



Girl Scouts of Southeastern Michigan

# Partridge Creek Cookie Booth Clean-Up Checklist for Girl Scout Troops

As each troop completes their shift at the Partridge Creek storefront, it's important to ensure the space is left clean and ready for the next troop. Please follow the checklist below before leaving. This will help maintain a welcoming environment and keep the space in great condition.

1. **Dispose of All Garbage:** Ensure that all garbage is taken with you and properly disposed of in the designated trash bins.
2. **Wipe Down Countertops:** Use the cleaning supplies provided to wipe down all countertops and surfaces, ensuring they are free of crumbs, spills, or other debris.
3. **Clean the Floors:** If the floor is dirty, please use the provided vacuum to quickly clean up any crumbs or dirt to leave the space tidy.
4. **Leave the Store in Good Condition:** Double-check the area to make sure the store is left as you found it. This includes organizing any displays and ensuring the space looks neat.
5. **Report Any Issues:** If you notice any issues with the store, please notify us by emailing [productsales@gssem.org](mailto:productsales@gssem.org) so we can address it as quickly as possible.

## Booth Supplies Checklist

Before leaving, please ensure the following items are accounted for and left with the storefront:

- ☐ Vacuum
- ☐ Signage
- ☐ Paper Towels
- ☐ Disinfectant Spray
- ☐ Disinfectant Wipes

If any items are missing or damaged, please note them on the checklist and contact us immediately at [productsales@gssem.org](mailto:productsales@gssem.org) so we can take appropriate action.