



Calhoun County Conservation

1228 W. High St | Rockwell City, IA 50579

Calhoun County Conservation Board Cabin Cleaner Contract

Cleaning Instructions for Cabins

- Sweep/Hose off the cement entrance of the cabin.
- Clean all the nests from around the cabins.
- Sweep cobwebs from corners, ceiling, windows, and cabin exterior.
- Wipe off windows and the window blinds.
- Clean off anything that may collect dust (i.e. counters, tables, ceiling fans, bed frames, night stands, ac/heat unit, etc...)
- Clean the microwave and the refrigerators.
- Clean and spray the sinks, toilets, and showers.
- Restock the toilet paper and paper towels.
- Spray mattresses and table tops with disinfectant, then wipe dry.
- Clean windows and mirrors with glass cleaner.
- Sweep and mop the entire floor.
- Empty trash; include extra liner in container before installing a new liner.
- Check all lights and the ac/heat unit for proper operation.
- Weekly clean out of air conditioning filter.
- If smoke detector is beeping, replace battery with new 9V battery.
- Check gauge on fire extinguisher to make sure it's full and the pin is through the handle.
- Check that the cabin check-in/check-out procedures are still where they should be.
- Turn off all lights, ceiling fans, and ac/heat units.
- Unplug mini-refrigerators and wipe dry.
- Make sure all windows are shut.
- Final Visual Check for cleanliness.
- Lock door.
- Clean picnic table top/seats.
- Sweep off deck, benches, and concrete.
- Pick up all litter around the cabins.

Other Information:

Cleaners are able to work independently while completing the daily duties in the park.

The park staff will be available to answer questions and staff is who you will report anything wrong with the cabins that you may not be able to fix.

Cleaners will be available for most weekends and weekdays.

You may be asked to complete other duties as requested.

Signature of Conservation Director and Date

Signature of Cleaner and Date