

Civilian Conservation Corps Camp Departure

Leaving a place good as or better than you found it is a principle that all mature people subscribe to and an expectation that Hui o Laka has in providing this wonderful resource to our community!

Make sure that this checklist is completed by a responsible party BEFORE you exit the camp. For larger groups, we would suggest making multiple copies so that you can hand them out to those responsible for cleaning various areas. Sometimes none of our staff will be available to check you out. So...make sure to go down this list carefully so your deposit can be returned without any hassle. If the cleaning costs are higher than your deposit, we will make an itemized invoice. If you choose not to pay, you and your group will not be welcomed back.

Kitchens including Mess Hall:

- Remove ALL your food & drink that from refrigerators and food safe. Canned goods, spices, condiments, and unopened dry goods can be left for others to use. Do not leave any other open packages and containers without permission.
- Wipe down refrigerators and doors.
- All small appliances, utensils, pots & pans must be cleaned and DRIED then returned to their place in pantry. Dishtowels are provided.
- Wipe down all tables and countertops. Rags are provided.
- Clean and wash sinks. Empty drain screens. Wipe down dish drainer and tray.
- Used dishtowels go in blue bin.
- Clean microwave, rice pots, toasters, and other appliances.
- Clean and unplug coffee makers.
- Clean stove tops and ovens INCLUDING overflows on the bottom of the oven.
- Put all furniture back where you found it. Take a photo before moving things around.
- Floor swept and mopped.
- Vacuum carpets and upholstery.
- Take all trash and recyclables with you. Collect all personal belongings.
- Close all windows and lock all exterior doors.
- If your group has used the bathroom by the kitchen door, it must be cleaned as well. (see bathrooms).
- Turn all lights off.

Mess Hall Meeting/Library Room:

- RETURN all furniture to where you found them. Take a photo if necessary.
- All folding plastic chairs and tables must be folded against the wall or stacked where you got them.
- Return games, magazines, and books to their places.
- Carpets vacuumed. Floor swept & mopped.
- Close all windows and lock doors.

Cabins:

- Put cabin furnishings back where they belong. Take a photo if necessary, prior to use.
- If provided linens are used, please strip the beds of sheet sets. Leave pillows and comforters on beds or chairs and not floors. Leave a note if something needs repair or special cleaning.
- Check under the beds and mattresses for personal items.
- Empty trash cans. Take all rubbish and recyclables home with you.
- Clear out all food that you brought. Do not leave anything in cabin.
- Clean stove top and oven interior, microwave oven, coffee pot, and toaster.

- ___ Wash and DRY all dishes and utensils and put them away.
- ___ Clean kitchen sink, refrigerator, and shelves. Wipe down all tables and countertops.
- ___ Clean bathroom: Shower, toilet and sink scrubbed. Check that drains free of debris.
- ___ Remove personal items and amenities.
- ___ Toilet and faucets should not be running. Do not leave puddles on wood floors. Wet towels should be hung up and not left on floors.
- ___ Sweep and mop interior floors. Shake out doormats and sweep porches.
- ___ Return doormats to their places. Put away brooms and dustpans.
- ___ Close the windows, turn the lights out, and lock the outside door(s).

Bunkhouses:

- ___ If our sheets were used to sleep on, please remove and replace with clean sheets in storage closet.
- ___ Even if you use a sleeping bag remove pillowcase and replace with clean one.
- ___ Put all linens in one place on table or floor or provided laundry bin.
- ___ Fold and replace any blankets used.
- ___ Put all furnishings back where they belong.
- ___ Straighten out all beds/sheets in the room you are using, especially if you used them to put your gear on them. The room should look neat and clean when you depart, ready for new guests.
- ___ Make sure rooms are swept clean and trash & dust, removed.
- ___ Sweep porches. Shake outdoor mats in the lawn and return to their places.
- ___ Sweep sidewalks if needed and check around building for shoes, toys, and other belongings.
- ___ Return brooms and dustpans. Mop bathroom and bunkroom floors.
- ___ Close windows and lock doors to the exteriors.

Bathrooms & Showers:

- ___ Wipe down all hard surfaces.
- ___ Clean bathroom: toilets and sinks scrubbed. Shower clean and free from soap or containers.
- ___ Check that drains are free of debris.
- ___ Trash should be picked up off floor and cans emptied.
- ___ Empty toilet paper rolls replaced with full rolls
- ___ Showers should be clean and free of soap and containers.
- ___ Check that drains are free of debris and water isn't running in toilets and faucets.
- ___ Sweep and mop bathrooms and showers.
- ___ Lock any exterior doors and turn lights off.
- ___ Towels or bathmats should be left hanging to dry and not wet on the floors.

Grounds:

- ___ Scan the grounds for trash and debris, including small bits of trash, bottle caps, balloons etc.
- ___ Check for and remove broken glass or drink containers from driveway and cement walkways.
- ___ Fire pit area should be checked with unused wood or sticks neatly stacked.
- ___ Use the firepit only for small fires to roast marshmallows. NO BON FIRES.
- ___ You must bring your own wood and tools for splitting wood.
- ___ Do not remove live coals from pit. They are perfectly safe there.
- ___ If using a barbecue or gas stove or wok do not put on dry logs or stumps. Use out in open and not inside or under eaves, porches or close to building walls.
- ___ Extinguish any coals using a hose. Please remove from premises.

- ___ Any post holes or tire tracks made on the lawn should be filled in and neatened up.
- ___ If open, make sure gate to the grass quad is closed and locked.
- ___ Return all balls and outdoor games to Admin Office.
- ___ Check porches and steps for shoes and slippers.
- ___ Clean up any pet droppings and remove from premises. (Pets are not allowed.)

Trash and Recyclables:

- ___ All trash must be bagged, loaded up, and taken off the property. There is a landfill at Kekaha and a landfill drop-off facility at Hanapepe. They both close a half hour for lunch and may be closed on holidays. Please check www.kauai.gov for their current hours prior to visiting.
- ___ Recycled items can be dropped off at the green recycle drop-off bins between the Waimea Athletic Field, Waimea Canyon School, and Kauai Veterans Memorial Hospital. They take cardboard (flattened with tape and staples removed), steel cans (washed and clean), aluminum cans (no foil or food containers), glass bottles (labels ok), mixed paper (no waxed or soiled paper), and some plastics (#1 & #2 plastic bottles (no caps, black plastic, food containers or other # plastics). Everything else is trash.

Return Keys

- ___ Drop off all keys in Admin office key drop. All exterior doors should be locked unless told otherwise by HoL Staff.

Utility Issues

From time to time there will be utility outages. We will not charge anyone for leaving early for this reason. HoL will refund any advance payments against nights not used. If you choose to stay, we will charge you. We may offer alternatives for cooking and some flashlights and lanterns. We can't predict outages. Water outages are more serious, and the camp may need to be closed. We will notify you as soon as we hear of the possibility of an outage during your stay. We do have pumps and water barrels strategically placed to flush toilets if it suddenly happens. A single broken pipe has been known to drain the entire water tank supplying Kokee. Please clean up facility as best you can prior to leaving.

If anyone shorts out an electrical line at the camp from using too many appliances, they may have to live with the inconvenience until the admin office staff is at work. Beware of bringing electric heaters and other power-hungry appliances and plugging them in on the same circuit. Guaranteed you will lose power.

There is no cellular service or access to wifi. Less than a mile down the road is an area that receives cell service. A landline is located in the Mess Hall library and during the day, in the admin office.

Lost and Found:

Please check carefully for all your personal items. We will only keep lost items for one month. We are not responsible for finding the owner of found items or bringing the items to you. We will do our best to return things within reason. Anything that needs to be mailed will need a reimbursement of postage charged.

Damages:

Let us know right away if something has been broken or is not working. Leave a note or contact Hui o Laka at 335-9975 or email: info@kokee.org.

Charges for damages:

If the damages are malicious or irresponsible, we will pass on the expenses to the responsible party on file. For example:

- graffiti or surface damage from paints and crayons by children.
- set off fire extinguishers
- broken doors, windows and screens including hardware
- plugged up sinks or toilets
- fire or water damage
- dirty or burnt pots and pans that have to be thrown away or scrubbed intensively
- missing in part or whole: appliances and furnishings especially handles and knobs.
- damage to furniture, upholstery and bedding from spills, children, and pets
- missing keys including having a locksmith replacing whole sets of keys if deemed necessary for security.

Cleaning fee not refunded in full:

If you leave the camp excessively dirty you will be charged \$45 per hour to clean.

Examples include:

- Dirty appliances, especially stoves and ovens
- Garbage, opened food, and cardboard boxes left at the camp that needs to be hauled away
- Unswept and/or muddy floors
- Broken glass in driveway, parking lot or on floors
- Damages to the grounds such as unauthorized parking that require clean up or fill

It is very important for all groups to clean up after themselves as it helps us keep the cost of staying here reasonable for everyone. Clean up or repairs must be done by hired workers. We appreciate all your efforts to keep the camp in working condition...we all benefit. Please ask us for any basic cleaning supplies, trash bags, and dish soap if you do not see it! We also provide toilet paper and paper towels for reasonable in-house use. Do NOT USE Clorox and other bleach products that will go down the drain as it may damage our septic system. Clorax wipes are fine to use on surfaces.