

Cispus Checkout Procedures

1. Confirm checkout time with the Cispus office
2. Clean dorms and meeting rooms
3. Call the office when ready for custodian inspection
4. Turn in keys, AV equipment, balls, videos, etc.

Cleaning a Dorm

Please remove:

- All your belongings
- Your signs both inside and out
- Soap and washrags from the shower stalls
- Furniture or mattresses not in their proper place
- Litter from the dorms (inside and outside)

Wipe down:

- Wash basins (toothpaste, hair, etc. on countertops)
- Drinking fountains
- Shower stalls (sponge out hair and dirt)

- Sweep floors thoroughly (place sweepings in trash; don't sweep dirt out entrances)
- Damp mop floors (instructions above 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 trash)
- Vacuum rugs and damp mop floors
- Remove all of your signs from walls
- Pickup litter inside and outside the room
- Close doors and windows and turn off the lights

- If campfire bowl or pavilions were used, be sure to clean these areas also.