

Last Day CleanUp List

LOUNGE (CHAPEL) ROOM

- ☐ Return couches, chairs, tables, lamps, books to original/proper location
- ☐ Gather up and take out all trash
- ☐ Run Vacuum
- ☐ Take any lost/found items to lobby area/desk
- ☐ Close doors and note – cleaned out/closed area – so everyone knows to stay out or clean up after themselves.

Please be sure to do a final sweep of your own personal bedroom area and to check in at the front lobby/front patio area to see if any lost items were found or any assistance is needed in taking care of the remaining items. Hug your friends and drive home safely!

Thank you!

Last Day CleanUp List

DINING ROOM & KITCHEN

- ☐ Return Tables and Chairs (# per table) to original/proper location
- ☐ Clean and return all dishes/property to its original/proper location
- ☐ Identify and remove to lobby area any Cursillo-owned property
- ☐ Clean out refrigerator; move all leftover items to lobby area (in coolers/containers)
- ☐ Clean counters, stove-top and sweep floors (as needed)
- ☐ Take out trash and replace bags
- ☐ Close doors and note – cleaned out/closed area – so everyone knows to stay out or clean up after themselves.

Last Day CleanUp List

LOBBY AREA

- ☐ TAKE AND LOAD ANY PERSONAL (FOUND) ITEMS TO YOUR VEHICLE
- ☐ Make sure to agree as a group where leftover food/supplies are to go and help load into vehicles.
- ☐ Take any Cursillo items to be stored in the Closet and deposit them there.
- ☐ Return any furniture/property in the area to it's proper location
- ☐ Gather up and remove any trash; replace trash bags as appropriate

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Thank you!

Last Day CleanUp List

BEDROOMS & HALLWAY

- ☐ Remove all belongings and move any lost/found items to lobby area
- ☐ Gather up all trash and bedding for pick up (according to Seminary rules)

MISCELLANEOUS

- ☐ Search for and remove any posters, signs, decorations from Cursillo and return to lobby area or toss into trash as appropriate
- ☐ Return keys to room, elevator, facility buildings to MOSSAF or designee
- ☐ Ensure all back/side doors are closed and locked as required.

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Thank you!

ALEXANDER/LLOYD DOBBINS HALL

- ☐ Return Tables and Chairs (# per table) to original/proper location
- ☐ Clean and return all dishes/property to its original/proper building/location
- ☐ Identify and remove to lobby area (of Baird Hall) any Cursillo-owned property (Palanca, table supplies, etc)
- ☐ Sweep and/or vacuum floors (as needed); Take out trash and replace bags

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Thank you!