The following are established guidelines for cleaning designated facilities used on Council Properties. For Council and District events/activities that occur on other locations, these procedures should be used to maintain clean facilities the event/activity may be using.

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# Lost Pines Pool Dressing Rooms

**(these should be cleaned IF the pool is in use)**

**Cleaning times: 9am, 12pm, 3pm, 6pm each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayer set to MIST setting with 1 gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**

**Cleaning Steps:**

1. **Place cleaning in progress sign outside the stall you are cleaning.**
2. **Spray paper towel with Bleach/water cleaning solution use this to wipe down the medal door handle on outside door handle. (Please do not spray or wipe down the wood as bleach will ruin the wood)**
3. **Throw away any trash**
4. **Sweep out dressing room**
5. **Spray the cement walls of dressing room with the Bleach/water cleaning solution (On mist setting – NOT stream or hard spray setting) from 6 feet up across all cement walls and floors.**
6. **Place all supplies back in utility closet.**

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# ALL Bathhouses

***(EXCEPT Lost Pines: Smith Bathhouse in the old staff area)***

**Cleaning times: 9am, 12pm, 3pm, 6pm each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayer set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Toilet Brush**
* **Extra Toilet Paper**
* **\*\*Key to Restroom\*\***
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside the stall you are cleaning.**
2. **Spray outside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Take trash bucket and set outside of stall.**
4. **Take out all paper products, paper towels, toilet paper.**
5. **Flush toilet (If it does not work get the plunger and fix it. If you cannot fix it. Lock that stall and let the Ranger know.)**
6. **Using Bleach/water solution in pump sprayer- spray down the toilet. This includes- seat, under seat, bowl inside and out down to the floor, tank top and 3 sides.**
7. **Scrub inside of toilet bowl with toilet brush.**
8. **Wipe down ALL part of the toilet with paper towel.**
9. **Spray sink, counter, paper towel holder, mirror, soap dispenser, shower head and shower handle with Beach/water solution. Then wipe all of those surfaces down with a paper towel.**
10. **Sweep out stall.**
11. **Spray ALL walls and shower curtain on both sides 6 ft and down plus the now swept out floor with bleach/water solution.**
12. **If there are medal handicap rails wipe these down so the bleach water does not rust them.**
13. **Empty all trash into trash bag.**
14. **Spray inside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
15. **Replace trash can, toilet paper and paper towels into dried holders.**
16. **Check to make sure the soap dispenser is at least ½ full (DO NOT FILL to the top), Check to make sure there is now adequate toilet paper and paper towels. Replace or fill and needed.**
17. **Take trash to dumpster (if you are a District or Council Program) or place in utility room (If you are a Unit) for Ranger to dispose of. (Do not leave trash bags on the trail or outside of bathhouses as we have critters at camp.)**
18. **Place all supplies back in utility closet.**

# Lost Pines SMITH Bathhouse

**Cleaning times: 9am, 12pm, 3pm, 6pm each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayer set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Simple Green in bottle sprayers**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Toilet Brush**
* **Extra Toilet Paper**
* **\*\*Key to Restroom\*\***
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside the stall you are cleaning.**
2. **Spray outside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Take trash bucket and set outside.**
4. **Take out all paper products, paper towels, toilet paper.**
5. **Flush toilets (If they do not work get the plunger and fix it. If you cannot fix it. Lock that stall and let the Ranger know.)**
6. **Using Bleach/water solution in pump sprayer- spray each stall door and wipe down.**
7. **Using Bleach/water solution in pump sprayer spray down the toilet. This includes- seat, under seat, bowl inside and out down to the floor, tank top and 3 sides.**
8. **Scrub inside of toilet bowl with toilet brush.**
9. **Wipe down ALL part of the toilet with paper towel.**
10. **Spray sink, counter, paper towel holder, mirror, soap dispenser with SIMPLE GREEN and wipe down. This bathhouse still has wooden counters so DO NOT USE BLEACH!**
11. **Spray shower head, shower walls, shower handle and shower curtain with Beach/water solution. Then wipe all of those surfaces down with a paper towel.**
12. **Sweep out each room.**
13. **If there are medal handicap rails wipe these down so the bleach water does not rust them.**
14. **Empty all trash into trash bag.**
15. **Spray inside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
16. **Replace trash can, toilet paper and paper towels into dried holders.**
17. **Check to make sure the soap dispenser is at least ½ full (DO NOT FILL to the top), Check to make sure there is now adequate toilet paper and paper towels. Replace or fill and needed.**
18. **Take trash to dumpster (if you are a District or Council Program) or place in utility room (If you are a Unit) for Ranger to dispose of. (Do not leave trash bags on the trail or outside of bathhouses as we have critters at camp.)**
19. **Place all supplies back in utility closet.**

# Tom Wooten Restroom Stalls

**Cleaning times: 9am, 12pm, 3pm, 6pm each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayer set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Toilet Brush**
* **Extra Toilet Paper**
* **\*\*Key to Restroom\*\***
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside the stall you are cleaning.**
2. **Spray outside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Take trash bucket and set outside of stall.**
4. **Take out all paper products, paper towels, toilet paper.**
5. **Flush toilet (If it does not work get the plunger and fix it. If you cannot fix it. Lock that stall and let the Ranger know.)**
6. **Using Bleach/water solution in pump sprayer- spray down the toilet. This includes- seat, under seat, bowl inside and out down to the floor, tank top and 3 sides.**
7. **Scrub inside of toilet bowl with toilet brush.**
8. **Wipe down ALL part of the toilet with paper towel.**
9. **Spray sink, counter, paper towel holder, mirror, soap dispenser, shower head and shower handle with Beach/water solution. Then wipe all of those surfaces down with a paper towel.**
10. **Sweep out stall.**
11. **If there are medal handicap rails wipe these down so the bleach water does not rust them.**
12. **Empty all trash into trash bag.**
13. **Spray inside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
14. **Replace trash can, toilet paper and paper towels into dried holders.**
15. **Check to make sure the soap dispenser is at least ½ full (DO NOT FILL to the top), Check to make sure there is now adequate toilet paper and paper towels. Replace or fill and needed.**
16. **Take trash to dumpster (if you are a District or Council Program) or place in utility room (If you are a Unit) for Ranger to dispose of. (Do not leave trash bags on the trail or outside of bathhouses as we have critters at camp.)**
17. **Place all supplies back in utility closet.**
18. **Supplies back in utility closet.**

# Tom Wooten Shower Stalls

**Cleaning times: 9am, 12pm, 3pm, 6pm each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayer set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **\*\*Key to Restroom\*\***
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside the stall you are cleaning.**
2. **Spray outside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Sweep out stall.**
4. **Spray all walls, rails, shower heads and handles 6 ft and down**
5. **If there are medal handicap rails wipe these down so the bleach water does not rust them.**
6. **Empty all trash into trash bag.**
7. **Spray inside door handle with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
8. **Replace trash can.**
9. **Take trash to dumpster (if you are a District or Council Program) or place in utility room (If you are a Unit) for Ranger to dispose of. (Do not leave trash bags on the trail or outside of bathhouses as we have critters at camp.)**
10. **Place all supplies back in utility closet.**

# Lost Pines Dining Hall

**Cleaning times: Before and after each meal served, Beginning and end of each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayers set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Mops, Mopping Cleaner, Mop Buckets**
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside doors while you are cleaning.**
2. **Spray outside and inside all door handles with** **Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Sweep out floors.**
4. **Clean all light switched by spraying paper towels and wiping down switches.**
5. **Spray all tables and chair backs and seats with Bleach/water cleaning solution and wipe down using paper towels.**
6. **Empty all trash.**
7. **AC filters changed 2x a year by Rangers and dated.**
8. **If using sinks clean using Bleach/water cleaning solution and wipe down with paper towels.**
9. **If using refrigerators clean inside and out using Bleach/water cleaning solution and wipe down with paper towels before and after “your” program day or weekend.**
10. **Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.**
11. **Mop using rinsed out mop heads, mop cleaning liquid, mop buckets. Rinse mops after and hang up to air dry. Dump and rinse out mop bucket.**
12. **Take all trash to the dumpster.**
13. **Place all supplies back in utility closet.**

# Pavilions (All Camps)

**Cleaning times: Before and after each activity, Beginning and end of each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayers set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**

1. **Sweep out floors.**
2. **If there is electricity at the Pavilion, clean all light switches and outlets by spraying paper towels and wiping down switches.**
3. **Spray all picnic tables and seats with bleach/water cleaning solution and wipe down using paper towels.**
4. **Empty all trash.**
5. **Take all trash to the dumpster (or designated trash collection areas).**
6. **Place all supplies back in utility closet.**

# Tom Wooten Hagn Dining Hall

***Cleaning times: Before and after each meal served, Beginning and end of each day***

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayers set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Mops, Mopping Cleaner, Mop Buckets**
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside doors while you are cleaning.**
2. **Spray outside and inside all door handles with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Sweep out floors.**
4. **Clean all light switched by spraying paper towels and wiping down switches.**
5. **Spray all tables and chair backs and seats with Bleach/water cleaning solution and wipe down using paper towels.**
6. **Empty all trash.**
7. **AC filters changed 2x a year by Rangers and dated.**
8. **If using sinks clean using Bleach/water cleaning solution and wipe down with paper towels. \*\*Remember to dump out the 5 gallon buckets under sinks as the plumbing in Hagn Lodge does NOT work and drains into the 5 gallon buckets.**
9. **If using refrigerators clean inside and out using Bleach/water cleaning solution and wipe down with paper towels before and after “your” program day or weekend.**
10. **Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.**
11. **Mop using rinsed out mop heads, mop cleaning liquid, mop buckets. Rinse mops after and hang up to air dry. Dump and rinse out mop bucket.**
12. **Take all trash to the dumpster.**
13. **Place all supplies back in utility closet.**

# Tom Wooten and Green Dickson

# Med Lodge

**Cleaning times: Between each patient that comes in for ANY reason, Beginning and end of each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayers set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Mops, Mopping Cleaner, Mop Buckets**
* **Hand Bottle sprayer with Bleach/water mix**
* **Kitty litter**
* **Bodily Fluid/Bloodborne Pathogen Spill Kit**
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside doors while you are cleaning.**
2. **Spray outside and inside all door handles with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Sweep out floors.**
4. **Clean all light switches and AC by spraying paper towels and wiping down switches.**
5. **Spray desks, counters, cabinets with Bleach/water cleaning solution and wipe down using paper towels.**
6. **Spray down bed rails and both sides of the mattress cover. Let dry and change sheet.**
7. **Empty all trash.**
8. **Clean refrigerators inside and out using Bleach/water cleaning solution and wipe down with paper towels before and after “your” program day or weekend.**
9. **Clean windows by spraying onto paper towel and wiping down each window and window blinds. Do not spray directly with mister.**
10. **Mop using rinsed out mop heads, mop cleaning liquid, mop buckets. Rinse mops after and hang up to air dry. Dump and rinse out mop bucket.**
11. **Take all trash to the dumpster.**
12. **Take sheets to be washed and dried.**
13. **Place all supplies back in utility closet.**

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# Lost Pines Med Lodge

**\*\*Door between Lindsey Kitchen and Med Lodge Laundry room is to remain LOCKED as to NOT cross contaminate the Med Lodge\*\***

**\*\*ONLY the Medic and Medical assistants can sleep in the Lindsey Lodge “bedrooms” on the side that has a door that closes – NO ONE can sleep on the side with the “curtain” door.\*\***

**\*\*The restroom just off of the treatment room is for patient use ONLY\*\***

**\*\*The restroom off the Medic Sleeping area is for the Medical Staff ONLY\*\***

**\*\*Patient waiting area is ONLY a patient waiting area – NOT a sleeping or hang out area\*\***

**Cleaning times: Between each patient that comes in for ANY reason, Beginning and end of each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayers set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Mops, Mopping Cleaner, Mop Buckets**
* **Hand Bottle sprayer with Bleach/water mix**
* **Kitty litter**
* **Bodily Fluid/Bloodborne Pathogen Spill Kit**
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside doors while you are cleaning.**
2. **Spray outside and inside all door handles with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Sweep out floors.**
4. **Clean all light switches by spraying paper towels and wiping down switches.**
5. **Spray counters, tables, cabinets, sink, eye wash station with Bleach/water cleaning solution and wipe down using paper towels.**
6. **Spray down bed rails the mattress cover. Let dry and change sheet.**
7. **Empty all trash.**
8. **Clean windows by spraying onto paper towel and wiping down each window and window blinds. Do not spray directly with mister.**
9. **Mop using rinsed out mop heads, mop cleaning liquid, mop buckets. Rinse mops after and hang up to air dry. Dump and rinse out mop bucket.**
10. **Take all trash to the dumpster.**
11. **Wash sheets between patients.**
12. **Place all supplies back in utility closet.**

# Lost Pines Lindsay Lodge

**(Training room and Kitchen – the Med Lodge should be Locked from Med Lodge side with NO admittance from Kitchen)**

**Cleaning times: Before and after each meal served, Beginning and end of each day**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayers set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Mops, Mopping Cleaner, Mop Buckets**
* **Cleaning in progress sign**

1. **Place cleaning in progress sign outside doors while you are cleaning.**
2. **Spray outside and inside all door handles with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Sweep out floors.**
4. **Clean all light switches by spraying paper towels and wiping down switches.**
5. **Spray all tables and chair backs and seats with Bleach/water cleaning solution and wipe down using paper towels.**
6. **Empty all trash.**
7. **AC filters changed 2x a year by Rangers and dated.**
8. **If using Kitchen (If you are not using the Kitchen Close the door and stay out) clean sink, stove counters using Bleach/water cleaning solution and wipe down with paper towels.**
9. **If using refrigerators clean inside and out using Bleach/water cleaning solution and wipe down with paper towels before and after “your” program day or weekend.**
10. **Clean windows and blinds by spraying onto paper towel and wiping down each window. Do not spray directly with mister.**
11. **Clean kitchen cabinets using simple green \*\*Do not use bleach on the wood cabinets\*\***
12. **Mop using rinsed out mop heads, mop cleaning liquid, mop buckets. Rinse mops after and hang up to air dry. Dump and rinse out mop bucket.**
13. **Take all trash to the dumpster.**
14. **Place all supplies back in utility closet.**

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# Lost Pines Staff Cabins

**Cleaned and sanitized daily, Deep clean before and after “Program session”**

**Needed supplies:**

* **Gloves**
* **Ear wear (safe glasses, sun glasses, face shield)**
* **1 Gallon pump sprayers set to MIST setting with 1 Gallon water and 1/3 Cup of Bleach**
* **Paper Towels**
* **Trash Bags**
* **Broom/Dust Pan**
* **Mops, Mopping Cleaner, Mop Buckets**
* **Hand Bottle sprayer with Bleach/water mix**
* **Simple Green Hand Bottles**
* **Cleaning in progress sign**

**Daily**

1. **Place cleaning in progress sign outside doors while you are cleaning.**
2. **Spray outside and inside all door handles with Bleach/water cleaning solution and wipe down using paper towel cleaning handle and the medal door about 1 Foot round handle.**
3. **Sweep out floors.**
4. **Clean all light switches and AC by spraying paper towels and wiping down with Bleach/water cleaning solution and wipe down using paper towel.**
5. **Spray cabinets, with simple green and wipe down using paper towels.**
6. **Empty all trash.**
7. **Clean windows by spraying onto paper towel and wiping down each window. Do not spray directly with mister.**
8. **Mop IF NESSISARY using rinsed out mop heads, mop cleaning liquid, mop buckets. Rinse mops after and hang up to air dry. Dump and rinse out mop bucket.**
9. **Take all trash to the dumpster.**
10. **Place all supplies back in utility closet at Pool.**

**Deep cleaning ADD**

1. **Spray down bed rails the mattress cover. Let dry**

# Program Areas

**are up to Program Committee on Cleaning procedures.**

**And up to Program Committee, Staff, Range Master to Clean.**

**Please request any supplies needed NO Later than 2 weeks before from Roy Wallace to make sure we have it on hand.**

**\*\*On day of program you can obtain needed supplies from Ranger working that day.**