



Harris Pond Clean-Up Checklist



Pavilion:

- Clear and wipe off all the tables. If you moved them, please put them back the way you found them. (There are 2 table styles. Please put the same styles back together in their rows).
- Check for any garbage that may have blown off the tables.
- Sweep the patio area and wash any sticky spots.
- If you are the last group of the day, Hose off the patio and squeegee off the excess water. (hose is hanging on south outside wall)
- Make sure any sound equipment used is put away, in black sound box, and turned off.
- Wipe off counters and sink. Wash any utensils used & put them back away.
- Check the fridge for any 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 used the grill, please wipe it down and empty grease tray so it is ready to be used again.
- 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 east corner so that they don't block the opening at the end - *see picture)
- 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 (please don't put single items in blue receptacles).
- Roll up the blinds (if used) and do a last quick check for anything else that is out of order.

Boats:

- Bring all boats to West Shore & drain excess water
- 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.)
- Gather all the paddles. Stack on or 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 & re-plugged, adult paddle boards and kayaks on the east tower rack

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 double wheel orange and 4 single wheel pulley's).
- 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 i.e. Balls, squirt guns, croquet equipment, etc. Make sure tower is left neat.
- If you used the volleyball standards, put them back on the tower patio.
- 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.
- Check sandbox. Make sure all toys are in the sandbox or the black chest next to it.

*****Report anything broken and have someone check you off before leaving.*****

Thank You! We hope you enjoyed your time here!