

2024~2025 4-H BUILDING CLUB CLEANING ASSIGNMENTS

Each club is required to complete a thorough cleaning of the 4-H Building at MetraPark each year. Clubs are assigned a two-week window from which to choose a date that is agreeable to their club members. To assist clubs in choosing an available date and time, a calendar of scheduled meetings, events, and activities taking place in the 4-H Buildings is available to be viewed online at www.montana.edu/extension/yellowstone/4h/4-HBuildingCalendar.html. Call the Extension office at 406-256-2828 to schedule the date/time your club has agreed on and make arrangements for obtaining a key.

<u>DATE</u>	<u>CLUB</u>
<i>10/5/24 to 10/18/24</i>	Kountry Kritters
<i>10/19/24 to 11/1/24</i>	Whips & Sticks / Shepherd Firecrackers
<i>11/2/24 to 11/15/24</i>	Project Rockin Wranglers
<i>11/16/24 to 11/29/24</i>	Yellowstone Silver Spurs / Shepherd Lonestars
<i>11/30/24 to 12/13/24</i>	Shepherd Tumbleweeds
<i>12/14/24 to 12/27/24</i>	Huntley Eagles
<i>12/28/24 to 1/10/25</i>	Northern Lights
<i>1/11/25 to 1/24/25</i>	Compass All Stars
<i>1/25/25 to 2/7/25</i>	Blue Creek Jumping Bucks
<i>2/8/25 to 2/21/25</i>	Project Longhorns / Pine Ridge Red Ryder
<i>2/22/25 to 3/7/25</i>	Yellowstone Mavericks
<i>3/8/25 to 3/21/25</i>	Laurel Roadrunners
<i>3/22/25 to 4/4/25</i>	Cool Clovers / Big Sky Thunderbolts
<i>4/5/25 to 4/18/25</i>	Worden Riverdale
<i>4/19/25 to 5/02/25</i>	Hesper Hustlers
<i>5/3/25 to 5/16/25</i>	City Kids
<i>5/17/25 to 5/30/25</i>	Lockwood Humble B's
<i>5/31/25 to 6/13/25</i>	Ruff Riders
<i>6/14/25 to 6/27/25</i>	Shepherd Pioneers
<i>6/28/25 to 7/11/25</i>	Shepherd Firecrackers
<i>7/12/25 to 7/25/25</i>	
<i>8/29/25 to 9/12/25</i>	Yellowstone Silver Spurs
<i>9/13/25 to 9/26/25</i>	Kountry Kritters
<i>9/27/25 to 10/10/25</i>	Whips & Sticks

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

4-H Building Cleaning Guidelines

Club Cleaning Responsibilities:

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. Take garbage out to the large dumpster outside of the building.
7. Closets and storage area are to be kept organized.

Leaving the building:

1. All chairs, materials and equipment should be returned to the location they were in upon entry. Do not remove chairs, tables, or any other items unless authorized by the Extension office.
2. Heat should be set at 65 degrees. Air conditioning should be set at 70 degrees. Remember to check both thermostats.
3. Check that all lights are off and all doors are locked.
4. Return the building key to the Extension office.

****Cleaning supplies are in the closet nearest the kitchen area and in the backroom. Please notify the office if supplies are low.**