

## 2021~2022 4-H BUILDING CLUB CLEANING ASSIGNMENTS

Each year clubs are required to complete a thorough cleaning of the 4-H Building at MetraPark. Clubs are assigned a two-week time frame from which they can choose a date that is agreeable to their club members. To assist clubs in choosing an available date and time, a calendar of the 4-H Buildings scheduled meetings, events, and activities is available to be viewed online at <https://yellowstone.msuextension.org/4h/4-HBuildingCalendar.html>. Call the Extension Office at 256-2828 to schedule the time and date your club has agreed on and make arrangements for obtaining a key.

<u>DATE</u>	<u>CLUB</u>		<u>DATE</u>	<u>CLUB</u>
09/19/21 to 10/02/21	Northern Lights		3/06/22 to 3/19/22	City Slickers
10/03/21 to 10/16/21	Ruff Riders		3/20/22 to 4/02/22	Huntley Trailblazers & Project Longhorns
10/17/21 to 10/30/21	Shepherd Pioneers		4/03/22 to 4/16/22	Laurel Roadrunners
10/31/21 to 11/13/21	Shepherd Tumbleweeds		4/17/22 to 4/30/22	Cool Clovers & Explorers
11/14/21 to 11/27/21	Worden Riverdale		5/01/22 to 5/14/22	Hesper Hustlers
11/28/21 to 12/11/21	Compass All Stars		5/15/22 to 5/28/22	City Kids
12/12/21 to 12/25/21	Huntley Eagles		5/29/22 to 6/11/22	Lockwood Humble B's
12/26/21 to 1/08/22	Kountry Kritters		6/12/22 to 6/25/22	Big Sky Thunderbolts
1/09/22 to 1/22/22	Yellowstone Mavericks & Boots & Britches		6/26/22 to 7/09/22	Yellowstone Silver Spurs
1/23/22 to 2/05/22	Project Rocking Wranglers		8/28/22 to 9/10/22	Northern Lights
2/06/22 to 2/19/22	Blue Creek Jumping Bucks		9/11/22 to 9/24/22	Ruff Riders
2/20/22 to 3/05/22	Pine Ridge Red Ryder		9/25/22 to 10/08/22	Shepherd Pioneers

**\*\*Shepherd Wranglers – Clean all windows, inside & out, during the month of May.**

## 4-H Building Cleaning Guidelines

### Club Cleaning Responsibilities:

\*\*Cleaning supplies can be located in the closet nearest the kitchen area and in the backroom.

- 1. Entry ways: vacuum rugs, wipe off door handles.**
- 2. Main area: wipe down tables and chairs (those set up and the ones on the storage carts).**
- 3. Sweep and use the floor scrubber on all flooring (see directions on machine or watch demonstration: <https://www.youtube.com/watch?v=7fejG2W74Bk>).**
- 4. Kitchen: Clean sinks. Wipe down counters (top & front) including the kitchen island, inside and outside of microwave, appliance (fridge, stove) fronts and handles and stove top.**
- 5. Bathrooms: sweep & mop floors, clean sinks, toilets, mirrors and drinking fountain. Wipe off door handles.**
- 6. Empty all garbage cans and replace can liners. Garbage is to be taken to the large dumpster outside of the building.**
- 7. Closets and storage area are to be kept organized.**
- 8. When supplies are needed please notify the Extension Office.**

### Leaving the building:

- 1. All chairs, materials and equipment should be left in the location they were in upon entry. Do not remove chairs, tables, etc. unless authorized by the Extension Office.**
- 2. Heat is to be turned down to 65 degrees. Air Conditioning should be set at 70 degrees. Remember to check both thermostats.**
- 3. Check that all lights are turned off and all doors are locked.**
- 4. Return building key to the Extension Office.**