

Guidelines for Cleanup of Machen Retreat and Conference Center

Main Building

Dining Area (Including hallway toward bathrooms)

After every meal

- Sweep floors
- Wash tables with water
- Clear all garbage
- As trash bag get filled, don't leave outdoors over night*

Every Evening

- Wash tables with hot soapy water
- Wash chair seats with hot soapy water
- Place chairs upside down on tables
- Sweep and mop floors
- Wash windows
- Clear all garbage
- As trash bag get filled, don't leave outdoors over night*

End of retreat/ Conference

- Wash tables with hot soapy water
- Wash chair seats with hot soapy water
- Place chairs upside down on tables
- Sweep and mop floors
- Wash windows
- Clear all garbage
- Bring all trash bags to the McDowell dumping station, do not leave behind in or out doors*

* Trash generated while at Machen may and ought to be dropped off at the McDowell dumping station, or taken with you. The dumping station is located about a mile East on Rt. 250 after Rt. 678 T's into 250. It is on the Left side of the road and is a large dumpster with chain-link fence around it. It may be necessary to make a few trips to the dumping station during your time at MRCC.

Kitchen (Including counters and dish washing area)

After every meal

- Close up all food containers
- Put perishables in refrigerator
- Wash off countertops
- Wash all dishes used for the meals and in between times
- If stove/ grill used, clean surfaces thoroughly
- Cover cups, plates, flatware
- Rinse off dish washing sink area
- Sweep floors
- Clear all Garbage- if full, tie and place outside of kitchen*

Every evening

- Close all food containers
- Put all food containers on shelves
- Put all perishables in refrigerator
- Wash off countertops

- Wash all dishes used for the meals and in between times
- If stove/ grill used, clean surfaces thoroughly
- Cover cups, plates, flatware
- Rinse off dish washing sink area
- Sweep and mop floors

- Clear all Garbage- if full, tie and place outside of kitchen*

End of Retreat/ Conference

- Close all food containers

If you wish to donate food items to the center

- All UNUSED or OPENED food items must be "mouse-proofed" and put on pantry shelves
- All UNUSED or OPENED refrigerated items must be put into the refrigerator with a label stating the date left.

- Please throw away all items not dated or "expired" (use your judgment)
- Scrub countertops with a non abrasive cleaner
- Wash all dishes (cups, plates, flatware, utensils, pots etc) and put them where they were originally found. Look for labels. If uncertain, leave a note.
- Clean the surfaces of the stove and grill thoroughly

- Clean the grill grease bucket (Do not put grease down the drain, put it on the freezer)
- Cover any dishes left out
- Scrub dishwashing sink area
- Sweep and mop floors
- Remove all garbage*

Upstairs meeting room

- Pick up hymnbooks and put in containers
- Straighten up chairs
- Pick up all garbage

End of Retreat/Conference

- Pick up hymnbooks and put in containers
- Stack all chairs in back corner room
- Sweep floor
- Wet mop floor (not too much water)