

# Take Down Procedure

## For Each Unit on the Last Day

### BIFFY

- Scrub seat with disinfectant, sweep floors, leave seat down.  
Leave TP (toilet paper) in the coffee can with the lid on.  
Leave disinfect, cleaning supplies and broom.  
Take extra wrapped TP rolls to Supplies
- Remove and dispose of signs or decorations on or in BIFFY
- Dismantle “hand wash” set-up at last possible moment.  
Return soap, water jug, waste water bucket, water jug sling, and extra paper towels to Supplies.

### Unit Site

- Remove all tarps, coolers, litter, lashing and other non-natural objects from your unit site.
- Return tables to where they were originally
- If you “swept” your unit, please put “duff” back onto the forest floor.
- Leave unit site better than you found it. Nothing of ours should remain at Mountaindale.

### Supplies

- Return Patrol Box (if used one) and/or Coffin box with cooler thermometer, clothespins, sharpie, paper towels, extra trash bags, art kit, first aid kit, hand sanitizer clip on & pump, and any extra supplies not used.
- Return shovel, bucket and tarp (folded) to Supply Shed
- Make sure you are checked off by Supply Staff
- Return any borrowed Arts & Crafts supplies to Arts & Crafts.

### Garbage

All garbage is to be put in the dumpsters behind Marilyn’s Place. Mountaindale does have recycling so please recycle.

# Additional Kaper

<p>Outdoor Explorers</p> <p>— Hike around camp trails and pick up litter</p>	<p>Hot Stuff Jr 1</p> <p>— Move boxes out of Marilyn's Place from First Aid and Directors area to cars as directed by Camp Director &amp; Health Supervisor</p>
<p>Water Everywhere 1</p> <p>— Litter Patrol down path to &amp; around Council Fire. Check around benches for any lost and found and turn in to Marilyn's Place</p>	<p>Boys</p> <p>— Clean Men's Bathroom @ Marilyn's Place (See cleaning procedures in bathroom)</p>
<p>Hot Stuff Br 1</p> <p>— Sweep cement around Marilyn's Place. Turn in any lost and found and patrol for litter.</p>	<p>Outdoor Cook</p> <p>— Mop Marilyn's Place after it has been swept &amp; boxes removed (see cleaning procedures in Marilyn's Place)</p>
<p>Water Everywhere 2</p> <p>— In Marilyn's Place stack all mattresses on sides. Check for lost and found and turn in to Lost &amp; Found Box.</p>	<p>Mountaindale 1</p> <p>— Litter Patrol in Meadow and under trees between Meadow and Parking lot.</p>
<p>Eco-Explorers</p> <p>— Sweep upstairs in Marilyn's Place under all bunks and in alcoves. (don't forget the deck)</p>	<p>Outdoor Survival</p> <p>— Help with Kitchen clean up and packing as directed by Cook Team</p>
<p>Forest Fun Br 2</p> <p>— Litter Patrol in Parking lot by Rangers, Front of Marilyn's Place and Main Parking Lot.</p>	<p>Outdoor Creativity</p> <p>— Clean Bath House by Pavy's. (see cleaning procedures in bathroom)</p>
<p>Outdoor Survival</p> <p>— Pick up Pavy's Kitchen &amp; Main area as directed by Widget Leader (see cleaning procedures in Pavy's for Kitchen)</p>	<p>Hot Stuff Br 2</p> <p>— Sweep Marilyn's Place Downstairs</p>
<p>Hot Stuff Br 3</p> <p>— Take hike around Pond and pick up litter. Don't forget to check bench area overlooking pond.</p>	<p>PAIT</p> <p>— Biffy Patrol (make sure all water stations are taken down, all supplies turned in and garbage taken down to dumpsters)</p>
<p>Water Everywhere 3</p> <p>— Do a litter check in unit 9 – Archery</p>	<p>Forest Fun Br 1</p> <p>— Litter Patrol around Nature Hut. Sweep out Nature Hut</p>
<p>Forest Fun</p> <p>— In Marilyn's Place spray headboards with Lysol and wipe down with paper towels</p>	<p>Outdoor Explorers</p> <p>— Clean Bathroom in Marilyn's Place &amp; upstairs bathroom. (see cleaning procedures in bathroom)</p>
<p>Hot Stuff Jr 2</p> <p>— Clean, Wash &amp; Stack tables and chairs in Marilyn's Place.</p>	<p>Hot Stuff Jr 3</p> <p>— Empty all garbage cans at Mountaindale &amp; replace with new garbage bags</p>
<p>Mountaindale 2</p> <p>— Patrol around and behind Pavy's and Flag for litter. Turn in Lost &amp; Found to Marilyn's Place.</p>	<p>Outdoor Cook</p> <p>— Help with Arts &amp; Crafts &amp; Supplies clean up and packing as directed.</p>