

Cleaning the Santa Rosa Island Research Station



Welcome to the CSUCI Santa Rosa Island Research Station.

Please help us care for the facilities during your stay and clean up when you leave. Your group leader is responsible for any misuse, damage, or negligence.

****All cleaning supplies and rags are located on shelves in the laundry room****

****Please do NOT use bathroom & kitchen towels for cleaning****

Cleaning ****ALL VISITORS MUST HELP WITH CLEANING**

Kitchen	Dishes / Pots & Pans	<ol style="list-style-type: none"> Put all dishes, pots, pans and utensils back in designated areas. Close metal cabinets tightly!
	Stove/ Oven & Microwave	<ol style="list-style-type: none"> Wipe off stove and underneath all burners with Simple Green spray. Wipe all surfaces of stove/oven and broilers Clean & wipe down inside/outside of microwave, unplug when done if last to leave
	Surfaces	<ol style="list-style-type: none"> Wipe off tables, counters, metal drawers, windowsills etc. with Simple Green Wipe down sink area after washing all dishes
	Refrigerator & Freezer	<ol style="list-style-type: none"> Remove all food from refrigerator and freezer and wipe down. <ol style="list-style-type: none"> *Use ONLY microfiber cloth & dish soap + water on stainlesssteel* Any food left behind at station must be cleared by SRIRS staff. If you are the last person/group leaving the research station: <ol style="list-style-type: none"> UNPLUG refrigerator and freezer and prop open with towel or cup. Wipe up all ice/moisture. Leave doors cracked open.
	Food	<ol style="list-style-type: none"> Remove ALL food items. Any food left behind must be cleared by SRIRS staff. Secure any communal food items in the metal cabinet (non-perishables only).
Floors	<ol style="list-style-type: none"> Place chairs upside-down on top of tables in kitchen and desks in bedrooms. Sweep all floors (bedrooms, baths, halls, kitchen, laundry room, & office). Mop all floors with floor cleaner. Reusable fabric Swiffer in laundry room Rinse Swiffer after use and hang on cloth line behind bunkhouse shed to dry. 	
Bedrooms	<ol style="list-style-type: none"> Check drawers, closets, and under beds for personal items. Use spray bottle with vinegar/water and cloth to wipe down mattresses. Wipe down surfaces (i.e. dressers, desks) with multipurpose spray. Close all windows and blinds. 	
Laundry (Towels & Rags)	<ol style="list-style-type: none"> Place all bath, kitchen towels, and cleaning rags in basket marked "dirty towels". SRIRS Staff will wash 	
Trash & Recyclables	<ol style="list-style-type: none"> Put trash & recycling in dumpsters outside bunkhouse Re-line all trash/recycling bins (kitchen & bathrooms). Report full dumpsters to research station director or coordinator. 	
Bathroom Cleaning	<ol style="list-style-type: none"> Spray toilet bowl cleaner in toilets and thoroughly scrub inside and outside of toilet Sinks cleaned with bathroom/multipurpose cleaner. Floor cleaner used for shower floors. Clean hair from drain catch. <p>Make sure all faucets are turned off. If any faucets are dripping or toilets are running, please note specifics and alert SRIRS Staff.</p>	
Outside	<ol style="list-style-type: none"> Clean BBQ thoroughly and place it back in the shed if used. Clean grease catch! Sweep porch & put away any outdoor furniture if used. 	
Supplies Returned	ALL supplies checked out from SRIRS or lab MUST be returned before leaving island.	
NOTIFY STAFF	Notify staff of any refills, repairs, replacements, and/or items needed in bunkhouse	