

2022~2023 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>
<i>10/09/22 to 10/22/22</i>	Kountry Kritters		<i>3/26/23 to 4/08/23</i>	Cool Clovers
<i>10/23/22 to 11/05/22</i>	Whips & Sticks & Shepherd Tumbleweeds		<i>4/09/23 to 4/22/23</i>	Explorers & Hesper Hustlers
<i>11/06/22 to 11/19/22</i>	Worden Riverdale		<i>4/23/23 to 5/06/23</i>	City Kids
<i>11/20/22 to 12/03/22</i>	Compass All Stars		<i>5/07/23 to 5/20/23</i>	Lockwood Humble B's
<i>12/04/22 to 12/17/22</i>	Huntley Eagles		<i>5/21/23 to 6/03/23</i>	Big Sky Thunderbolts
<i>12/18/22 to 12/31/22</i>	Yellowstone Mavericks		<i>6/04/23 to 6/17/23</i>	Yellowstone Silver Spurs
<i>1/01/23 to 1/14/23</i>	Project Longhorns		<i>6/18/23 to 7/01/23</i>	Northern Lights
<i>1/15/23 to 1/28/23</i>	Project Rocking Wranglers		<i>7/02/23 to 7/15/23</i>	Ruff Riders
<i>1/29/23 to 2/11/23</i>	Blue Creek Jumping Bucks		<i>8/27/23 to 9/09/23</i>	Shepherd Pioneers
<i>2/12/23 to 2/25/23</i>	Pine Ridge Red Ryder & City Slickers		<i>9/10/23 to 9/23/23</i>	Kountry Kritters
<i>2/26/23 to 3/11/23</i>	Huntley Trailblazers		<i>9/24/23 to 10/07/23</i>	Whips & Sticks
<i>3/12/23 to 3/25/23</i>	Laurel Roadrunners		<i>10/07/23 to 10/20/23</i>	Shepherd Tumbleweeds

****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.**