

# Final Clean Up

These are the areas you will be using and the tasks to be done to leave the house in good condition. Your final act of service to us will be the preparations you make for the group that will be coming after you. You can use this form to assist you in delegating these responsibilities to the members of your group.

Chore Coordinator \_\_\_\_\_

Be sure all areas are have been cleaned to the recommendations listed below and that all personal items have been removed. This person will communicate with the House Manager or an intern about the condition of the areas and any needs the group has in accomplishing these tasks.

**Kitchen** (Sweep & mop floor; wash and put away dishes; wipe-down counter tops; remove all trash):

1. \_\_\_\_\_

2. \_\_\_\_\_

**Work Group Refrigerator** (Remove all food; clean entirely; Needs to be ready for the next group coming):

1. \_\_\_\_\_

2. \_\_\_\_\_

**Pantry** (Remove all food; organize shelves; sweep floor; remove any trash):

1. \_\_\_\_\_

2. \_\_\_\_\_

**Dining Room** (Vacuum carpet; wipe-down tables & chairs; clean windows; dust):

1. \_\_\_\_\_

2. \_\_\_\_\_



**Bathroom** (Sweep & mop floor; clean toilets, shower stalls, & sinks; wipe-down counter-top & other surfaces; remove trash):

1. \_\_\_\_\_

2. \_\_\_\_\_

**Front Living Room** (Vacuum carpet; dust; clean windows; clean & straighten furniture):

1. \_\_\_\_\_

2. \_\_\_\_\_

**Porches & Yard** (Pick-up & discard trash; sweep porch & straighten furniture; pick up yard toys & games; straighten back deck; close trash cans):

1. \_\_\_\_\_

2. \_\_\_\_\_

**Picnic Shelter** (Sweep, hose down if necessary, clean off tables, remove trash, straighten tables):

1. \_\_\_\_\_

2. \_\_\_\_\_

**Dorm Rooms** (Remove all personal bedding from beds but leave fitted sheets belonging to Good Works, remove trash, check under beds, vacuum carpet in rooms and hallway):

1. \_\_\_\_\_

2. \_\_\_\_\_

A note about personal items: Because of the large number of groups and people coming to Good Works, we are not able to discern what items left behind belong to which groups. If you believe that something has been forgotten, please call us and we will look into it. If we find the item, we can send it to you. (A donation to cover postage costs would be very much appreciated.)

