure no toiletry items are left in showers or above shower stalls.	<input type="checkbox"/>	Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="checkbox"/>	Windows closed, blinds down with slats completely open (fire code).	<input type="checkbox"/>	Lights and fans off.

**CANDIDATE DORM D**

<input type="radio"/>	Floors vacuumed.	<input type="radio"/>	1 long table and 2 maroon chairs.
<input type="radio"/>	All items removed from dorm, check under beds and behind storage shelves.	<input type="radio"/>	All tape, putty and adhesives removed from bed frames.
<input type="radio"/>	Beds put back in proper location and number of beds correct – See diagram on page 9	<input type="radio"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="radio"/>	All items removed from bathroom.	<input type="radio"/>	Shower drains cleaned out.
<input type="radio"/>	Showers cleaned.	<input type="radio"/>	Sinks, counter tops and mirror cleaned.
<input type="radio"/>	Toilets, including bases, cleaned.	<input type="radio"/>	Bathroom floor mopped.
<input type="radio"/>	Make sure no toiletry items are left in showers or above shower stalls.	<input type="radio"/>	Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="radio"/>	Windows closed, blinds down with slats completely open (fire code).	<input type="radio"/>	Lights and fans off.

**CANDIDATE DORM E**

<input type="radio"/>	Floors vacuumed.	<input type="radio"/>	1 long table and 2 maroon chairs.
<input type="radio"/>	All items removed from dorm, check under beds and behind storage shelves.	<input type="radio"/>	All tape, putty and adhesives removed from bed frames.
<input type="radio"/>	Beds put back in proper location and number of beds correct – See diagram on page 9	<input type="radio"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="radio"/>	All items removed from bathroom.	<input type="radio"/>	Shower drains cleaned out.
<input type="radio"/>	Showers cleaned.	<input type="radio"/>	Sinks, counter tops and mirror cleaned.
<input type="radio"/>	Toilets, including bases, cleaned.	<input type="radio"/>	Bathroom floor mopped.
<input type="radio"/>	Make sure no toiletry items are left in showers or above shower stalls.	<input type="radio"/>	Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="radio"/>	Windows closed, blinds down with slats completely open (fire code).	<input type="radio"/>	Lights and fans off.

**RECTOR, HEAD CHA & PRAYER CHA DORMS**

<input type="radio"/>	Floors vacuumed.	<input type="radio"/>	1 table and 2 purple armchairs in Rector room, 1 black swivel chair in Head Cha room.
<input type="radio"/>	All items removed from dorms, check under beds and behind storage shelves and desk.	<input type="radio"/>	All tape, putty and adhesives removed from bed frames.
<input type="radio"/>	Beds put back in proper location and number of beds correct – See diagram on page 9	<input type="radio"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="radio"/>	All items removed from bathroom.	<input type="radio"/>	Shower drain cleaned out.
<input type="radio"/>	Shower cleaned.	<input type="radio"/>	Sink, counter top and mirror cleaned.
<input type="radio"/>	Toilet, including base, cleaned.	<input type="radio"/>	Bathroom floor mopped.
<input type="radio"/>	Make sure no toiletry items are left in shower.	<input type="radio"/>	Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="radio"/>	Windows closed, blinds down with slats completely open (fire code).	<input type="radio"/>	Lights and fans off.

### **SPECIAL NEEDS DORM**

<input type="checkbox"/> Floors vacuumed.	<input type="checkbox"/> 1 short table and 2 maroon chairs.
<input type="checkbox"/> All items removed from dorm, check under beds and behind storage shelf.	<input type="checkbox"/> All tape, putty and adhesives removed from bed frames.
<input type="checkbox"/> Beds put back in proper location and number of beds correct – See diagram on page 8	<input type="checkbox"/> Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/> All items removed from bathroom.	<input type="checkbox"/> Shower drain cleaned out.
<input type="checkbox"/> Shower cleaned.	<input type="checkbox"/> Sink, counter tops and mirror cleaned.
<input type="checkbox"/> Toilet, including base, cleaned.	<input type="checkbox"/> Bathroom floor mopped.
<input type="checkbox"/> Make sure no toiletry items are left in shower.	<input type="checkbox"/> Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="checkbox"/> Windows closed, blinds down with slats completely open (fire code).	<input type="checkbox"/> Lights and fan off.

### **SPIRITUAL DIRECTOR DORM**

<input type="checkbox"/> Floors vacuumed.	<input type="checkbox"/> 2 maroon chairs.
<input type="checkbox"/> All items removed from dorm, check under beds and behind storage shelf.	<input type="checkbox"/> All tape, putty and adhesives removed from bed frames.
<input type="checkbox"/> Beds put back in proper location and number of beds correct – See diagram on page 8	<input type="checkbox"/> Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/> All items removed from bathroom.	<input type="checkbox"/> Shower drain cleaned out.
<input type="checkbox"/> Shower cleaned.	<input type="checkbox"/> Sink, counter tops and mirror cleaned.
<input type="checkbox"/> Toilet, including base, cleaned.	<input type="checkbox"/> Bathroom floor mopped.
<input type="checkbox"/> Windows closed, blinds down with slats completely open (fire code).	<input type="checkbox"/> Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="checkbox"/> Make sure no toiletry items are left in shower.	<input type="checkbox"/> Lights and fan off.

### **HEAD KITCHEN DORM**

<input type="checkbox"/> Floors vacuumed.	<input type="checkbox"/> 1 short table and 2 maroon chairs.
<input type="checkbox"/> All items removed from dorm, check under beds and behind storage shelf.	<input type="checkbox"/> All tape, putty and adhesives removed from bed frames.
<input type="checkbox"/> Beds put back in proper location and number of beds correct – See diagram on page 8	<input type="checkbox"/> Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/> All items removed from bathroom.	<input type="checkbox"/> Shower drain cleaned out.
<input type="checkbox"/> Shower cleaned.	<input type="checkbox"/> Sink, counter tops and mirror cleaned.
<input type="checkbox"/> Toilet, including base, cleaned.	<input type="checkbox"/> Bathroom floor mopped.
<input type="checkbox"/> Make sure no toiletry items are left in shower.	<input type="checkbox"/> Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="checkbox"/> Windows closed, blinds down with slats completely open (fire code).	<input type="checkbox"/> Lights and fan off.

### **PRAYER ROOM**

<input type="checkbox"/> All items removed.	<input type="checkbox"/> Vacuum floor.
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## CHAPEL

<input type="checkbox"/>	Floors vacuumed.	<input type="checkbox"/>	Clean refrigerator of all items and wipe down with sanitizing cleaner.
<input type="checkbox"/>	All items removed from dorm, check under beds and behind storage shelf.	<input type="checkbox"/>	All tape, putty and adhesives removed from bed frames.
<input type="checkbox"/>	Beds put back in proper location and number of beds correct – See diagram on page 8	<input type="checkbox"/>	Thermostat – From Oct 1 to Apr 30, set to heat mode and 50°. From May 1 to Sept 30, set to AC and 85°.
<input type="checkbox"/>	All items removed from bathroom.	<input type="checkbox"/>	Shower drain cleaned out.
<input type="checkbox"/>	Shower cleaned.	<input type="checkbox"/>	Sink, counter tops and mirror cleaned.
<input type="checkbox"/>	Toilet, including base, cleaned.	<input type="checkbox"/>	Bathroom floor mopped.
<input type="checkbox"/>	Make sure no toiletry items are left in shower.	<input type="checkbox"/>	Shower curtain pulled wide across the shower opening so mildew will not form.
<input type="checkbox"/>	All chairs and podium in storage room except for 6 red chairs in front of chapel next to sound equipment.	<input type="checkbox"/>	Lights off.

## STORAGE PAVILION

<input type="checkbox"/>	Upper deck (pavilion) swept and trash disposed of.	<input type="checkbox"/>	2 wheelchairs present in Camp of Colors cage.
<input type="checkbox"/>	Community cage neat and organized, no food in community cage unless sealed in air tight containers.	<input type="checkbox"/>	No fabric items on floor (they will mildew).
<input type="checkbox"/>	Golf Cart returned to proper place.	<input type="checkbox"/>	Check grounds around and in back of pavilion for trash.

## KITCHEN

<input type="checkbox"/>	Stove and griddle cleaned. Check grease trap and crumb tray.	<input type="checkbox"/>	Electric kettle cleaned. Wooden pedal present.
<input type="checkbox"/>	Dishwasher and wash sink cleaned. Check strainers.	<input type="checkbox"/>	Oven cleaned, check pilot light to make sure it's on.
<input type="checkbox"/>	Convection ovens cleaned. Check inside of oven doors and bottom of ovens.	<input type="checkbox"/>	Warmer cleaned and unplugged.
<input type="checkbox"/>	Sinks cleaned and vegetable sink cleaned.	<input type="checkbox"/>	Cabinet shelves organized.
<input type="checkbox"/>	Utensils and service pieces organized.	<input type="checkbox"/>	Washer and dryer empty and cleaned.
<input type="checkbox"/>	Refrigerators cleaned out and wiped down.	<input type="checkbox"/>	Freezer cleaned out and wiped down.
<input type="checkbox"/>	Storage room shelves cleaned.	<input type="checkbox"/>	All garbage cans emptied, new liners in place.
<input type="checkbox"/>	Kitchen inventory list completed.	<input type="checkbox"/>	Bakery items that are unopened can be left for the following weekend of the same community.
<input type="checkbox"/>	Outside kitchen bathroom cleaned.	<input type="checkbox"/>	Thermostat set to A/C mode at 85°.
<input type="checkbox"/>	Outside grill cleaned, ashes removed.	<input type="checkbox"/>	Mop floor.
<input type="checkbox"/>	Mop and buckets cleaned. Mops hung up.		

## DINING ROOM

<input type="checkbox"/>	Tables and chairs stored in back storage area.	<input type="checkbox"/>	Podium placed up against wall. Leave Mic and cable attached to the 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°.	<input type="checkbox"/>	Windows closed, blinds down with slats completely open (fire code).

**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:**

<b>ITEM</b>	<b>#</b>	<b>ITEM</b>	<b>#</b>	<b>ITEM</b>	<b>#</b>
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 CHECKLIST

### 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 Building)
- Dining Room Doors
- Kitchen

#### **THERMOSTATS SET:**

**All Thermostats are to be set to heat mode at 50°, from Oct 1 to Apr 30. From May 1 to Sept 30 – Set to AC and 85°, except for kitchen thermostat which is A/C only and is set at highest setting of 85°.**

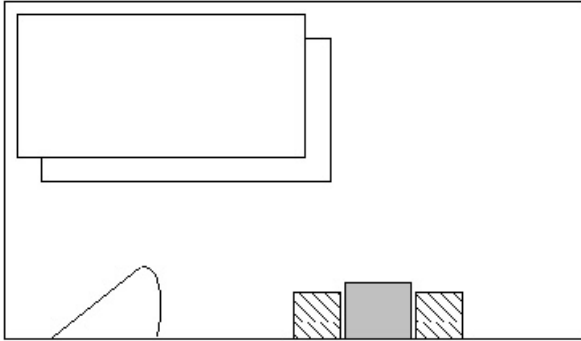
- Chapel
- Rollo Room, left wall (near timer for cross)
- Rollo Room, right wall (near door and walk through to storeroom)
- Team Dorm A Kitchen
- Team Dorm B
- Team Dorm C
- Candidate Dorm D
- Candidate Dorm E
- Palanca Room
- Prayer Dorm
- Spiritual Director Dorm
- Head Kitchen Dorm
- Dining Room (2 set to heat and 50°, from Oct 1 to Apr 30. From May 1 to Sept 30 – Set to AC and 85°. One in kitchen set to A/C and 85°)

**CAMP OF COLORS CLOSING CHECKLIST**

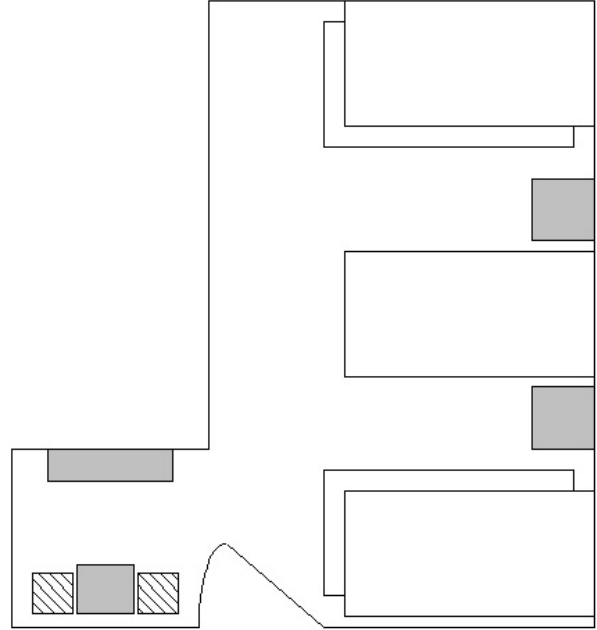
**DORM BED ARRANGEMENTS**

All beds and mattresses are to be returned to their original places as shown in this chart.

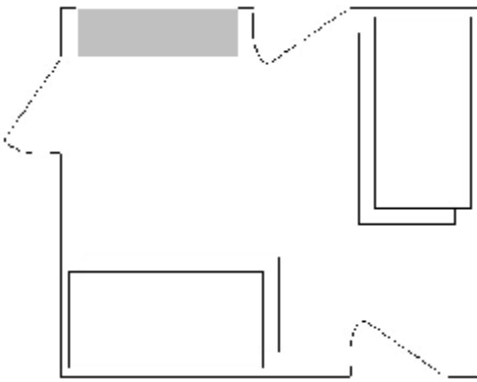
**Head Kitchen Dorm – 2 beds**



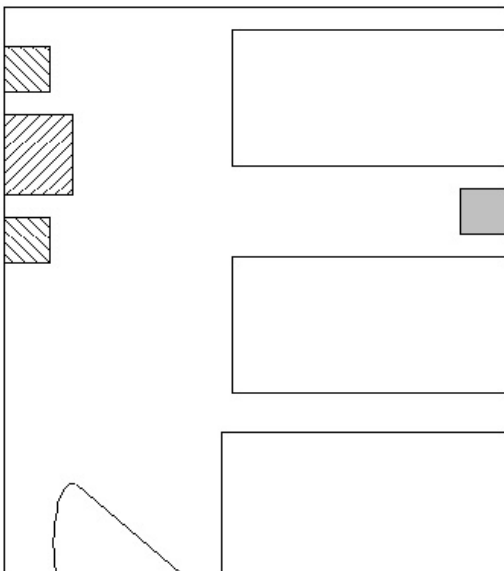
**Spiritual Director Dorm – 5 beds**



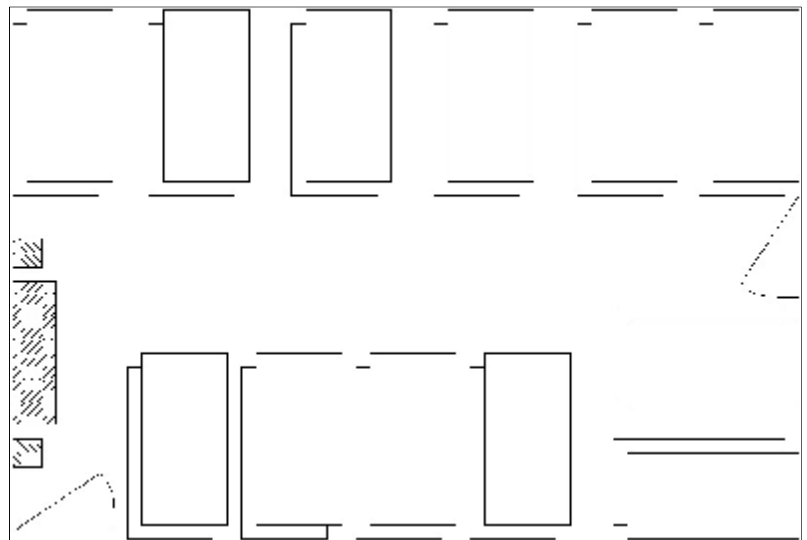
**Chapel Dorm – 4 beds**



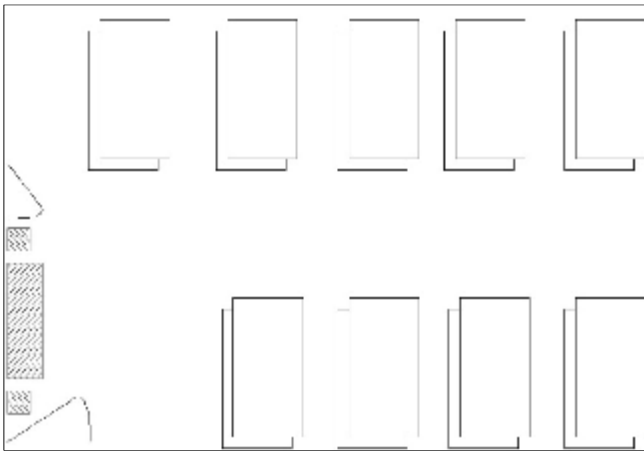
**Special Needs Dorm – 2 beds**



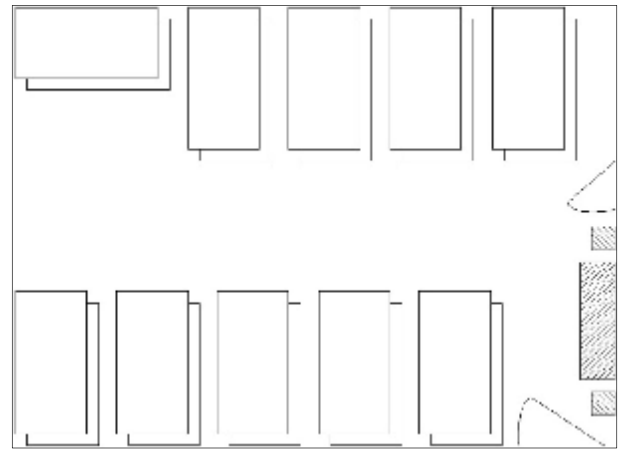
**Team Dorm A (Kitchen) – 24 beds**



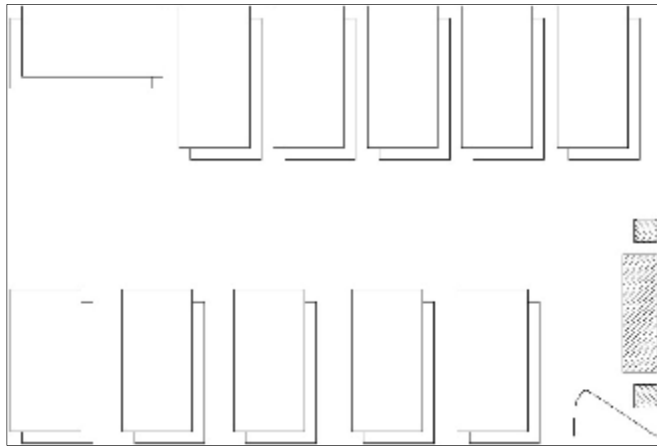
**Team Dorm B – 18 beds**



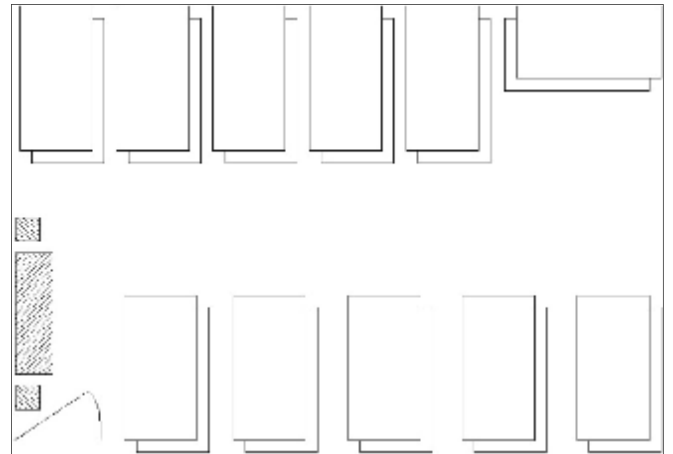
**Team Dorm C – 20 beds**



**Candidate Dorm D – 22 beds**



**Candidate Dorm E – 22 beds**



**Rector (2 beds), Head Cha (2 beds) & Prayer Cha Dorms (8 beds)**

