



# Harris Pond Clean-Up Checklist



## Boats:

- Bring all boats to West Shore & drain excess water (drain hole on paddle boats is on the very front side of boat - boat needs to be tipped up on nose to drain. Kayaks also need to be drained).
- Tether all boats to the ropes on the west bank lawn {Pavilion side} with clips and push back out into the water. \*Please do not pull canoes onto the lawn for extended periods of time, the bottoms will over heat and burn the grass.)
- \*Make sure Pedal boats are not pulled up backwards - this will ruin the back rudder.
- Gather all the paddles. Stack under rack on South side of tower building.
- Check for and report any damage, lost plugs, etc. of boats and paddles
- Stack the youth kayaks (yellow together/blue & green together) back along the south side of tower building. Make sure they have been drained and that all the drain plugs are present & pushed in securely.
- Put drained, Blue paddle and Orange paddle board on rack against tower building next to the kayaks.
- Pull the two larger kayaks (Red & Green) onto dock. Make sure they have been drained & re-plugged.

## Tower & Grounds:

- Gather all the Zip-line pulley's & straps & put on the racks just inside the door of the tower (as depicted in picture on wall). Make sure all pulleys are accounted for (There should be five).
- Gather all the life jackets and hang them on the eight poles in the tower. (Life jackets left on the ground will mildew.) Please hang by the sizes & types posted in pictures on wall.
- Gather all the foam noodles and put them in the tall garbage with the umbrellas in the tower
- Put away any other equipment that was borrowed ie. Balls, squirt guns, croquet equipment, etc. Make sure tower is left neat.
- If you used the volley ball standards, put them back on the patio of the tower.
- Make sure the poles used for the pole swing are put on grass edge - out of the way of a lawn mower.
- Make sure that the water slide hose is turned off.
- Check the top of the tower to make sure nothing was left that doesn't belong there.
- Walk around perimeter & on island to check for life jackets, balls, foam tubes, shoes, towels, etc.
- Put all plastic sand box toys in the black chest next to the sand box (Trucks won't fit in there)

## Pavilion:

- Clear and wipe off all the tables. If you moved them, please put them back the way you found them.
- Check for any garbage that may have blown off the tables
- Sweep the large stuff up and put in garbage (\*Note: It's easiest to pull the tables off the pavilion for sweeping and hosing)
- Hose off the patio and squeegee off the excess water. (hose is hanging on south outside wall) **\*\*\*\*NOTE: If there is another group coming after you or if you didn't have any food, you only need to sweep.\*\*\*\*\***
- Make sure any sound equipment used is put away and turned off.
- Wipe off counters and sink. Wash any utensils used & put them back away.
- Check fridge for things left there. Clean up and wipe out any spills in the fridge.
- Put out any fires and return rolling fire pit to gravel on south side of pavilion. Also make sure any umbrellas used there are put back away and stands returned to the side of the pavilion.
- If you are the last group for the day, Dump the Kiddy pools and pull all the plastic playground equipment back onto the pavilion (put in north west corner so that they don't block the opening at the end)
- Collect all the garbage and haul it up to the dumpster to the left of the shop or put full garbage bags in the blue garbage containers on the outside of the pavilion.
- Roll up the blinds (if used) and do a last quick check for anything else that is out of order.  
\*\*\*Report anything broken and have someone check you off before leaving.\*\*\*

Thank You! We hope you enjoyed your time here!