

Option 1: Cleaning Requirements – Ankara Youth Camp

These are the guidelines for the Ankara staff check-out inspection before departure. Each section below is displayed on an A4 page in the respective area.
Cleaning equipment is supplied - please contact Ankara staff if there are not enough supplies. Thank you for your help.

Cleaning Colour Codes



Toilet area cleaning



Food area cleaning



General cleaning

<p>Kitchen <i>(cleaning cupboard behind washroom door, or wall outside washroom)</i></p> <p>Food: Remove all food items from cool room, freezer and pantry shelves</p> <p>Cooking equipment: Put cleaned and dry pots and pans away on washroom shelves Put cleaned and dry cups, mugs, crockery and cutlery on dining room shelves Put cleaned and dry cooking equipment and utensils away in correct spots</p> <p>Sinks/benchtops: Wipe clean all surfaces with S-Clean Sanitiser and paper towel Wipe up spills on dining room side of servery (wall and floor)</p> <p>Microwave, Oven & Cooktop: Spray with Glykleen 20 & wipe clean with paper towel</p> <p>Bins: Remove and tie bin liners, replace with new bin liner All general rubbish & food waste to be placed in large green bins in car park All recycling outside in bin bank at roadside of dining room</p> <p>Floors: Sweep out floors, including middle rooms, with green broom Put 3 squirts of Glykleen 20 in green mop bucket, fill ½ full with water Mop all floors, including middle rooms, with green mop & bucket Empty mop bucket on ground outside between dining room and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all cleaning chemical &, brooms at washroom cleaning cupboard Hang/stand mops & buckets (upside down) at wall outside washroom</p>	<p>Dishwash Room <i>(Dishwash room cleaning cupboard, or wall outside dishwash room)</i></p> <p>Dishwasher: Empty and clean (see instructions on left side of dishwasher)</p> <p>Cooking equipment: Put cleaned and dry pots and pans away on shelves Put cleaned and dry cups, mugs, crockery and cutlery on dining shelves Put cleaned and dry cooking equipment and utensils away in correct spots</p> <p>Sinks/bench tops: Spray with S-Clean Sanitiser and wipe clean with paper towel</p> <p>Washing Machine/Dryer: Remove washing, clean lint filter & wipe top with paper towel Check clothesline and return pegs and basket to dishwash room</p> <p>Bins: Remove and tie bin liners, replace with new bin liner (cleaning cupboard) All general rubbish & food waste to be placed in large green bins in car park All recycling in purple lid wheely bin or bin bank roadside of dining room</p> <p>Floors: Sweep out floors, including under benches, with green broom Put 3 squirts of Glykleen 20 in green mop bucket, fill ½ full with water Mop all floors, including under benches, with green mop & bucket Empty mop bucket on ground outside between dining room and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all cleaning chemicals & brooms at dishwash room cleaning cupboard Hang/stand mops & buckets (upside down) at wall outside dishwash room</p>
<p>BBQ Cleaning Turn burner controls to OFF Turn off valve at gas bottle and allow hotplate to cool Scrape food particles and excess oil off hotplate with a scraper Apply a layer of cooking oil to cool hotplate (protects from rust) Wipe clean both end tables, warming drawer and any other spills Check level of fat/oil in waste tin and replace tin if full When BBQ is cool, replace stainless protective cover over hotplate Replace black vinyl cover over BBQ</p>	<p>Dishwasher Cleaning When lid is open, remove metal strainers by handle on top Remove gray plastic plug to drain water Remove surround strainer after water has drained Rinse metal strainers, plug & surround (use white shower head) Wipe insides of machine to remove food and greasy film Replace plug and surround, replace metal strainers Turn dishwasher off – push ON/OFF switch (power red light will go off) Leave lid up on dishwasher</p>

Bathrooms – Females

(cleaning cupboard in female amenities, or wall outside amenities)

- Bins:** Remove and tie bin liners, replace with new bin liner (cleaning cupboard)
All general rubbish to be placed in large green bins in car park
- Benchtops/sinks:** Spray with Glykleen 20 and wipe clean with paper towel
- Mirrors:** Spray with Glykleen 20 and wipe clean with paper towel
- Toilets:** Spray toilet seats with S-Clean Sanitiser
Put 1 squirt of Vitality inside toilet bowl, scrub with toilet brush then flush
- Floors:** Hang shower mats on hooks behind doors
Sweep all sand out of shower cubicle floors with **orange** long-handled dustpan
Sweep out floors, including around toilets, with **red broom**
Put 1 pump of Vitality in **red mop bucket**, fill ½ full with water
Mop all floors, including shower and toilet cubicles, with **red mop & bucket**
Empty mop bucket on ground outside between amenities building and road
Rinse mop with water and squeeze out. Rinse sand out of bucket
- Return:** Put all cleaning chemicals back in cleaning cupboard
Hang/stand mops and brooms and place mop buckets upside down outside

Central Bathrooms

(cleaning shelf outside central bathrooms)

- Bin:** Remove and tie bin liner, replace with new bin liner (cleaning shelf on wall)
All general rubbish to be placed in large green bins in car park
- Sink:** Spray with Glykleen 20 and wipe clean with paper towel
- Mirror:** Spray with Glykleen 20 and wipe clean with paper towel
- Toilet:** Spray toilet seat with S-Clean Sanitiser
Put 1 squirt of Vitality inside toilet bowl, scrub with toilet brush then flush
- Floor:** Hang shower mat on rail near door
Sweep out floor, including around toilet and shower, with **red broom**
Put 1 squirt of Vitality in **red mop bucket**, fill ½ full with water
Mop floor area, including around toilet and shower, with **red mop & bucket**
Empty mop bucket on ground outside between buildings and road
Rinse mop with water and squeeze out. Rinse sand out of bucket
- Return:** Put all cleaning chemicals back on cleaning shelf
Hang mops & broom on toilet wall, & place mop bucket upside down

Bathrooms – Males

(cleaning cupboard in male amenities, or wall outside amenities)

- Bins:** Remove and tie bin liners, replace with new bin liner (cleaning cupboard)
All general rubbish to be placed in large green bins in car park
- Benchtops/sinks:** Spray with Glykleen 20 and wipe clean with paper towel
- Mirrors:** Spray with Glykleen 20 and wipe clean with paper towel
- Toilets:** Spray toilet seats with S-Clean Sanitiser
Put 1 squirt of Vitality inside toilet bowl, scrub with toilet brush then flush
- Urinal:** Squirt with Vitality, flush urinal after 2 minutes
Leave Stink-Stopper deodorisers in drain at bottom
- Floors:** Hang shower mats on hooks behind doors
Sweep all sand out of shower cubicle floors with orange long-handled dustpan
Sweep out floors, including around toilets, with **red broom**
Put 1 pump of Vitality in **red mop bucket**, fill ½ full with water
Mop all floors, including shower and toilet cubicles, with **red mop & bucket**
Empty mop bucket on ground outside between amenities building and road
Rinse mop with water and squeeze out. Rinse sand out of bucket
- Return:** Put all cleaning chemicals back in cleaning cupboard
Hang/stand mops and brooms and place mop buckets upside down outside

Recreation Hall

(Central bathrooms cleaning shelf or hall passageway)

- Personal items:** Remove from the hall & staff/first-aid room, windows & walls
- Bins:** Remove and tie bin liners, replace with new bin liner (central bathroom shelf)
All general rubbish to be placed in large green bins in car park
- Chairs:** Stack chairs 10 high against back wall, facing wall
- Whiteboard:** Wipe clean if used. Return next to stage
- Staff room:** Tidy and wipe surfaces with damp paper towel (central bathrooms)
- Floors:** Vacuum floor, including passageway and staff/first-aid room
Vacuum cleaner is located in passageway, kitchen end near outside door
Empty dirt from vacuum cleaners into one of outside bins when finished
- Return:** All sports equipment used to equipment room in a tidy manner
TV trolley to staff room, check for your DVDs or videos left in players
Vacuum cleaners to passageway under respective sign

<p>Outside Areas <i>(dishwash room cleaning cupboard, or wall outside dishwash room)</i></p> <p>Table: Spray with S-Clean Sanitiser and wipe clean with paper towel</p> <p>BBQ: Clean (see instructions on wall behind BBQ) and replace black vinyl cover</p> <p>Floor Mats: Shake out mats and sweep underneath Return floor mats once swept</p> <p>Concrete: Sweep off all concrete areas, ramps & pathways with yellow brooms Blower available on request (camp manager), non-return will incur fee</p> <p>Litter: Do group walk through grounds, pick up all litter and place in bins</p> <p>Bins: Remove and tie bin liners, replace with new bin liner (cleaning cupboard) All general rubbish to be placed in large green bins in car park All food waste rubbish to be placed in large green bins in car park All recycling in purple lid wheely bin or bin bank roadside of dining room</p> <p>Return: All cleaned furniture/equipment removed from buildings to correct places Hang brooms back on wall outside dishwash room, return S-Clean</p>	<p>Leaders Cabins <i>(cleaning cupboard in amenities blocks, or wall outside amenities)</i></p> <p>Personal Belongings: Remove all personal belongings from the room</p> <p>Floor Mats: Shake out mat and hang over veranda rail</p> <p>Mirrors: Spray with Glykleen 20, wipe clean with paper towel (toilets or washroom)</p> <p>Bins: Remove and tie bin liners, replace with new bin liner All general rubbish to be placed in large green bins in car park</p> <p>Floors: Vacuum floor, including under beds Vacuum cleaner is located in Leader's Cabin room C Empty vacuum cleaner bag into bunkhouse main bin when all rooms cleaned</p> <p>Verandas: Sweep deck verandas, steps and ramps with blue broom Return floor mats once swept</p> <p>Return: Return vacuum cleaner to Leader's Cabin room C Hang broom back on cabin wall outside</p>
<p>Dining Room <i>(dishwash room cleaning cupboard, or wall outside dishwash room)</i></p> <p>Personal items: Remove from dining room, including programs or duties list papers</p> <p>Bins: Remove and tie bin liners, replace with new bin liner (cleaning cupboard) All general rubbish to be placed in large green bins in car park Food rubbish to carpark bins, recycling to bin bank roadside dining room</p> <p>Chairs: Wipe clean (damp paper towel), stack chairs 7 high along back wall (south)</p> <p>Tables: Spray with S-Clean Sanitiser and wipe clean with paper towel Stack 7 tables on each table trolley, against roadside wall (leave upright both the table next to fridge & table next to crockery shelves)</p> <p>Floors: Sweep out entire floor with green broom Put 3 squirts of Glykleen 20 in green mop bucket, fill ½ full with water Mop entire floor with green mop & bucket. Change water if needed. Empty mop bucket on ground outside between dining room and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Return: Put all cleaning chemicals & brooms at washroom cleaning cupboard Hang/stand mops and buckets (upside down) at wall outside washroom</p>	<p>Bunkhouses <i>(cleaning cupboard in amenities blocks, or wall outside amenities)</i></p> <p>Personal Belongings: Remove all personal belongings from the room</p> <p>Floor Mats: Shake out mat and hang over veranda rail</p> <p>Bins: Remove and tie bin liner, replace with new bin liner (cleaning cupboard) All general rubbish to be placed in large green bins in car park</p> <p>Cupboards: Sweep out sand from shelves, and top of cupboard</p> <p>Beds: Turn top bunk mattress on its side Place bottom bunk mattress on its side on top bunk Lift bed slats on bottom bunks upwards from centre, lean against bed ends</p> <p>Floors: Sweep out rooms, including under bottom beds, with blue broom Put 1 pump of Vitality in blue mop bucket, fill ½ full with water Mop all floors, including under bottom beds, with blue mop & bucket Empty mop bucket on ground outside between amenities building and road Rinse mop with water and squeeze out. Rinse sand out of bucket</p> <p>Verandas: Sweep concrete verandas with blue broom. Return floor mats once swept</p> <p>Return: Put all cleaning chemicals back in amenities cleaning cupboard Hang mops, brooms and dustpans and place mop buckets upside down</p>