

Riverwood Retreat Center

Departure Checklist

Thank you for helping us care for our facility and also welcoming the next mission team by leaving this facility beautiful. All cleaning supplies needed should be located in the kitchen closet. We are glad you are on our team!

BATHROOMS

- Clean and disinfect all shower stalls and mats.
- Hang all mats inside the showers.
- Clean and disinfect all sinks and shelving.
- Sweep and mop all bathrooms, including underneath all rugs.

BEDROOMS

- Vacuum all carpets
- Wash and fold any bed linens and towels and place them in the common area.

KITCHEN

- Dispose of all opened food items unless packaging is clearly labeled with a future expiration date.
- Wash and put away all dishes, utensils, and kitchen items.
- Clean and disinfect all kitchen counters and appliances.
- Place any unwashed kitchen linens in the kitchen sink.

COMMON AREAS

- Vacuum kitchen area and all remaining areas.
- Sweep the patio.
- Empty the vacuum canister.
- Empty all garbage. If needed, wash the garbage can and leave upside down on the Retreat Center patio.
- Store all cleaning supplies in the kitchen closet on the labeled shelving.

**If you observe any cleaning supplies that are missing, or any that need to be restocked, please let our staff know.*

Thank you for being the hands and feet of God and serving our family at Riverwood. This is now your family, too! We pray that you have a safe return trip home and thank you for blessing us.