

**Santa Cruz Island Reserve
University of California**

Field Station Cleaning Checklist

Please check off items completed, sign, date, and return to staff before leaving the island.

AREA	CHORES	Notes and Check Off
Kitchen	Clear out food from shelves. Wash all dishes, put away. Wipe off counters. Wipe off tables. Wipe down stove. Clean out refrigerators, all food. Wipe out refrigerators. Place chairs on tables. Sweep floors. Mop floors. Rinse out mop, hang to dry. Take soiled towels to laundry.	
Living Areas Sitting Room Pool Room	Pick up trash. Sweep area & mop floor. Close doors.	
Bathrooms	Scrub toilets with Ajax. Pour bleach in toilets after scrub. Wipe down sink and counters. Scrub shower with Ajax. Sweep Floors. Mop Floors. Empty trash. Close doors.	
Bunk Rooms/Private Rooms	Check drawers, closets, and under beds for personal items. Sweep floor & closets. Shake out rugs/mats. Close doors.	
Computer Room	Dust off desk. Vacuum Carpet. Take out trash.	
Lab Room	Wipe down counters. Sweep floors. Take out trash.	

Class Room	Wipe down tables. Sweep floors. Take out trash. Put all items used back in original location.	
Laundry Room	Wipe down washing machine. Sweep floor. Take out trash. Make sure all clothing is off clothes line before leaving.	
Vehicles	Sweep or Vacuum out interior. Sweep out truck beds. Check vehicle for personal items.	

Please make notations on anything you find to be inoperable, or in need of repair or replacement.
Please feel free to add suggestions and concerns for staff.

Thank you for your help!

Additional Comments:

Signature: _____

Date: _____

Reservation name/goup/class: