

Camp of Colors Closing Checklist

This list will help each section head assure that the Camp is left in the best condition possible for the next weekend using the Camp and that the closing inspection will go smoothly. If there are any problems during your weekend, please notify the current emergency contacts. Any items you leave at the Camp 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 the weekend. Please allow a team of six to ten team members to stay after closing for the final walk through and to assist in last minute clean-up.

Please refer to <http://campofcolors.org/policies--procedures.html> for details about current Camp of Colors Policies and Procedures (CoC P&P).

This checklist should be reviewed and signed by the responsible team member, weekend team representative and a Camp of Colors representative. The Assistant Head Cha, Head Dorm Cha and all Dorm Cha's are expected to remain at the Camp of Colors until all cleaning is completed and the checklist is signed.

Rollo Room

<input type="checkbox"/>	Parking area floodlights are off	<input type="checkbox"/>	Leave sound system manual in TECH booth
<input type="checkbox"/>	Both thermostats: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°	<input type="checkbox"/>	Sound system is off. Power switch is underneath the booth for the amps and on the back of the mixing board.
<input type="checkbox"/>	X-32 mixing board in TECH booth. Board is off	<input type="checkbox"/>	All music stands in the pass thru to storeroom
<input type="checkbox"/>	S16 Digital snake at front of room. Powered off. Power cable and data cable attached	<input type="checkbox"/>	Wireless microphone receivers on left front shelf of tech booth. Connected to X-32. Powered off
<input type="checkbox"/>	iMac in tech booth. Powered off. Keyboard and mouse attached	<input type="checkbox"/>	Wireless handheld and lavalier microphones in CoC cabinet in the pass thru
<input type="checkbox"/>	Cable labeled "laptop" attached to the mixing board. iPhone adapter attached	<input type="checkbox"/>	Stack chairs 4 high and place around the exterior of the room. 78 gray chairs w/o arms and 10 chairs with arms stacked against the wall.
<input type="checkbox"/>	Remote controls (x2) for TVs in the TECH booth	<input type="checkbox"/>	Stack round tables on the dolly
<input type="checkbox"/>	2 black swivel chairs in the TECH booth	<input type="checkbox"/>	Vacuum the floor
<input type="checkbox"/>	All items removed from walls	<input type="checkbox"/>	Easels on the wall hook in the pass thru
<input type="checkbox"/>	Small speaker outside Rollo room door for Head Cha. USB power cable attached		

Please note any items that need repair in this section

Storeroom

<input type="checkbox"/>	2 gray chairs with arms	<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 left with can
<input type="checkbox"/>	Clean counters, sinks, and tables and wipe down with sanitizing cleaner	<input type="checkbox"/>	Small speaker on shelf above coffee maker
<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	Windows closed, blinds down with slats open
<input type="checkbox"/>	Fan off, exit door locked, lights off	<input type="checkbox"/>	Clean microwave
<input type="checkbox"/>	Silent signs out and available for next weekend		

Please note any items that need repair in this section

Palanca room

<input type="checkbox"/>	4 gray chairs	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	Organize shelves
<input type="checkbox"/>	Small speaker on shelf near HVAC	<input type="checkbox"/>	3 metal banner hangers on banner holder
<input type="checkbox"/>	Clean refrigerator of all items and wipe down interior with sanitizing cleaner	<input type="checkbox"/>	1 wheelchair present
<input type="checkbox"/>	Outside light off, fan off, exit door locked, lights off	<input type="checkbox"/>	Remove all tape from cubbies

Please note any items that need repair in this section

Team Dorm A (Kitchen)

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 long table and 2 gray 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 twelve (12) bunks/twenty-four (24) beds in room	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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 open	<input type="checkbox"/>	Lights off and fan off

Please note any items that need repair in this section

Team Dorm B

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 long table and 2 gray 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 eleven (11) bunks/twenty-two (22) beds in room	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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 open	<input type="checkbox"/>	Lights off and fan off

Please note any items that need repair in this section

Team Dorm C

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 long table and 2 gray 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 eleven (11) bunks/twenty-two (22) beds in room	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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 open	<input type="checkbox"/>	Lights off and fan off

Please note any items that need repair in this section

Candidate Dorm D

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 long table and 2 gray 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 eleven (11) bunks/twenty-two (22) beds in room	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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 open	<input type="checkbox"/>	Lights off and fan off

Please note any items that need repair in this section

Candidate Dorm E

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 long table and 2 gray 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 eleven (11) bunks/twenty-two (22) beds in room	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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 open	<input type="checkbox"/>	Lights off and fan off

Please note any items that need repair in this section

Rector & Head Cha Room

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	Windows closed, curtains open
<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 two (2) beds in room	<input type="checkbox"/>	Lights off and fan off
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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

Please note any items that need repair in this section

Assistant Head & Data Cha Room

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 small table and 1 gray/green swivel chair in Head Cha room
<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 two (2) beds in room	<input type="checkbox"/>	Windows closed, curtains open
<input type="checkbox"/>	All network equipment left on	<input type="checkbox"/>	Lights off and fan off

Please note any items that need repair in this section

Prayer Cha Dorm

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	Windows closed, blinds down with slats open
<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 four (4) bunks/eight (8) beds in room	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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"/>	Lights off	<input type="checkbox"/>	

Please note any items that need repair in this section

Special Needs Dorm

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 short table and 2 gray 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 three (3) beds in room	<input type="checkbox"/>	Windows closed, blinds down with slats open
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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"/>	Lights off	<input type="checkbox"/>	Handicapped shower chair

Please note any items that need repair in this section

Spiritual Director Dorm

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	1 short table and 2 gray 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 three (3) bunks/six (6) beds in room	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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 open	<input type="checkbox"/>	Lights off and fan off

Please note any items that need repair in this section

Chapel

<input type="checkbox"/>	Vacuum floor	<input type="checkbox"/>	Clean refrigerator of all items and wipe down interior with sanitizing cleaner
<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 two (2) bunks/four (4) beds in room.	<input type="checkbox"/>	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	All items removed from bathroom	<input type="checkbox"/>	Shower drains cleaned
<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 swept and floor mopped
<input type="checkbox"/>	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"/>	All chairs and podium in storage room except for 6 gray chairs in front of chapel next to sound equipment	<input type="checkbox"/>	Lights off
<input type="checkbox"/>	Audio system powered off	<input type="checkbox"/>	Mac mini on table. Monitor, mouse, and keyboard attached. Powered off
<input type="checkbox"/>	TV (x3) turned off	<input type="checkbox"/>	TV remotes (x3) on top of audio equipment

Please note any items that need repair in this section

Storage Pavilion

<input type="checkbox"/>	Upper deck swept, and trash disposed of	<input type="checkbox"/>	Close all openings on the dumpster
<input type="checkbox"/>	Community cage neat and organized, no food in community cage unless sealed in airtight containers	<input type="checkbox"/>	No fabric items on floor
<input type="checkbox"/>	Cart returned to the cage area	<input type="checkbox"/>	Dispose of all trash around pavilion
<input type="checkbox"/>	Designated smoking area is clean	<input type="checkbox"/>	Make sure all trash is IN the dumpster. No trash can be left on the ground or on the lid of the dumpster
<input type="checkbox"/>	Lights off	<input type="checkbox"/>	Outside doors closed and locked

Please note any items that need repair in this section

Kitchen

<input type="checkbox"/>	Stove and griddle cleaned. Check grease trap and crumb tray	<input type="checkbox"/>	Electric kettle cleaned. Wooden paddle 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"/>		<input type="checkbox"/>	Clean refrigerator and freezer of all items and wipe down interior with sanitizing cleaner
<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"/>	Microwave is clean
<input type="checkbox"/>	Make sure the drawer fronts and cabinet doors are clean	<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"/>	Thermostats: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
<input type="checkbox"/>	Lights off	<input type="checkbox"/>	Mop and buckets cleaned. Mops hung up
<input type="checkbox"/>	Clean counters, sinks, and tables and wipe down with sanitizing cleaner	<input type="checkbox"/>	Floor swept and mopped

Please note any items that need repair in this section

Dining Room

<input type="checkbox"/>	Tables and chairs stored on racks in back storage area. All tape removed	<input type="checkbox"/>	Podium platform placed up against the wall. Leave mic and cable attached to the podium
<input type="checkbox"/>	Floor swept and mopped	<input type="checkbox"/>	All decorations removed from storeroom in hallway outside dining room (Exception: if leaving décor for next weekend of the same community)
<input type="checkbox"/>	All thermostats: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°	<input type="checkbox"/>	All tape, putty, and adhesives removed from walls
<input type="checkbox"/>	Lights off and fans off	<input type="checkbox"/>	Fan remotes (x2) on podium
<input type="checkbox"/>	Audio system off		Windows closed, blinds down with slats open

Please note any items that need repair in this section

Beverage Room

<input type="checkbox"/>	Coffee pots cleaned and unplugged. Clean underneath the filter holder with hot water and white vinegar	<input type="checkbox"/>	Tea makers cleaned
<input type="checkbox"/>	Drink cooler on	<input type="checkbox"/>	All pitchers, cups, and glasses stored on rack
<input type="checkbox"/>	Clean counters, sinks, and tables and wipe down with sanitizing cleaner	<input type="checkbox"/>	Floor swept and mopped
<input type="checkbox"/>	Lights off	<input type="checkbox"/>	

Please note any items that need repair in this section

Inventory List

The purpose of the inventory list is to make sure there is a supply of items for the next weekend. Please notify your community and the Camp of Colors representatives of any shortages.

Item	#	Item	#	Item	#
Dinner plates	/ 115	Bread plates	/ 115	Soup bowls	/ 115
Beverage glasses	/ 115	Juice glasses	/ 115	Pitchers	
Forks	/ 115	Spoons	/ 115		
Coffee cups	/ 115	Butter knives	/ 115		
Saucers	/ 115	Knives	/ 115	Coffee carafes	

FINAL WALKTHROUGH

DOORS LOCKED:

- Upper Chapel
- Chapel rear
- Chapel front
- Both Rollo room doors
- Back hallway
- Storeroom
- Palanca
- Front hallway (front of building)
- Dining room
- Kitchen

THERMOSTATS SET:

All thermostats are to be set as follows:

From 1/Oct – 30/Apr set to Heat at 60°

From 1/May – 30/Sep set to Cool at 80°

- Chapel
- Rollo room, left wall
- Rollo room, right wall
- Team dorm A - Kitchen
- Team dorm B
- Team dorm C
- Candidate dorm D
- Candidate dorm E
- Palanca
- Prayer
- Dining room (3 units)

Camp of Colors Closing Checklist

Please note any items that need repair in this section

Make a copy of this checklist and leave beside copier in the Data Cha room

Sign Off

Community:	Weekend:	Date:
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Print name:

Sign:

Weekend Rep:

Community Rep:

Camp of Colors Rep:

Note: The weekend, community, and Camp of Colors representatives must be different people.