

General cleaning checklist – Spruce Lodge
(For camp closing, camp opening and as needed)
Bedrooms, living room, halls, stairs and closets
<ul style="list-style-type: none"> <input type="checkbox"/> Dust all furniture, appliances <input type="checkbox"/> Dust or vacuum around wall lamps and receptacles <input type="checkbox"/> Vacuum walls behind dressers, beds, etc <input type="checkbox"/> Search and destroy cobwebs <ul style="list-style-type: none"> <input type="checkbox"/> Vacuum window & door sills and casings <input type="checkbox"/> Vacuum corners at walls and ceilings <input type="checkbox"/> Vacuum stairs and balustrades <input type="checkbox"/> Vacuum all floors & rugs <input type="checkbox"/> Spot clean floors with damp mop or cloth where needed <input type="checkbox"/> Lay out old carpet in hall when closing camp (reverse for opening) <ul style="list-style-type: none"> <input type="checkbox"/> Vacuum both sides of new hall carpet and pad and roll up separately <input type="checkbox"/> Store in northwest bedroom closet <input type="checkbox"/> Vacuum floor before rolling out old carpet
Bathrooms
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum floors, corners at walls and ceilings, window & door casings <input type="checkbox"/> Clean mirrors, sinks, tubs, and toilets <input type="checkbox"/> Damp mop floors <input type="checkbox"/> Clean shower in northwest bedroom & wash shower curtain
Kitchen
<ul style="list-style-type: none"> <input type="checkbox"/> Clean ceiling fan body and blades <input type="checkbox"/> Vacuum window seat, windows and casings <input type="checkbox"/> Wipe mantle and occupants <input type="checkbox"/> Vacuum fireplace, hearth around wood stove <input type="checkbox"/> Clean mirror <input type="checkbox"/> Wash with anti-bacterial cleaner, inside and outside: <ul style="list-style-type: none"> <input type="checkbox"/> Stove including back panel, counter space behind, burner pans, oven door and bottom drawer, inside and outside <input type="checkbox"/> Microwave, toaster and top of dish cart <input type="checkbox"/> Kitchen table and countertops <input type="checkbox"/> Clean all parts of coffee maker <input type="checkbox"/> Wash dishes and put away

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| <ul style="list-style-type: none"><input type="checkbox"/> Sort countertop utensil holders in two crocks<ul style="list-style-type: none"><input type="checkbox"/> Metal implements for use with steel & cast iron pans<input type="checkbox"/> Plastic and wood utensils for use with non-stick pans |
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During camp closing: winterize wood stove, refrigerator & freezer at this point if not already done

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| <ul style="list-style-type: none"><input type="checkbox"/> Clean dish drainer & sink<input type="checkbox"/> Sweep, vacuum and mop floor |
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Exterior

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| <ul style="list-style-type: none"><input type="checkbox"/> Restack shingles, kindling & woodpile as needed<input type="checkbox"/> Sweep porch floor and railings, search & destroy cobwebs<input type="checkbox"/> Sweep exterior of all 1st floor windows, doors & casings<input type="checkbox"/> Pick up branches on lawn<input type="checkbox"/> Rake pine cones/pine needles<input type="checkbox"/> Mow lawn |
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Camp Closing Instructions

Preparing camp for winter - Exterior
Items to be stored in living room
<p>Keep a center aisle to the front door clear while storing the following items Sweep off all surfaces of each item before storing, clean table tops</p> <ul style="list-style-type: none"> <input type="checkbox"/> Move living room furniture back to edges to make room <input type="checkbox"/> Take down porch lanterns <ul style="list-style-type: none"> o brush or vacuum cobwebs inside and out o store lanterns on newspapers under the bench in northwest corner <input type="checkbox"/> Sweep off porch tables and place in living room parallel to long dimension <ul style="list-style-type: none"> o picnic table in the middle of the floor east of centerline o green table in the middle west of centerline (in front of fireplace) <input type="checkbox"/> Sweep off porch swings and store one across each end of picnic table, facing inward <input type="checkbox"/> Store canoes upside down across the green table (perpendicular) <input type="checkbox"/> Store Dave's Sailfish on floor in northeast corner <ul style="list-style-type: none"> o secure canvas cover and place on foam blocks o store sails, mast etc, standing in northeast corner <input type="checkbox"/> Sweep off porch furniture before arranging under and around canoes <input type="checkbox"/> Remove garden tools from the back shed and place on swings and across picnic table <input type="checkbox"/> Drain and coil hoses and place on picnic table or canoes <input type="checkbox"/> Store step ladder with canoes on green table <input type="checkbox"/> Stand wheel barrow on end with plastic or cardboard under to protect floor from rust <input type="checkbox"/> Weber grill: wire brush racks, empty drip pan and wash exterior surfaces <ul style="list-style-type: none"> o Store propane tank in boathouse, grill in living room. <input type="checkbox"/> Front wooden step: sweep all surfaces before putting on front porch below front east window <input type="checkbox"/> Sweep off canoe racks and store on front porch by west window.
Winterize Garden
<p>The following would not be enough instructions for me to do it successfully, but this is what Sharon gave me. I'm sure it makes sense to her.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect plant containers to take home <input type="checkbox"/> Pull weeds, edge, cut back perennials <ul style="list-style-type: none"> o

Preparing camp for winter – Interior
Search pantry, cleaning supply closet, bathrooms, and laundry closet for items that might freeze or are full enough they might expand and burst (including cleaning fluids). Inventory and box for return in the spring.
Winterize freezer in hall – can be done anytime before water is turned off
<input type="checkbox"/> Remove the food from the hallway freezer and unplug the same freezer. <ul style="list-style-type: none"> <input type="checkbox"/> Place two buckets of hot water in the hallway freezer to help it thaw. <input type="checkbox"/> Frequently sponge up the water on the bottom of the freezer. <input type="checkbox"/> Remove, wash and dry all removable parts. <input type="checkbox"/> Wash interior and exterior surfaces and non-removable racks <input type="checkbox"/> While drying, clean behind and under freezer. <input type="checkbox"/> Replace clean parts, turning drawers & trays upside down. <input type="checkbox"/> Prop doors of freezer open.
Winterize pantry– can be done anytime before water is turned off
Inventory all items stored at camp and all items boxed to be returned in the spring. <input type="checkbox"/> Inventory and pack unopened/mostly unused dry goods in metal containers (pasta, pancake mix, bread crumbs). <input type="checkbox"/> Flour and sugar canisters and spices can be inventoried and left on shelves. <input type="checkbox"/> Remove anything that might freeze; inventory and box for storage and return in spring. <input type="checkbox"/> Inventory and discard anything that is getting old or ready for replacement. <input type="checkbox"/> Inventory all items that can be left, such as oils. Place on plastic trays in case of leaks <input type="checkbox"/> Wipe down shelves with anti-bacterial cleaner. <input type="checkbox"/> Check pans and wash any that are not clean
Pack up bedding, linens– can be done anytime before water is turned off*
Check all bathrooms, bedrooms, drawers and closet shelves. <input type="checkbox"/> <i>At closing, unlabelled linens that appear to be used and unwashed can be laundered or trashed: finder's choice.</i> <input type="checkbox"/> *Collect and launder towels and other linens. * <input type="checkbox"/> Collect bath mats, throw rugs, mattress protectors and pads to wash at a Laundromat. <input type="checkbox"/> Collect unlabelled blankets, fold and place in built-in drawers. <input type="checkbox"/> Collect unlabelled sheets and towels, fold and place in built-in drawers. <input type="checkbox"/> Add mothballs, approximately 8-12 scattered around per drawer. <input type="checkbox"/> Scatter a few mothballs in drawers with bagged linens to discourage nesting.

Winterize beds – do anytime
<ul style="list-style-type: none"> <input type="checkbox"/> Store electric blanket and control in closet in bag provided <input type="checkbox"/> Remove all bedding and vacuum mattress; lift and vacuum box spring <input type="checkbox"/> Flip mattress and vacuum other side <input type="checkbox"/> Place pillows in center of bed <input type="checkbox"/> Put the bedspreads on the beds so they can be tucked in tightly between the mattress and springs all the way around mattress <input type="checkbox"/> Push mothballs under edge of mattress: one at each corner, three more along each side and one at each end (twin) or two at each end (full & queen)
Plastic dust covers (kept in cardboard box in hallway) – do anytime
<ul style="list-style-type: none"> <input type="checkbox"/> Cover living room book cases with large plastic sheets <input type="checkbox"/> Cover with plastic bags <ul style="list-style-type: none"> <i>Do not place plastic bags over lamps controlled by wall switches. Take off and bag shades</i> <ul style="list-style-type: none"> ○ Items on kitchen counters, on top of kitchen cabinets and on top of refrigerator ○ Microwave, toaster, radio, potholder tray, "lazy susan" on table ○ Items on mantles (or cover mantles with smaller plastic sheets) ○ Lamps, knick-knacks, arrangements
Winterize wood stove – do anytime
<ul style="list-style-type: none"> <input type="checkbox"/> Gently remove loose surface rust on outside with a wire brush <input type="checkbox"/> Use wire brush to remove loose creosote deposits on inside door and above fire bricks <input type="checkbox"/> Vacuum stove front & sides, then behind, below and around stove. <input type="checkbox"/> If cold, remove chunks of unburnt wood and start a small fire with paper and kindling to warm stove surface. <input type="checkbox"/> Rub peanut oil into top, side and front surfaces of stove with a low lint cloth rag. Peanut oil is kept on pantry shelf with cooking oils. <input type="checkbox"/> Rub peanut oil into all surfaces of iron kettle and trivet. <input type="checkbox"/> Once cool, clean out ashes and use ash bucket to spread on back drive.
Winterize refrigerator – do immediately before water is turned off
<ul style="list-style-type: none"> <input type="checkbox"/> Turn off the kitchen refrigerator with the temperature inside control knob. <input type="checkbox"/> Remove refrigerator contents: <ul style="list-style-type: none"> ○ Inventory and box non-perishables (beer cans etc) for return in the spring

- Pack perishables and frozen items in cooler/freezer chests, inventory for replacement
- Dispose of "past use-by-date" items
- Remove, wash and dry all removable parts
- Wash interior and exterior surfaces and non-removable racks
- While drying, clean behind and under refrigerator.
- Replace clean parts, turning drawers & trays upside down
- Prop doors open before leaving

Prep for turning off water
<input type="checkbox"/> Use a toilet bowl brush to scrub the scum in all the toilet reservoirs so it will flush out <input type="checkbox"/> Find the shop vac and remove the paper filter inside it. You will be using the shop vac to suck water out of the traps, toilets and water pipes.
Winterize the clothes washer: – can be done anytime before water is turned off
<input type="checkbox"/> Turn off the valves on the pipefittings by pulling their levers up so the levers are pointing straight up. <input type="checkbox"/> Rotate the washer control knob to a position where it would try to fill the washer if the water was on. This is any wash cycle section. <input type="checkbox"/> Check that the temperature control knob is in the warm position. <input type="checkbox"/> Disconnect the hot and cold hoses from the pipefittings. <input type="checkbox"/> Turn on the washer by pulling the control knob out while sucking on the hot and cold hoses with the shop vac. Turning on the washer forces the fill solenoid valves open allowing air to get into the water hoses. <input type="checkbox"/> Once the water is sucked out of the hoses, turn the clothes washer off. <input type="checkbox"/> Remove the drain hose from the drainpipe and use the shop vac to suck the water out of the drain hose. <input type="checkbox"/> After the water is turned off to the house, the shut off valves should be opened by pushing their levers down so they are sticking straight out from the wall.
Shut down water (start at least three hours before you want to leave)
<input type="checkbox"/> Fill two buckets with hot water to wash your hands with when you are done.
<input type="checkbox"/> Winterize the water heater as follows:
<input type="checkbox"/> Turn off the switch above the hot water heater and turn off the breaker for the hot water heater in the breaker panel. <input type="checkbox"/> Close valve and loosen union fitting (to allow air flow) on feed line for water heater. <input type="checkbox"/> Drain the hot water heater with the garden hose that is stored in the back shed.
<input type="checkbox"/> Winterize the water pump plumbing as follows:
<input type="checkbox"/> Take the shop vac to the boathouse <input type="checkbox"/> Unplug the pump power cord and shut the valve that supplies water to the camp.

- Connect a garden hose to the bottom of the pressure tank and drain the water out the front of the boathouse.
- Move the hose to the bottom of the water filter and drain it. After the filter is drained unscrew both water filters and set them on the shelf under the window.
- Check that there is a nylon rope attached to the plastic suction pipe that goes out into the lake. Disconnect the shoreline side of the coupling on this pipe and drop the loose pipe into the lake.
- Place an aluminum pan under the two lower drain plugs of the pump. With a 9/16" wrench, remove the two pump drain plugs. Use the shop vac to suck up the water as it flows out of the pump. Put the pipe plugs on the shelf under the window.
- Vacuum any excess water out of the pump drain holes and any other open valves in the piping.
- Remove the 1/4 inch copper tube between the pump and the pressure switch on the back of the pump with a 1/2 inch wrench. Drain any access water from this copper tube and reconnect the copper tube.
- Put a layer of motor oil on the threads in the pipe plugholes of the pump with your finger. This will reduce the amount of rust that will develop in the threads

Drain all the plumbing lines:

- Behind the cottage there are two utility access holes with two hand valves and two pipe plugs in each side. Open all the hand valves and remove all the pipe plugs. Place the pipe plugs in a coffee can inside the back door.
- Open the valve on the hose connection across the road behind the camp.
- Open all the faucets in the house including the showers.
- Go back to the boathouse and open the valve by the shoreline to drain the line going up to the house and all the cold water piping in the house.
- Inside the boathouse, reopen the ball valve that goes up to the camp that was shut earlier. Fully open and shut this valve several times. Then leave it about half open. Do the same with the valve at the shoreline.
- Under the front porch do the following
 - Open the garden hose faucet on the cold water line.
 - Remove the pipe cap at the end of the hot water line and open the drain valve.
 - Place the pipe cap in the coffee can with the pipe plugs inside the back door.
- Check that the clothes washer valves are open by observing that their lever is sticking straight out from the wall.

- Flush all the toilets and use a piece of wood to block the reservoir flush valves open
- Remove the bottom feed pipe from the toilet reservoir in the southeast bedroom.
- Remove the trap under the kitchen sink and put it in the sink.
- Use the shop vac to suck as much water as possible out of the open cold water pipes in the utility access holes in the back of the camp.
- Vacuum all the water out of all the toilet reservoirs and toilet bowls.
- Vacuum the water out of the traps beneath the four trap plates. The traps are located by the toilets in the upstairs bedrooms and by the bathtubs in the southeast and southwest bedrooms.

Antifreeze traps and fixtures

- Pour antifreeze into drains and fixtures as follows:
 - o 1 cup into the sink and shower in the northwest bedroom and in the bathroom sink in the downstairs hallway
 - o ½ cup of into the rest of the sinks (except the kitchen sink).
 - o ½ cup in each of the toilet reservoirs, toilet bowls, and tub drains.
- Pour 1 cup of antifreeze into the clothes washing machine:
 - o Put the drain hose in the drainpipe and start the washing machine in a drain cycle. Then quickly shut it off.
 - o Pour another ½ cup of antifreeze into the top of the clothes washing machine.
 - o Remove the drain hose from the drainpipe in the back of the washing machine and drain as much water as possible into the foil pan on the floor.
 - o Empty the foil pan and place it under the ends of the washing machine hoses.
 - o Pour another cup of antifreeze down the drainpipe that the washing machine drained into.

Finish water

- When the hot water heater is done draining, remove the garden hose.
- Drain the water out of the hose, coil it and put it on the picnic table in the living room.
- Vacuum as much water as possible out of the hot water heater. Close the drain on the hot water heater.
- Wipe up all the water that dripped on the floors with a rag.

General
<ul style="list-style-type: none"> <input type="checkbox"/> Empty water jugs <ul style="list-style-type: none"> o Drain well. Store jugs on table in hall. (Do not cap unless dry inside.) <input type="checkbox"/> Remove the batteries from the smoke detectors and the flashlights. Put the batteries in a glass ashtray in the kitchen cupboards to the left of the sink. <input type="checkbox"/> Check that the toaster, coffee pot, microwave oven and radio are unplugged and covered. <input type="checkbox"/> Unplug the two telephones and put them in the southeast bedroom clothes closet. <input type="checkbox"/> Walk around the inside of the house to: <ul style="list-style-type: none"> o Empty and turn upside down all wastebaskets. o Turn upside down all tissue boxes. o Check that all toilet seat lids are closed and tank lids are replaced. o Check that all windows are closed and secured <ul style="list-style-type: none"> ▪ Set a short nail in outside window sill if latch is not firm (1st floor) o Open all interior doors slightly, especially closets (not the metal closets) o Check that everything is packed. <input type="checkbox"/> Block the hallway freezer and refrigerator doors open with a piece of wood. <input type="checkbox"/> Put the back door step on the front porch beneath the front east window. <input type="checkbox"/> Place rat poison: <ul style="list-style-type: none"> o One open tray of D-con rat poison in each bedroom and two in kitchen o 1st floor bedrooms: tuck against the wall on hearth between fireplace and doorway o 2nd floor bedrooms: place behind the door, in the corner by the chimney o Kitchen: place one against the wall between the pantry and the paper rack and one in the corner behind the poker rack, on the opposite side of the hearth o D-con is available at Aubuchon Hardware in Tupper Lake <input type="checkbox"/> Wash your hands with the hot water that was used to thaw out the freezer and empty the buckets in the woods. <input type="checkbox"/> Lock the front sliding doors and wedge blocks of wood into the inside framework surrounding the doors. <input type="checkbox"/> Check that all exterior doors are secured. <input type="checkbox"/> Lock the back door. <input type="checkbox"/> Bye Bye!
OPENING
wipe down pantry shelves before they are stocked