

2023~2024 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 www.montana.edu/extension/yellowstone/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>
10/7/23 to 10/20/23	Shepherd Tumbleweeds		3/23/24 to 4/5/24	Worden Riverdale
10/21/23 to 11/03/23	Huntley Eagles		4/6/24 to 4/19/24	Explorers
11/04/23 to 11/17/23	Northern Lights		4/20/24 to 5/3/24	Hesper Hustlers
11/18/23 to 12/01/23	Shepherd Firecrackers		5/4/24 to 5/17/24	City Kids
12/02/23 to 12/15/23	Compass All Stars		5/18/24 to 5/31/24	Lockwood Humble B's
12/16/23 to 12/29/23	Blue Creek Jumping Bucks		6/1/24 to 6/14/24	Big Sky Thunderbolts
12/30/23 to 1/12/24	Project Longhorns		6/15/24 to 6/28/24	Project Rockin Wranglers
1/13/24 to 1/26/24	Yellowstone Mavericks		6/29/24 to 7/12/24	Yellowstone Silver Spurs
1/27/24 to 2/9/24	Pine Ridge Red Ryder		9/7/24 to 9/20/24	Ruff Riders
2/10/24 to 2/23/24	Huntley Trailblazers		9/21/24 to 10/04/24	Shepherd Pioneers
2/24/24 to 3/8/24	Laurel Roadrunners		10/5/24 to 10/18/24	Kountry Kritters
3/9/24 to 3/22/24	Cool Clovers		10/19/24 to 11/1/24	Whips & Sticks

****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 the building key to the Extension Office.**