

## **Orientation for Dude's Palace**

- Girls should be supervised whenever possible when using the facility and must have Guider supervision when using the showers.
- Dude's is on a septic system. It is very important that only limited amounts of one ply toilet paper be flushed down the toilet. To keep the plumbing in working order and to avoid costly repairs and please ensure that tissue, paper towels, tampons, pads, and any other refuse be disposed of in the wastebaskets (there is one in each stall). If the system becomes plugged contact the Caretaker immediately. In the case that the system becomes plugged the building will be shut down and campers will have to use the outhouses.
- Check several times during the day to ensure there are sufficient supplies and that the building is in order (please see the caretaker if the supplies in the cabinet are depleted).
- Leave the outside lights on at night. Please turn out the interior lights when the building is not in use.

## **Procedure for Cleaning Dudes Palace**

The responsibility for cleaning Dudes Palace Washroom is shared by the groups using Pioneer, Hi Yu Win, Ah Ah Wah Kie and Kutawa. Check the schedule to find out when it is your group's turn to clean. If no schedule is posted, ask the Caretaker for your cleaning date(s). Cleaning should be done in the morning between 10:00 and 11:30.

Note: AN ADULT MUST SUPERVISE & CHECK ALL CLEANING

- ✓ Hang the "Closed for Cleaning" signs on the outside of the doors so you won't be disturbed.
- ✓ J-Cloths are for cleaning sinks and showers only. Disposable J-Cloths for cleaning toilets only.
- ✓ Empty all wastebaskets. Take all garbage to the dumpster near the garage. Put new bags from the supply cupboard in each container.
- ✓ Wash shower stalls with J-Cloths and cleaner provided.
- ✓ Sweep floors thoroughly. Wash Shower floors ONLY with mop and floor cleaner provided. Rinse the mop in hot water and hang to dry outside on hooks. Rinse out mop bucket and store outside.
- ✓ Clean toilet bowls inside and out. There are brushes, J-Cloths and cleaner in the supply cupboard wear disposable gloves for all wet cleaning
- ✓ Clean basins and ledges with J-Cloths and cleaner. Wear disposable gloves.
- ✓ Wash and polish mirrors. Cleaning items in supply cupboards
- ✓ Check toilet paper supply in each stall (there is a hook to hang extra roll in each stall). If there is none in the supply cupboard, ask the Caretaker.
- ✓ Sweep mats and cement area around the building.
- ✓ Rinse out toilet brushes and store in marked containers on shelf. Throw away disposable J-Cloth and throw out disposable gloves
- ✓ When you are finished, remove the closed signs.