

Chewelah Peak Checkout Procedures

1. Confirm checkout time with the Chewelah Peak office
2. Clean all dorms, meeting rooms, and dining hall areas that you used.
3. Contact the office when ready for custodian inspection.
4. Turn in keys, AV equipment, balls, videos, etc.
5. Turn in your completed *Adjusted Meal and Stay Count* form to ensure billing accuracy

Cleaning a Dorm

Please Remove

- All your belongings (clothes, coats, cameras, flashlights, phones, etc.)
- All signage put up by your group both inside and out
- Soap and washrags, etc. from the shower stalls
- Furniture or mattresses not in their proper place
- Litter from the dorms (inside and outside)

Wipe down

- Wash all sinks (toothpaste, hair, etc. on countertops)
- Shower stalls (sponge out hair and dirt)
- Sweep floors thoroughly (place sweepings in trash; don't sweep dirt out entrances)
- Damp mop floors (instructions are above the utility sink)

Cleaning a Meeting Room

- Return AV equipment and furniture to its proper place
- Stack chairs six high and push to outer edge of room
- Sweep floors thoroughly (place sweepings in the trash)
- Damp mop floors
- Remove all signs and papers from walls (remove tape as well)
- Pick up litter inside and outside the room
- Close doors and windows and turn off the lights

Outdoor Gathering / Meeting Areas

If you used the Amphitheater, outside campfire bowl, or outdoor meeting area, be sure to clean these areas as well (pick up trash, restack folding chairs, sweep wood debris, etc.)

Remember:

- **Conserve water** – supplies are often lower in winter and during extended dry periods in the summer. Shorter showers really help!
- **Maintain a graffiti free site** – help us keep our area beautiful; common places for graffiti are under the mattresses and on the under side of the top bunk.
- **Keep things in place** – ask permission before you move something and remember to move it back before you leave.