

SELF-CLEANING INFORMATION AND AGREEMENT

Please complete and return this form to APOEC by email to apoec@thekindfoundation.org.nz, two full weeks before the start of your camp.

You have selected the option to self-clean during your stay at APOEC. Please read over the below list and make yourself familiar with the self-cleaning checklist. If you have completed your cleaning please find ensure a APOEC staff member has signed it off – if you are to leave the premises without having the cleaning checked you may incur a cleaning fee.

BUNKROOMS

- Remove all personal gear and rubbish throughout cabin.
- Return all mattresses onto their sides.
- Clean down the sides of the bunks.
- Clean windows and close them.
- Wipe out the shelves (including on top).

DRYING ROOM

- Remove all personal belongings.
- Wipe down the walls using antibacterial spray.
- Clean the window using glass cleaner.
- Clean in between the pegs (vacuum).
- Vacuum and mop the floor.

BATHROOMS – Males, Females, Room 7 ensuite and extra 3 showers

- Remove rubbish and personal belongings from bathrooms.
- Clean mirrors with glass cleaner, ensuring no streaks.
- Wipe down sinks and benches using antibacterial spray or Jif – clean and dry.
- Use hot water and Jif to wipe out the shower trays and walls – clean and dry.
- Scrub out the toilets using toilet brushes and clean seat and lid. Leave clean and dry.
- Use hot water and Bio-zyme to clean out the urinal. Clean and dry.
- Put used bath mats in the washing basket in the workshop.
- Wipe down walls and window sills using antibacterial spray.
- Empty all rubbish bins and replace the bags.
- Sweep and mop the floors.

DINING ROOM

- Tidy the bookshelf.
- Clean down tables and benches using antibacterial spray and hot soapy water. Set out as per APOEC staff instructions.
- Clean windows and window sills using the glass cleaner and microfibre cloths.
- Empty the fireplace (if cooled down) into the metal bucket by the wood shed. Tidy the firewood box.
- Clean behind the sofas and seats.
- Sweep and mop the floors.

KITCHEN (unless APOEC are cooking your meals for you)

- Clean all surfaces and shelves with antibacterial spray
- Empty fridge of personal food (or stacked neatly) and wiped down including using glass cleaner on the doors.
- Clean the hobs and inside the oven using oven cleaner and a scourer. All tinfoil should be replaced in the **oven and under the elements**.
- Clean out the microwave with hot soapy water and antibacterial spray.
- Take the trays out of the toasters and empty the crumbs. Give them a wipe down.
- Clean out the Hayman oven and replace the tinfoil.
- Clean out the kettles (“jugs”) and urn. Turn off at the wall.
- Ensure all dishes are neatly returned to where they belong (use labels).
- Wipe down walls where there is food residue (usually by the oven and bins).
- Put all bins and recycling in the workshop for APOEC to remove.
- Put all dirty cloths in the washing basket in the workshop.
- Clean (vacuum) and mop floors.

SCULLERY

- Clean all surfaces and shelves with antibacterial spray.
- Clean the window using glass cleaner.
- Ensure all dishes are neatly returned to where they belong (use labels).
- Remove all food residue from the sinks (and strainer) and clean and dry the sinks.
- Turn the sanitiser off, remove the strainer, drain it by removing the plug and clean and dry inside.
- Put all bins in the workshop for APOEC to remove.
- Put all dirty cloths in the washing basket in the workshop.
- Sweep and mop the floors.

OTHER

- Clean and dry BBQ if used.
- Clean and mop hallways.
- Sweep the veranda.
- Pick up all rubbish around the grounds.

I agree that by paying to self-clean I will ensure that the areas are to an acceptable standard agreed to by myself and an APOEC staff member. If it is not to an acceptable standard I will be charged a cleaning fee of \$45 per hour.

Name: _____

Signed: _____

Group Name: _____

Date: _____