



# Welcome to the Motutapu Outdoor Education Camp

If it is your first time to the camp a big welcome from all of the team here at MOEC. If you have stayed with us before it's good to see you again in our beautiful slice of paradise. This Arrival Pack contains 4 things which will make your stay here a lot more user friendly.

- 1) The contact details of your Contact Person for the week.
- 2) A few of the main expectations we have here on the island
- 3) A brief flow chart of what to do in emergency situations
- 4) And Check In and Check Out sheet for the facilities

So have a read and if you have any questions please don't hesitate to see us ☺

**Group Name:**.....

**MOEC Representative:**..... **Group Representative:**.....

**Arrival Day/ Date:**..... **Departure Day/ Date:**.....

## Your Group's Contact Person @ MOEC

**Contact Name:**.....

**Contact Ph: (daytime)**..... **Contact Ph: (after hours)**.....

**Contact Location: (daytime)**..... **Contact Location: (after hours)**.....

## Camp Expectations

- Obviously island living is somewhat different to being on the mainland. We are a self sustainable facility which means we have our own water, power and septic systems. We ask you and your group to assist us in conserving these supplies. Short showers once per day, turning off lights in unused areas, not putting anything but toilet paper and human waste down the toilets and making sure doors are closed when the fire is going (yep fire wood is also a limited supply here!), are all actions you can take to assist us preserve our resources.
- If you are making use of our activities and instructors on offer please be organised. Due to the nature of most programmes being so busy it would be greatly appreciated if sessions could start on time. If your programme is running later than indicated on your programme see your Contact Person so they can pass the information on.
- The camp guidelines are outlined to the entire group at the start of the week. Please if you can help us stick to these it would be greatly appreciated. These include: camp boundaries/helping clean up the Boat Shed before showers are opened/correct gear for activities i.e. footwear, coats, hats etc/behaviour around activities.
- The team here at MOEC are very protective of our environment. We are so lucky to be located in such a unique area and we are passionate about being able to share this amazing place with everyone. Activities such as fishing and shell fish collecting are prohibited in Administration Bay and the adjoining beaches on either side. Fires are also banned unless a permit has been gained from DoC prior and we ask all to ensure that rubbish is placed in the bins provided.
- Our facilities are old and in order to keep them maintained and clean up to the standard that our clients expect, we need your assistance. Any area used must be cleaned thoroughly before departure from the premises. Upon Check In we will take a group representative around all areas being used to ensure they meet your standards. During Check Out we will provide you with 1-2 staff members to assist with the final clean. MOEC staff members will brief your group on the best way to ensure that all areas are cleaned and left in a state that is equal to or better than, when it is found.

**If you have any questions or queries please see your Contact Person**

# Emergency Procedures

## Fire

- 🚒 A copy of your full group list should be handed to your contact person at the beginning of your stay. A copy can be made if you do not have a spare with you. See a MOEC staff member for assistance
- 🚒 If you see a fire hit one of the Fire Call Points by smashing the glass and flicking the switch (beside each door is a diagram showing where these are located)
- 🚒 GET DOWN, STAY LOW, GET OUT
- 🚒 All group members to make their way to the FIRE ASSEMBLY POINT and complete a roll check
- 🚒 By NO means should you re-enter any buildings. Please remain at the fire assembly point. Updates will be given until the all clear is given by a MOEC staff member.

## First Aid Situation

- 🚑 All MOEC staff members are well trained in First Aid with regular in-house training conducted several times a year.
- 🚑 All instructional staff carry first aid kits on them at all times.
- 🚑 .
- 🚑 All MOEC staff can be contacted via radio. A base set and instructions are located in the office.
- 🚑 In a first aid situation;
  - Stabilise the situation
  - If the patient is in danger remove them from it and secure the area
  - Treat the injury
- 🚑 If the situation is serious and/ or an evacuation is needed, contact a MOEC staff member and see below for more info.

The following is a list of MOEC First Aid Resources

Trauma Bag Aka Blue Bag	Oxygen Kit Aka Green Bag	Orange Bag	MOEC 1 <sup>st</sup> Aid Kit	Stretcher/ Crutches	Drying Room
Hangs inside the office door and contains bandages etc to treat serious trauma.	Sits on the floor of the office below the Trauma Bag and used to aid in any type of shock. Everything you need to administer oxygen is in the green St Johns bag. MOEC staff will administer this! A heart rate and blood pressure monitor is also located in this bag.	Found in the High Ropes Shed, Climbing Wall and Boat Shed. The orange bags contain a mat, blanket, beanie, paper and pencil to assist in stabilising the patient and keeping them warm.	A comprehensive first aid kit is located in the Briefing/ First Aid room. The key is located beside the office door. Feel free to use this resource however please fill in the sheet provided with the details of what you have taken so that we can restock	Live in the briefing/ first aid room and utilised when moving a patient could inflame the potential outcome of the injury.	A great resource for treating/ preventing Hypothermia. The warm dry air will steadily heat up the core while you can monitor there progress. However the noise restricts communication.

## Medical Evacuation

There are three ways off Motutapu Island...

- 🚢 **Fullers Ferry:** The tourist ferry departs Rangitoto Wharf three times per day; 0945, 1245 and 1530. A MOEC staff member will transport you there. However there is a 40 minute drive to reach the wharf across very bumpy terrain.
- 🚢 **Deodar:** Via the emergency 111 service the police boat Deodar can evacuate patients that need hospital attention but are not in critical condition. The boat will land at either Islington Bay Wharf or Home Bay Wharf (both a 20 minute drive across Motutapu farm roads) and will bring medical personal on board to attend to the needs of the patient during transport
- 🚢 **Westpac Rescue Helicopter:** for more serious needs or patients that are unable to travel across the bumpy island roads the Westpac Chopper is called in via the emergency 111 number. An air-horn will sound to alert the group of the impending arrival of a helicopter. All group members must go to the designated area. MOEC staff will keep you updated on events.

NOTE: Anyone under the age of 16 years that needs to be evacuated for any reason must be accompanied by an adult

**MOEC STAFF WILL COORDINATE ALL EVACUATIONS  
ONLY A MOEC STAFF MEMBER MAY CALL 111**

## Other Emergencies

We have procedures and policies for a range of emergencies such as civil defence (i.e. natural disasters), missing persons, spills and leaks, gross misbehaviour etc. An Emergency Plan outlining all procedures in details can be found in the following areas...

- Main Camp Mess and Kitchen
- Cottage
- Lodge
- Boat Shed
- Office

# Kitchen – Mess – Wash Up Area

## Check In – Check Out Sheet

Use **PINK** Cleaning Equipment Stored in the Wash Up Area

Description	Rate 1- 4		Description	Rate 1- 4	
	In	Out		In	Out
All Surfaces Are Clean - Bench Tops - Shelves - Walls - Floors - Sinks - Window Sills			Equipment Clean And All Accounted For (And Returned To The Correct Location) - Pots And Lids - Serving Utensils - Oven Trays - Water Containers - Mixing Bowls And Colanders - Serving Trays - Sharp Knives - Mixer And Blender - Selection Of Plates And Cutlery - Lighter		
Fire Area - Ash Emptied - Wood Bin Tidy And Full - Wood Store Stocked					
Ovens And Cooking Hobbs Clean Inside And Out (Including Catch Trays)			No Damage To... - Windows - Walls - Extinguisher Boxes - Fire Call Points		
Chiller And Freezer Empty And Clean (Wiped Down And All Food Removed)			BBQ Clean And Gas Bottle Attached (Ensure Gas Bottle Off And Trays Filled With Clean Sand)		
Pantry Shelves Empty And Area Clean			Microwave Clean Inside And Out		
Steamer Clean And Water Off			Main Gas Supply On/Off		
Toasters Clean And Crumb Trays Emptied			Outside Deck Tidy		
Coffee And Tea Making Area Clean (Turn Off Zip At Wall Upon Departure)			Mixer Wiped Down And Components Clean		
No Cobwebs On Walls, Ceilings Or In Nooks And Corners Etc			All Cleaning Equipment Present And In Good Condition		
Doors And Windows Secured Upon Departure			Hand Towels, Sanitiser And Hand Soap Dispensers Stocked		
All Rubbish Removed (All Bags Tied Shut And Cardboard Flattened)			Rubbish Bins Lined And Clean Pig Bins Stocked		
All Lights Working (Turned Off After Check Out)			Doors And Windows Secured Upon Departure		
MOEC STAFF INITIALS			GROUP REPRESENTATIVE INITIALS		
<b>Comments;</b> (Please note down on arrival anything that is damaged, broken, missing or not up to the expected standard)					

Rating Descriptions	
<b>1</b>	<b>Unacceptable;</b> item/area needs immediate attention. Damaged and/or dirty beyond use. May need retiring/ replacing.
<b>2</b>	<b>Acceptable;</b> item/area has small amounts of dirt and/or slight damage but still generally usable. May need a small amount of attention before use.
<b>3</b>	<b>Good;</b> item/area in decent state. Clean and tidy with no attention needed to be able to use straight away.
<b>4</b>	<b>Excellent;</b> item/area clean and in great condition. No damage or dirt.

# Kitchen - Mess - Wash Up Area

## Cleaning Sheet

Use **PINK** Cleaning Equipment Stored in the Wash Up Area

✓	Item	Description		
	<b>Combi Ovens</b>	MOEC staff member to clean inside	Remove all trays and clean	Wipe outside with cloth and warm soapy water
	<b>Small Oven and Hob</b>	Spray inside with oven cleaner and wipe	Remove trays and clean	Remove drip trays, clean and replace
		Clean Hob by removing and placing upside-down on another hob and burning excess grit off. <b>DO NOT USE CHEMICALS</b>		Wipe outside with cloth and warm soapy water
	<b>Hob</b>	Clean Hob by removing and placing upside-down on another hob and burning excess grit off. <b>DO NOT USE CHEMICALS</b>		Remove drip trays, clean and replace
	<b>Steamer</b>	Ensure water is turned off	Remove all trays, clean and replace	Wipe outside with cloth and warm soapy water
	<b>Microwave</b>	Remove plate, wash and replace	Wipe inside with warm soapy water	Wipe outside with warm soapy water
	<b>Toaster(s)</b>	Remove crumb trays and wash	Wipe outside with warm soapy water	Wipe bench underneath
	<b>Mixer</b>	Ensure machine is wiped down with warm soapy water	Ensure all components are accounted for	Wipe wall behind
	<b>Blender</b>	Ensure all components present and clean	Wipe outside down	Replace in cupboard under sharp knife block
	<b>Walls, Bench Tops, Shelves and Sinks</b>	Spray with spray n wipe	Remove all objects and wipe down thoroughly	Ensure all taps turned off and all plugs present
		Wipe any marks off walls	Remove any cobwebs	Check for graffiti (remove)
	<b>Chiller &amp; Freezer</b>	Remove all food	Wipe shelves and walls	Wipe inside & outside
		Inform MOEC staff if freezer needs defrosting	Move freezer to check floors behind and underneath for any food dropped	
	<b>Pantry</b>	All food removed	Shelves wiped down	
	<b>Window Sills</b>	Wipe with cloth and hot soapy water		Check windows for damage
	<b>Tables</b>	Spray with spray n wipe	Wipe down with cloth	Fold and stack neatly on seats in fire area
	<b>Bench Seats</b>	Wipe down with cloth and soapy water	Stack neatly under window in mess	
	<b>Fire area</b>	Empty ash from fire into metal bucket. Inform MOEC staff to empty ash bucket	Tidy and restock inside wood box	Inform MOEC staff if wood stock need replenishing
	<b>Deck</b>	Clear of all rubbish	Sweep	Check for graffiti (remove)
	<b>BBQ</b>	Burn off any grit and fat (DO NOT USE WATER OR CHEMICALS)	Clean with cloth to remove all scunge	Ensure drip try has sand (inform MOEC staff if new sand needed)
		Turn off all elements	Ensure gas bottle is off	Replace cover
	<b>Pots, Pans and Trays</b>	Cleaned	Scour black off bottoms	Return to labelled area and all accounted for
	<b>Utensils and Sharp Knives</b>	All accounted for	Clean	Replaced neatly in labelled location
	<b>Other Equipment i.e. water containers, potato masher etc</b>	Check all equipment is accounted for	Ensure equipment is replaced in labelled location	Clean
	<b>Plates and Cutlery</b>	Clean	Arranged neatly on shelves in labelled area	Good selection present
	<b>Floors (including pantry &amp; chiller floors)</b>	Splash/ hose hot soapy water onto floor	Scrub with brooms twice	Squeegee off any excess water into drains
	<b>Consumables</b>	Remove used pig bins	Restock pig bins	Restock hand soap
		Restock hand towels	Restock hand sanitiser	Restock Rubbish Bins with Liners
	<b>Other</b>	All rubbish removed and bags secured (tied shut)	Clean rubbish bins with warm water and disinfectant	Check fire extinguishers and fire call points undamaged
	<b>Before Departure</b>	All lights off (inform MOEC staff if bulbs need replacing)	Turn main gas tap off	Close all doors

### Commonly Missed on Check Out...

- |                                |   |
|--------------------------------|---|
| ☹ Walls behind pig bins        | ☹ Missing BBQ Lighter                         |
| ☹ Drip trays for ovens and BBQ | ☹ Equipment not replaced in labelled location |
| ☹ Food left in chiller/freezer | ☹ Mixer and wall behind r                     |

# Ablution Block and Laundry

## Check In – Check Out Sheet

Use **ORANGE** Cleaning Equipment Stored beside the Laundry

Description	Rate 1- 4				Description	Rate 1- 4			
	In		Out			In		Out	
<b>Men's/ Women's Block</b>					<b>Men's/ Women's Block</b>				
All Surfaces Are Clean - Walls - Sinks - Floors - Partitions					All Consumables Are Stocked - Toilet Paper - Hand Soap - Hand Towels				
Drains Are Clean And Hair Traps Clear					Toilets Clean Inside And Out				
All Rubbish Removed (All Bags Tied Shut And Cardboard Flattened)					Washing Machine And Dryer Wiped Inside And Out				
Lint Tray In Dryer Emptied					Urinal Water Turned Off Upon Departure				
All Rubbish Bins Lined					All Lights Working (Turned Off After Check Out)				
All Cleaning Equipment Present And In Good Condition. (And Returned To The Correct Location)					Doors Closed And/Or Locked Upon Departure				
<b>MOEC STAFF INITIALS</b>					<b>GROUP REPRESENTATIVE INITIALS</b>				
<b>Comments;</b> (Please note down on arrival anything that is damaged, broken, missing or not up to the expected standard)									

Rating Descriptions	
<b>1</b>	<b>Unacceptable;</b> item/area needs immediate attention. Damaged and/or dirty beyond use. May need retiring/ replacing.
<b>2</b>	<b>Acceptable;</b> item/area has small amounts of dirt and/or slight damage but still generally usable. May need a small amount of attention before use.
<b>3</b>	<b>Good;</b> item/area in decent state. Clean and tidy with no attention needed to be able to use straight away.
<b>4</b>	<b>Excellent;</b> item/area clean and in great condition. No damage or dirt.

# Ablution Block and Laundry

## Cleaning Sheet

Use **ORANGE** Cleaning Equipment Stored beside the Laundry

✓	Item	Description		
	<b>Toilets</b>	Wipe outside of cistern and bowl with disinfectant and cloth	Scrub inside of bowl with toilet brush and toilet cleaner	Ensure toilet roll on holder
	<b>Walls</b>	Hose down	Clean marks off with hot water and disinfectant	Check for damage
		Wipe away any cobwebs	Check for graffiti (remove)	Check for damage
	<b>Sinks</b>	Spray and wipe with Jiff or similar	Clean with cloth ensuring Jiff streaks removed	Remove all soap and other lost property
	<b>Showers</b>	Hose walls down	Wipe walls with hot water and disinfectant	Wipe around shower nozzle
		Clear all drains of sand and grit	Clear hair traps of sand, hair and other grit	Check for graffiti (remove)
	<b>Urinal</b>	Clean with hot water and disinfectant	Inform MOEC staff to replace urinal cakes if needed	MOEC staff to turn off water
	<b>Mirrors</b>	Wipe with glass cleaner and cloth (or newspaper)		Check for damage
	<b>Consumables</b>	Restock hand towels	Restock hand soap	Check dispensers are in good condition
	<b>Rubbish</b>	Remove all bags and secure	Clean bins with hot water and disinfectant	Restock all rubbish bins with liners
	<b>Cleaning Equipment</b>	Ensure all equipment is accounted for	All equipment returned to appropriate location	Ensure hose coiled onto reel
			In good condition. Inform MOEC staff of any repairs needed	
	<b>Before Departure</b>	Turn off all lights (report any blown bulbs to MOEC staff)	Close and secure doors	

### Commonly Missed on Check Out...

- |                      |  |
|----------------------|--|
| ☺ Hair traps cleared | ☺ Toilet rolls on each holder              |
| ☺ Lights Off         | ☺ Washing and disinfecting of rubbish bins |

# Dorms and Cleaning Equipment Area

## Check In – Check Out Sheet

Use **RED**, **GREEN**, **BLUE** and **YELLOW** Cleaning Equipment Stored beside the Laundry

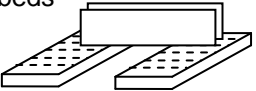
Description	Rate 1- 4								Description	Rate 1- 4							
	In				Out					In				Out			
<b>Dorm</b>	1	2	3	4	1	2	3	4	<b>Dorm</b>	1	2	3	4	1	2	3	4
All Surfaces Are Clean - Walls - Mattresses - Window Sills - Floors									No Damage To... - Windows - Walls - Extinguisher Boxes - Fire Call Points								
One Mattress Per Bed Accounted For									All Bed Slats In Good Condition								
Curtains Are Tied Back									Under And Behind All Beds Clean And Clear Of Rubbish And/Or Lost Property								
All Rubbish Removed (All Bags Tied Shut And Cardboard Flattened)									All Cleaning Equipment Present And In Good Condition. (And Returned To The Correct Location)								
All Lights Working (Turned Off After Check Out)									Doors And Windows Secured Upon Departure								
<b>MOEC STAFF INITIALS</b>									<b>GROUP REPRESENTATIVE INITIALS</b>								
<b>Comments;</b> (Please note down on arrival anything that is damaged, broken, missing or not up to the expected standard)																	

Rating Descriptions	
<b>1</b>	<b>Unacceptable;</b> item/area needs immediate attention. Damaged and/or dirty beyond use. May need retiring/ replacing.
<b>2</b>	<b>Acceptable;</b> item/area has small amounts of dirt and/or slight damage but still generally usable. May need a small amount of attention before use.
<b>3</b>	<b>Good;</b> item/area in decent state. Clean and tidy with no attention needed to be able to use straight away.
<b>4</b>	<b>Excellent;</b> item/area clean and in great condition. No damage or dirt.

# Dorms and Cleaning Equipment

## Cleaning Sheet

Use **RED**, **GREEN**, **BLUE** and **YELLOW** Cleaning Equipment Stored beside the Laundry

✓Dorm				Item	Description		
1	2	3	4				
				<b>Floors</b>	Sweep twice	Using brush and shovel sweep between the bed and wall	
					Remove door mats and sweep underneath	Mop	
				<b>Mattresses</b>	Wipe any dirt/ marks away with disinfectant and cloth	Report any rips/ damage to MOEC staff	
					Ensure one mattress per bed	Stack mattresses across 2 beds as follows	
				<b>Beds</b>	Ensure all slats in tack	Remove all rubbish from beneath slats	Sweep out using brush and shovel if needed
				<b>Lost Property</b>	Remove all lost property		
				<b>Walls</b>	Wipe off any dirt/ marks using hot soapy water	Remove any cobwebs	Check for graffiti (remove)
				<b>Window Sills</b>	Wipe with cloth and hot soapy water	Tie back curtains	Check windows for damage
				<b>Fire Appliances</b>	Check all extinguishers are pressurised and unbroken	All fire call point glass intact	Sprinkler system Dorm 1 intact
				<b>Cleaning Equipment</b>	All Equipment is accounted for	All equipment in good condition (report any repairs needed to MOEC staff)	Returned to appropriate location
				<b>Before Departure</b>	Turn off all power points	Turn off all lights	Shut doors and secure windows

### Commonly Missed on Check Out...

- ☺ Sweep Underneath Door Mats
- ☺ Sweep between beds and wall
- ☺ Lights Off
- ☺ One bed per mattress
- ☺ Cleaning equipment returned to correct location

# Gym, Drying Room, Museum/ AV Room

## Check In – Check Out Sheet

Use Cleaning Equipment Found In Location

(NB Gym equipment is stored in left side cupboard beside bouldering cave)

Description	Rate 1- 4		Description	Rate 1- 4	
	In	Out		In	Out
All Surfaces Are Clean - Walls - Window Sills - Floors			No Damage To... - Windows - Walls - Extinguisher Boxes - Fire Call Points		
Mattresses Stacked Neatly In Cave			Stages Stacked Neatly Beside Wall		
Museum And AV Room Vacuumed And Tidy			TV Cabinet Closed And Power Off At Wall		
All Sports Equipment Accounted For And In Good Condition			All Lost Property Removed		
All Rubbish Removed (All Bags Tied Shut And Cardboard Flattened)			All Cleaning Equipment Present And In Good Condition. (And Returned To The Correct Location)		
All Lights Working (Turned Off After Check Out)			Doors And Windows Secured Upon Departure		
MOEC STAFF INITIALS			GROUP REPRESENTATIVE INITIALS		
<b>Comments;</b> (Please note down on arrival anything that is damaged, broken, missing or not up to the expected standard)					

# Resource Room, Cooks Quarters, Briefing Room

## Check In – Check Out Sheet

Use Cleaning Equipment Found In Location

Description	Rate 1- 4		Description	Rate 1- 4	
	In	Out		In	Out
All Surfaces Are Clean - Walls - Window Sills - Floors - Sinks/ Benches			No Damage To... - Windows - Walls - Extinguisher Boxes - Fire Call Points		
Resource Room Tables Arranged Neatly			Whiteboards, Projector Screens, Stands Etc, Accounted For And Neatly Stacked		
Cooks Quarters Bathroom And Toilet Clean			All Consumables Restocked - Rubbish Bins Lined - Hand Towels - Hand Soap		
Vacuum Bag Empty And Filter Clean			All Lost Property Removed		
All Rubbish Removed (All Bags Tied Shut And Cardboard Flattened)			All Cleaning Equipment Present And In Good Condition. (And Returned To The Correct Location)		
All Lights Working (Turned Off After Check Out)			Doors And Windows Secured Upon Departure		
MOEC STAFF INITIALS			GROUP REPRESENTATIVE INITIALS		
<b>Comments;</b> (Please note down on arrival anything that is damaged, broken, missing or not up to the expected standard)					

# Gym, Drying Room, Museum/ AV Room

## Cleaning Sheet

Use Cleaning Equipment Found In Specified Location and Mops From Outside Laundry

✓	Item	Description		
<b>GYM</b>				
	<b>Floors</b>	Remove rubbish and sweep twice	Scrub and wash with hot soapy water	Squeegee excess water out door
	<b>Walls &amp; Windows</b>	Wipe any marks off with hot soapy water	Wipe down window sills with hot soapy water	Remove all cobwebs
		Check for Graffiti (remove)	Check for damage and report to MOEC Staff	
	<b>Bouldering Cave</b>	Stack mattresses neatly	Turn off lights	Sweep floor beneath
	<b>Stages</b>	Swept underneath	Stacked neatly against side or back wall	Stack all other tables and chairs neatly against walls
	<b>Sports Cupboard</b>	Check whiteboard to ensure all equipment returned	Ensure all equipment in good condition (report any damage to MOEC staff)	
		Ensure all equipment accounted for	Equipment returned neatly	Door closed and secured
	<b>Fire Appliances</b>	Check all fire extinguishers pressurised and glass intact	Check all fire call point glass intact	Check hoses are off
	<b>Before Departure</b>	Turn off lights	Secure doors and window	
<b>DRYING ROOM</b>				
	<b>Drying Room</b>	All lost property removed	Ensure racks undamaged (report any to MOEC staff)	
		Pegs put in container	Floor swept out	Lights out
<b>AV ROOM/ MUSEUM</b>				
	<b>Floors</b>	Rubbish removed	Vacuum	
	<b>Walls &amp; Windows</b>	Wipe any marks off with hot soapy water	Wipe down window sills with hot soapy water	Remove all cobwebs
		Check for Graffiti (remove)	Check for damage and report to MOEC Staff	
	<b>Museum Display's</b>	All displays on walls intact	Ensure display cabinets are intact and objects all untouched	
	<b>Appliances</b>	Ensure TV, DVD and VCR player all switched off	Turn power off at wall	Close and secure cabinet doors
	<b>Fire Appliances</b>	Check all fire extinguishers and call point glass intact and extinguishers pressurised		Check hoses are off
	<b>Cleaning Equipment</b>	Ensure all is present and in good condition	Return to appropriate location	Report any damage or repair needs to MOEC staff
	<b>Before Departure</b>	Turn off lights	Secure doors and window	

## Resource Room, Cooks Quarters, Briefing Room

✓	Item	Description		
<b>RESOURCE ROOM AND BRIEFING ROOM</b>				
	<b>Floors</b>	Remove rubbish and sweep twice	Mop with hot soapy water	Vacuum Carpeted Area
	<b>Walls &amp; Windows</b>	Wipe any marks off with hot soapy water	Wipe down window sills with hot soapy water	Remove all cobwebs
		Check for Graffiti (remove)	Check for damage and report to MOEC Staff	
	<b>Tables &amp; Benches</b>	Wipe down with hot soapy water	Set tables up neatly	Wipe seats and place next to tables
	<b>Sinks &amp; Cupboards</b>	Wipe down sinks and benches with spray n wipe	Ensure all resources are returned to appropriate location neatly i.e. newspaper, painting trays etc	
	<b>Other</b>	Remove all rubbish and restock bin liner	Ensure whiteboards, projector stand etc are present and stacked neatly against wall	
<b>COOKS QUARTERS</b>				
	<b>Floors</b>	Remove all rubbish	Vacuum	Sweep and mop bathroom and toilet floors
	<b>Walls &amp; Windows</b>	Wipe any marks off with hot soapy water	Wipe down window sills with hot soapy water	Remove all cobwebs
		Check for Graffiti (remove)	Check for damage and report to MOEC Staff	
	<b>Bathroom</b>	Wipe down shower with spray n wipe	Wipe down bench and sink with spray n wipe	Ensure hair trap in shower clean
		Tidy under bench and wipe shelves	Shower curtain hang over top rail to dry	
	<b>Toilet</b>	Wipe cistern and outside of bowl with hot soapy water	Clean inside bowl with toilet brush and disinfectant	Wipe down hand basin
	<b>Consumables</b>	Restock hand soap	Restock hand towels	Restock bin liners
	<b>Cleaning Equipment</b>	Empty vacuum bag	Clean vacuum filter if needed	Ensure all is accounted for
	<b>Before Departure</b>	Check all fire appliances intact	All lights off	Doors and windows secured

# Lodge

## Check In – Check Out Sheet

Use **PURPLE** Cleaning Equipment Found In Wash Up Bay

Description	Rate 1- 4		Description	Rate 1- 4	
	In	Out		In	Out
All Surfaces Are Clean - Bench Tops - Shelves - Walls - Floors - Sinks - Window Sills			Equipment Clean And All Accounted For (And Returned To The Correct Location) - Pots And Lids - Serving Utensils - Oven Trays - Water Containers - Mixing Bowls And Colanders - Serving Trays - Sharp Knives - Selection Of Plates And Cutlery - Lighter		
Fire Area - Ash Emptied - Wood Bin Tidy And Full - Wood Store Stocked			No Damage To... - Windows - Walls - Extinguisher Boxes - Fire Call Points		
Oven And Hobbs Clean Inside And Out. Pilot Light Turned Off Upon Departure (Including Catch Trays)			BBQ Clean And Gas Bottle Attached (Ensure Gas Bottle Off And Trays Filled With Clean Sand)		
Fridges And Freezer Empty And Clean (Wiped Down And All Food Removed)			Microwave Clean Inside And Out		
Pantry Shelves Empty And Area Clean			Outside Deck Tidy, Seats Stacked		
Toasters Clean And Crumb Trays Emptied			Inside Chairs Stacked Neatly (Ensure Fire Exits Are Kept Clear)		
Tables Stacked Neatly (Ensure Fire Exits Are Kept Clear)			All Kayaks And Paddles Accounted For And In Good Condition		
All Buoyancy Aids Accounted For And In Good Condition			All Bed Slats In Good Condition		
One Mattress Per Bed Accounted For			Under And Behind All Beds Clean And Clear Of Rubbish And/Or Lost Property		
Curtains Are Tied Back			All Cleaning Equipment Present And In Good Condition		
Sand Removed From Shower And Hair Traps Clear			Hand Towels, Sanitiser And Hand Soap Dispensers Stocked		
Doors And Windows Secured Upon Departure			Rubbish Bins Lined And Clean Pig Bins Stocked		
All Rubbish Removed (All Bags Tied Shut And Cardboard Flattened)			Doors And Windows Secured Upon Departure		
All Lights Working (Turned Off After Check Out)			<b>MOEC STAFF INITIALS</b>		
			<b>GROUP REPRESENTATIVE INITIALS</b>		
<b>Comments;</b> (Please note down on arrival anything that is damaged, broken, missing or not up to the expected standard)					

Rating Descriptions	
1	<b>Unacceptable;</b> item/area needs immediate attention. Damaged and/or dirty beyond use. May need retiring/ replacing.
2	<b>Acceptable;</b> item/area has small amounts of dirt and/or slight damage but still generally usable. May need a small amount of attention before use.
3	<b>Good;</b> item/area in decent state. Clean and tidy with no attention needed to be able to use straight away.
4	<b>Excellent;</b> item/area clean and in great condition. No damage or dirt.

# Lodge

## Cleaning Sheet

Use **PURPLE** Cleaning Equipment Found In Wash Up Bay

✓	Item	Description		
	<b>Walls, Bench Tops, Shelves and Sinks</b>	Spray with spray n wipe	Remove all objects and wipe down thoroughly	Ensure all taps turned off and all plugs present
		Wipe any marks off walls	Remove any cobwebs	Check for graffiti (remove)
	<b>Window Sills</b>	Wipe with hot soapy water	Check for damaged windows	
	<b>Oven and Hob</b>	Spray inside with oven cleaner and wipe	Remove trays and clean	Remove drip trays, clean and replace
		Clean Hob by removing and placing upside-down on another hob and burning excess grit off. <b>DO NOT USE CHEMICALS</b>		Wipe outside down with warm soapy water
	<b>Microwave</b>	Remove plate, wash and replace	Wipe inside with warm soapy water	Wipe outside with warm soapy water
	<b>Toaster(s)</b>	Remove crumb trays and wash	Wipe outside with warm soapy water	Wipe bench underneath
	<b>Fridges &amp; Freezer</b>	Remove all food	Wipe shelves and walls	Wipe inside & outside
		Inform MOEC staff if freezer needs defrosting	Move fridges and freezer to check floors behind and underneath for any food dropped	
	<b>Pantry</b>	All food removed	Shelves wiped down	
	<b>Tables and Chairs</b>	Spray with spray n wipe	Wipe down with cloth	Fold tables and stack neatly against wall
		Stack chairs neatly under window	Ensure lounge chairs and couches are clean	Ensure no chairs or tables are blocking fire exits
	<b>Fire area</b>	Empty ash from fire into metal bucket. Inform MOEC staff to empty ash bucket	Tidy and restock inside wood box	Inform MOEC staff if wood stock need replenishing
	<b>Deck</b>	Swept Clear of all rubbish	Deck chairs stacked neatly	Check for graffiti (remove)
	<b>BBQ</b>	Burn off any grit and fat (DO NOT USE WATER OR CHEMICALS)	Clean with cloth to remove all scunge	Ensure drip try has sand (inform MOEC staff if new sand needed)
		Turn off all elements	Ensure gas bottle is off	Replace cover
	<b>Pots, Pans and Trays</b>	Cleaned	Scour black off bottoms	Return to labelled area and all accounted for
	<b>Utensils and Sharp Knives</b>	All accounted for	Clean	Replaced neatly in labelled location
	<b>Other Equipment i.e. water containers, potato masher etc</b>	Check all equipment is accounted for	Ensure equipment is replaced in labelled location	Clean
	<b>Plates and Cutlery</b>	Clean and neatly arranged neatly on shelves in labelled area	Appropriate stock, any breakages reported to MOEC staff	
	<b>Toilets</b>	Wipe outside of cistern and bowl with disinfectant and cloth	Scrub inside of bowl with toilet brush and toilet cleaner	Ensure toilet roll on holder
	<b>Sinks</b>	Spray and wipe with Jiff or similar	Clean with cloth ensuring Jiff streaks removed	Remove all soap and other lost property
	<b>Showers</b>	Wipe shower walls down	Wipe bathroom walls with hot water and disinfectant	Wipe around shower nozzle
		Clear all drains of sand and grit	Clear hair traps of sand, hair and other grit	Check for graffiti (remove)
	<b>Mirrors</b>	Wipe with glass cleaner	Check for damage	
	<b>Mattresses</b>	Wipe any dirt/ marks away with disinfectant and cloth	Report any rips/ damage to MOEC staff	Ensure one mattress per bed
		Place mattress so it is leaning against wall on departure		
	<b>Beds</b>	Ensure all slats in tack	Remove all rubbish from beneath slats	Sweep out using brush and shovel if needed
	<b>Lost Property</b>	Remove all lost property		
	<b>Consumables</b>	Remove all used pig bins to courts	Restock pig bin	Restock rubbish bins liners
		Restock hand towels	Restock hand soap	MOEC staff to check LPG level. Replace if needed
	<b>Cleaning Equipment</b>	All Equipment is accounted for	All equipment in good condition (report any repairs needed to MOEC staff)	Returned to appropriate location
	<b>Other</b>	All rubbish removed and bags secured (tied shut)	Clean rubbish bins with warm water and disinfectant	Check fire extinguishers and fire call points undamaged
	<b>Before Departure</b>	All lights off (inform MOEC staff if bulbs need replacing)	Turn main gas tap off	Secure all doors and windows

### Commonly Missed on Check Out...

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>☺ Cleaning equipment accounted for</li> <li>☺ Lights Off</li> </ul> | <ul style="list-style-type: none"> <li>☺ Oven and BBQ drip trays</li> <li>☺ One bed per mattress</li> </ul> |
|--|---|

# Cottage

## Check In – Check Out Sheet

Use Cleaning Equipment Found In Cupboard Beside Laundry Sink and Freezer

Description	Rate 1- 4		Description	Rate 1- 4	
	In	Out		In	Out
All Surfaces Are Clean - Bench Tops - Shelves - Walls - Floors - Sinks - Window Sills			Equipment Clean And All Accounted For (And Returned To The Correct Location) - Pots And Lids - Serving Utensils - Oven Trays - Water Containers - Mixing Bowls And Colanders - Serving Trays - Sharp Knives - Selection Of Plates And Cutlery - Lighter		
Fire Area - Ash Emptied - Wood Bin Tidy And Full - Wood Store Stocked			No Damage To... - Windows - Walls - Extinguisher Boxes - Fire Call Points		
BBQ Clean And Gas Bottle Attached (Ensure Gas Bottle Off And Trays Filled With Clean Sand)			Fridges And Freezer Empty And Clean (Wiped Down And All Food Removed)		
Oven And Hob Clean Inside And Out.			Microwave Clean Inside And Out		
Pantry Shelves Empty And Area Clean			Outside Area Clean And Tidy		
Toaster Clean And Crumb Trays Emptied			All Beds And Mattresses In Good Condition		
One Mattress Per Bed Accounted For			Under And Behind All Beds Clean And Clear Of Rubbish And/Or Lost Property		
Curtains Are Tied Back			All Cleaning Equipment Present And In Good Condition		
Sand Removed From Shower And Hair Trap Clear			Hand Towels, Sanitiser And Hand Soap Dispensers Stocked		
Doors And Windows Secured Upon Departure			Rubbish Bins Lined And Clean Pig Bins Stocked		
All Rubbish Removed (All Bags Tied Shut And Cardboard Flattened)			Doors And Windows Secured Upon Departure		
All Lights Working (Turned Off After Check Out)			<b>GROUP REPRESENTATIVE INITIALS</b>		
<b>MOEC STAFF INITIALS</b>					
<b>Comments;</b> (Please note down on arrival anything that is damaged, broken, missing or not up to the expected standard)					

Rating Descriptions	
<b>1</b>	<b>Unacceptable;</b> item/area needs immediate attention. Damaged and/or dirty beyond use. May need retiring/ replacing.
<b>2</b>	<b>Acceptable;</b> item/area has small amounts of dirt and/or slight damage but still generally usable. May need a small amount of attention before use.
<b>3</b>	<b>Good;</b> item/area in decent state. Clean and tidy with no attention needed to be able to use straight away.
<b>4</b>	<b>Excellent;</b> item/area clean and in great condition. No damage or dirt.

# Cottage

## Cleaning Sheet

Use Cleaning Equipment Found In Cupboard Beside the Laundry Sink or **PURPLE** Equipment found in the Lodge

✓	Item	Description		
	<b>Walls, Bench Tops, Shelves and Sinks</b>	Spray with spray n wipe	Remove all objects and wipe down thoroughly	Ensure all taps turned off and all plugs present
		Wipe any marks off walls	Remove any cobwebs	Check for graffiti (remove)
	<b>Window Sills</b>	Wipe with hot soapy water	Check for damaged windows	
	<b>Oven and Hob</b>	Spray inside with oven cleaner and wipe	Remove trays and clean	Remove drip trays, clean and replace
		Wipe down hob and around gas rings	Clean out warmer draw	Wipe outside down with warm soapy water
	<b>Microwave</b>	Remove plate, wash and replace	Wipe inside with warm soapy water	Wipe outside with warm soapy water
	<b>Toaster</b>	Remove crumb trays and wash	Wipe outside with warm soapy water	Wipe bench underneath
	<b>Fridge &amp; Freezer</b>	Remove all food	Wipe shelves and walls	Wipe inside & outside
		Inform MOEC staff if freezer needs defrosting	Move fridges and freezer to check floors behind and underneath for any food dropped	
	<b>Pantry</b>	All food removed	Shelves wiped down	
	<b>Dining Table and Chairs</b>	Wipe down surfaced with cloth and spray n wipe		Chairs neatly arranged around table
		Ensure lounge chairs and couches are clean	Ensure no chairs or tables are blocking fire exits	
	<b>Fire area</b>	Empty ash from fire into metal bucket. Inform MOEC staff to empty ash bucket	Tidy and restock inside wood box	Inform MOEC staff if wood stock need replenishing
	<b>BBQ and Outside Area</b>	Burn off any grit and fat from BBQ (DO NOT USE WATER OR CHEMICALS)	Clean with cloth to remove all scunge	Ensure drip try has sand (inform MOEC staff if new sand needed)
		Turn off all elements and ensure gas bottle is off	Replace BBQ cover	Remove all rubbish
	<b>Pots, Pans and Trays</b>	Cleaned	Scour black off bottoms	Return to labelled area and all accounted for
	<b>Utensils and Sharp Knives</b>	All accounted for	Clean	Replaced neatly in labelled location
	<b>Other Equipment i.e. water containers, potato masher etc</b>	Check all equipment is accounted for	Ensure equipment is replaced in labelled location	Clean
	<b>Plates and Cutlery</b>	Clean and neatly arranged neatly on shelves in labelled area	Appropriate stock, any breakages reported to MOEC staff	
	<b>Toilets</b>	Wipe outside of cistern and bowl with disinfectant and cloth	Scrub inside of bowl with toilet brush and toilet cleaner	Ensure toilet roll on holder
	<b>Sinks</b>	Spray and wipe with Jiff or similar	Clean with cloth ensuring Jiff streaks removed	Remove all soap and other lost property
	<b>Shower</b>	Wipe shower walls down	Wipe bathroom walls with hot water and disinfectant	Wipe around shower nozzle
		Clear all drains of sand and grit	Clear hair traps of sand, hair and other grit	Check for graffiti (remove)
	<b>Mirror</b>	Wipe with glass cleaner	Check for damage	
	<b>Beds &amp; Mattresses</b>	Check and clean under beds	Report any rips/ damage to beds or mattresses to MOEC staff	Ensure one mattress per bed
	<b>Lost Property</b>	Remove all lost property		
	<b>Consumables</b>	Remove all used pig bins to courts	Restock pig bin	Restock rubbish bins liners
		Restock hand towels	Restock hand soap	MOEC staff to check LPG level. Replace if needed
	<b>Cleaning Equipment</b>	All Equipment is accounted for	All equipment in good condition (report any repairs needed to MOEC staff)	Returned to appropriate location
		Empty Vacuum cleaner bag	Clean vacuum filter if needed	
	<b>Other</b>	All rubbish removed and bags secured (tied shut)	Clean rubbish bins with warm water and disinfectant	Report any damage or repairs to MOEC staff
	<b>Before Departure</b>	All lights off (inform MOEC staff if bulbs need replacing)	Turn main gas tap off	Secure all doors and windows

### Commonly Missed on Check Out...

- |                          |                                       |
|--------------------------|---------------------------------------|
| ☺ Oven cleaned on inside | ☺ BBQ drip trays                      |
| ☺ Lights Off             | ☺ All kitchen equipment accounted for |

# Boat Shed

## Check In – Check Out Sheet

Use Cleaning Equipment Found In Cupboard Beside Laundry Sink and Freezer

Description	Rate 1- 4		Description	Rate 1- 4	
	In	Out		In	Out
<b>Short Wetsuits</b> <ul style="list-style-type: none"> <li>- All hangers have one wetsuit per hanger</li> <li>- BA's clean and in good condition</li> <li>- All hung in right place and right way out</li> <li>- Good range of sizes available</li> </ul>			<b>Minnow Kayaks</b> <ul style="list-style-type: none"> <li>- Clean and in good condition</li> <li>- 30 x kayaks accounted for</li> <li>- All kayaks stored by colour in racks</li> </ul>		
<b>Buoyancy Aids</b> <ul style="list-style-type: none"> <li>- All hangers have one BA per hanger</li> <li>- All BA's clean and in good condition</li> <li>- All hung in right place and right way out</li> <li>- Good range of sizes available</li> </ul>			<b>Sea Kayaks</b> <ul style="list-style-type: none"> <li>- Clean and in good condition</li> <li>- All hatch covers (neoprene and hard) are accounted for (2 x for each kayak)</li> <li>- Rudders and foot peddles in working order</li> <li>- All spray skirts accounted for</li> <li>- Spray skirts in good condition</li> </ul>		
<b>Long John Wetsuits and Jackets</b> <ul style="list-style-type: none"> <li>- All hangers have one wetsuit/ jacket per hanger</li> <li>- BA's clean and in good condition</li> <li>- All hung in right place and right way out</li> </ul>			<b>Toppa Topaz Sailing Dinghy's</b> <ul style="list-style-type: none"> <li>- Boats and trailers are clean and in good condition</li> <li>- All parts on boats are working and in good repair</li> <li>- No tears in sails</li> </ul>		
<b>Masks and Snorkel Sets</b> <ul style="list-style-type: none"> <li>- Each hook has one mask and snorkel set</li> <li>- All sets in good condition with snorkel keeper in place and no breakages</li> </ul>			<b>Salsa Sailing Dinghy's</b> <ul style="list-style-type: none"> <li>- Boats and trailers are clean and in good condition</li> <li>- All parts on boats are working and in good repair</li> <li>- No tears in sails</li> </ul>		
<b>Fins</b> <ul style="list-style-type: none"> <li>- Each box contains one set of fins</li> <li>- All fins in good condition with no rips or tears</li> <li>- Appropriate range of sizes available</li> </ul>			<b>Captiva Sailing Dinghy's</b> <ul style="list-style-type: none"> <li>- Boats and trailers are clean and in good condition</li> <li>- All parts on boats are working and in good repair</li> <li>- No tears in sails</li> </ul>		
<b>Rescue Boats</b> <ul style="list-style-type: none"> <li>- Fuel tanks full</li> <li>- All rescue equipment present and accounted for</li> <li>- Boat clean and in good working order</li> </ul>			<b>Waka Ama</b> <ul style="list-style-type: none"> <li>- Both boats clean and in good condition</li> <li>- All bailers accounted for</li> <li>- All paddles accounted for</li> </ul>		
<b>Rescue Equipment</b> <ul style="list-style-type: none"> <li>- All rescue tubes accounted for</li> <li>- All throw ropes accounted for</li> <li>- Emergency Bags (yellow and orange) are present and stocked</li> </ul>			<b>Windsurfing</b> <ul style="list-style-type: none"> <li>- All equipment clean and in good condition</li> <li>- All equipment present and accounted for</li> <li>- All buoyancy aids in clean and in good condition</li> </ul>		
<b>General</b> <ul style="list-style-type: none"> <li>- Area clean and clear of lost property</li> <li>- Area clean and well maintained</li> <li>- Layout of equipment organised and gear set up (if applicable)</li> </ul>			<b>Raft Building Equipment</b> <ul style="list-style-type: none"> <li>- All construction materials returned to appropriate place</li> <li>- All construction materials in good/ safe condition</li> <li>- All paddles present and accounted for</li> </ul>		

### Rating Descriptions

1	<b>Unacceptable;</b> item/area needs immediate attention. Damaged and/or dirty beyond use. May need retiring/ replacing.
2	<b>Acceptable;</b> item/area has small amounts of dirt and/or slight damage but still generally usable. May need a small amount of attention before use.
3	<b>Good;</b> item/area in decent state. Clean and tidy with no attention needed to be able to use straight away.
4	<b>Excellent;</b> item/area clean and in great condition. No damage or dirt.

# Boat Shed

## Cleaning Sheet

Use Cleaning Equipment Found In Boat Shed

✓	Item	Description		
	<b>Short Wetsuits</b>	Washed and rinsed in buckets and checked for damage	Hung right way out and zips facing back wall	Hung in correct sizing location
	<b>Buoyancy Aids</b>	Washed and rinsed in buckets and checked for damage	Hung right way out and zips forwards	Hung in correct sizing location
	<b>Long Wetsuits and Jackets</b>	Washed and rinsed in buckets and checked for damage	Hung right way out front facing door	Hung in correct sizing location
	<b>Mask and Snorkel Sets</b>	Washed and rinsed in blue bin and checked for damage	Ensure sets include mask, snorkel and snorkel keeper	Hung on hook by wall
	<b>Fins</b>	All sets rinsed and checked for damage	Replaced in appropriately numbered box	Damaged ones replaced
	<b>Rescue Boat</b>	Run down according to SOP's and senior instructors directions	Trailer, boat and tractor washed <u>thoroughly</u> (including extension bar on trailer)	All rescue equipment and buoys checked and accounted for
	<b>Rescue Equipment</b>	All accounted for	All in correct location	All in good condition
	<b>Minnow Kayaks</b>	Washed out thoroughly and each checked for leaks/ damage	Stacked in racks by colour	All accounted for
	<b>Sea Kayaks</b>	Washed out thoroughly and each checked for leaks/ damage	Stored in racks appropriately	All equipment/ accessories accounted for
	<b>Toppa Topaz Dinghy's</b>	Washed out thoroughly and each checked for leaks/ damage	Stored appropriately	All equipment/ accessories accounted for
	<b>Salsa Dinghy's</b>	Washed out thoroughly and each checked for leaks/ damage	Stored appropriately	All equipment/ accessories accounted for
	<b>Captiva Dinghy's</b>	Washed out thoroughly and each checked for leaks/ damage	Stored appropriately	All equipment/ accessories accounted for
	<b>Waka Ama</b>	Washed out thoroughly and each checked for leaks/ damage	Stored appropriately	All equipment/ accessories accounted for
	<b>Windsurfing</b>	Washed out thoroughly and each checked for leaks/ damage	Stored appropriately	All equipment/ accessories accounted for
	<b>Raft Building</b>	All materials checked for damage	Stored appropriately	All equipment/ accessories accounted for
	<b>General</b>	Hose down all equipment with fire hose	Hose off all floors, pushing sand towards door	Clear drain outside shed of any clothing/ drink bottle etc
		Report any maintenance needed to senior instructor	Restock any equipment needed and fill tanks of rescue boats	Turn off lights and lock all doors

### Commonly Missed on Check Out...

- ☺ Hosing of floor inside boat shed      ☺ All lost property taken to Group Leader
- ☺ All damaged/ lost equipment reported to office

# Last Day Clean Up Schedule

This page is to assist you in allocating groups for the final day clean up. Approximately 1½ - 2 hours is needed to clean the premises with an extra ½ hour tagged on the end just in case and for final group brief before walking out. The numbers allocated are based on group sizes of 8-12 people. Too many in certain areas can inhibit progress, so larger groups may have to get creative in ensuring that everyone is involved in some aspect of the clean up.

**Start Time;**  
**Finish Time;**

**Walk Out of Camp @;**  
**Ferry Departs @;**

Duty Area	Number of Groups	Number of Adults
Kitchen, Mess & Wash up area	2	3-5
Girls Toilets & Showers	1-2	1-2
Boys Toilets & Showers	1-2	1-2
Dorm 1	1	1
Dorm 2	1	1
Dorm 3	1	1
Dorm 4	1	1
Gym, Drying Room & Resource Room	1	1
Cooks Quarters, Museum/AV & Briefing Room	1	1
Grounds & Rubbish	Remaining groups	2
Laundry, Cleaning Equipment & Pack Truck	1	1
Lodge	1-2	1
Cottage	1	1

## Important;

1. All bags must be packed, removed from dorms and placed on the court area prior to clean up starting. If wet the resource room or hall will be made available otherwise you may wish to pack all luggage straight onto the truck as it is brought out of the sleeping areas.
2. MOEC staff assisting in the clean up process will meet your group in the designated area once all bags are packed and removed. They will then brief the entire group on the expectations of clean up prior to starting.
3. Each building has a list of jobs specific for that area and describes the best way in which to go about the clean up.
4. Please ensure the group allocated to the kitchen area are responsible and diligent as this is the most complicated place and time consuming clean up location. A number of hard working adults should also assist here.
5. Each group/area should have 1-2 adults nominated to oversee the cleaning process. These adults will be briefed by a MOEC staff member prior to clean up commencing.
6. All cleaning equipment including rubbish bags, disinfectant etc should be placed in one area i.e. laundry, so everyone knows where to find it. It is recommended that an adult supervise this area to control amounts of cleaning products used by students.
7. The female adult and male adult toilets will be allocated to be used during clean up and prior to departure. Once the majority of the group has started walking to the ferry parents/ teachers/ students left behind due to injury etc will clean this. These numbers should not exceed 8 unless by prior arrangement with MOEC senior staff.
8. Finish time is only an approximate as you will be expected to have each area up to the standard required. The instructor allocated to that area will check it off.
9. When all areas are completed a final camp check will be carried out with the instructor in charge of check out and a group representative (as nominated on the arrival day for the facility check in) to ensure all areas are left in an acceptable state.