

2023 HOST AND SANITATION CHECKLIST

NAME _____ CABIN # _____

or CLUB _____ or TENT # _____

Due to Covid-19, this year's sanitation duties have been modified. A professional cleaning service will clean both before and after each weekend camp is open. Your job will be to maintain sanitation during the weekend. Please use any protective equipment you need while performing the tasks listed below.

Host and Sanitation duties should begin **at the latest** before noon on Saturday, and preferably either Friday evening or Saturday morning. Stock of supplies and general cleanliness should be checked though the weekend and re-checked at the end of the weekend (approx. 5pm Sunday). This requires you to remain in camp throughout the weekend. Make sure you plan to arrive before noon on Saturday, and do not return home until after 5 pm on Sunday.

Make sure to inform the Host and Sanitation Chair or camp director of supplies or repairs needed at the end of the weekend. Let the director know in person or with a note. Let the chair know with an email directed to them. Contact info is at the bottom of this page.

All bathroom supplies are in the cabinets in the large bathhouse. There is an additional smaller set of supplies in the bathroom at the other end of the parking lot.

Checklist:

- ☐ Spray toilet flushers, faucets and light switches with disinfectant spray.
- ☐ Replace toilet tissue as required. Place spare (wrapped) rolls in the stalls as needed through the weekend.
- ☐ Refill hand sanitizer, soap and paper towel dispensers as needed through the weekend.
- ☐ Take garbage to bear-proof dumpster and replace garbage can liners as needed through the weekend.
- ☐ Sweep the Pavilion area, meeting room, and steps.
- ☐ Replace burned out light bulbs or notify camp director.
- ☐ Check for obvious safety hazards and notify the camp director.
- ☐ Check for supplies that are running short or missing and notify camp director.

I have performed the above duties on:

Saturday, ___/___/___23 at _____ (time) and Sunday, ___/___/___23 at _____(time)

on behalf of _____ facility.

Print Name of Person(s) who performed cleaning tasks

Have camp director or camp committee member sign on Saturday **AND** Sunday

Camp Director: acacampcommittee@gmail.com H&S Chair: hostsanitation@aca-atlanticdivision.com