

Marello Youth Retreat Center

A Ministry of the Oblates of St. Joseph



Cleaning Instructions

Please follow these instructions carefully to **prevent extra charges** on your bill and to ensure a timely exit upon the completion of your retreat.

Please leave the rooms the way you found them upon your arrival.

General Cleaning:

- Remove trash from **bathrooms, kitchen and all rooms used**, and deposit in the dumpster outside. (Dumpster is located in the cinder block enclosure located at the south end of the Fire Lane.)
- Empty all **outside** garbage cans, too. Police the surrounding areas used by your group for any litter, placing it in the dumpster (remember the raised flower beds by the fountain and around the volleyball court).
- The Health Department of Sacramento County requires all garbage be placed in plastic bags. **Flatten all boxes before placing next to the dumpster in a vertical position along side of it (within the cinder block enclosure.)**
- **Pick up all scraps, particles, clips, and other items from carpeted floor in multi-purpose rooms. Please remember that no food or drink is allowed in carpeted areas.**

Kitchen:

- 1) Take with you, all food remaining from that which you brought – including any food remaining in the refrigerator or freezer. Flatten all boxes and deposit in dumpster.
- 2) Wash dry and put away all dishes, pots, pans, etc. used in the kitchen. Do not leave these to drain, please put them away.
- 3) Clean the three traps in the dishwasher unit and leave them to dry on the stainless counter top.
- 4) Clean microwave inside (all sides, ceiling, floor and tray); and clean the outside too.
- 5) Clean coffee station according to instructions mounted on the wall by the coffee station. Please leave the coffeepot containers, lids, and baskets turned upside down to dry on dishwashing counter.
- 6) Clean stove and ovens inside and out – Grill must be clean with no residue. There are stones for cleaning the grill on the shelf above the stove in a container. Wash down sides, oven doors, knobs of stove and the wall behind stove.
- 7) Clean stove grease trap – **DO NOT PUT GREASE DOWN ANY DRAIN.** Place all grease into the garbage.
- 8) Wipe down all surfaces in the kitchen with cleaner provided – liquid in spray bottles.
- 9) Small garbage/waste cans in kitchen: wash these and leave them to dry turned upside down along the dishwashing counter.
- 9) Sweep the entire floor, and wet mop as may be necessary to remove spills, and dirt tracked in.

Dining Area:

- 1) Wipe down all tables and chairs and arrange as they were upon your arrival (if chairs were stacked on top of tables upon your arrival, please return them to ease floor cleaning).
- 2) Sweep entire floor, and wet mop as may be necessary to remove spills, and dirt tracked in.

Bathrooms:

- 1) Check all stalls and shower areas for any articles belonging to your group.
- 2) Pull all trash from bins and deposit in the dumpster in the cinder block enclosure
- 3) Sweep entire floor, and wet mop as may be necessary to remove spills, and dirt tracked in.

Thank you for all your good help, and God bless you!