

Bear Creek Camp Lodge Reference Manual



Updated July 2012

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Introduction

The Protective Shelter or “Lodge” as it is commonly known, was built starting in the summer of 2010, and finished up before the first group of YW arrived for camp in June of 2011.

It has a commercial kitchen complete with a 10-burner stove with exhaust hood and fire suppression, two ovens, a large double refrigerator, upright freezer, microwave, large pantry, three deep-sinks, garbage disposal, grease trap, and plenty of preparation and serving surfaces.

The entire building is air conditioned and can seat about 180 people. There is a Men’s restroom, and Women’s restroom, and a room that serves as the Nurse’s Station during Young Women camps.

It is a great facility and a real plus as an addition to Bear Creek Camp.

Rules for Use

The lodge, as with all of Bear Creek Camp, is primarily for the use of the Young Women's program of the Church. Currently six different Stakes hold Young Women's Camp here during the summer. Young Women's Camp, and activities that support Young Women's Camp take priority over all other prospective activities.

However, when the camp and lodge are not being used by the YW in any manner, the camp is free to be enjoyed by members and their families, Wards, Branches, Stakes, and all other associated Church organizations.

There are rules and policies pertaining to the use of the camp in general, which each Camp Director receives prior to coming to camp. These can be found in the back of this reference.

The Rules for Use discussed in this section pertain only to the lodge.

1. The lodge can be reserved for use groups of 25 or more.
2. There must be at least two Melchizedek Priesthood holders present with the group at all times.
3. Groups must follow the cleaning procedure outlined in the later sections of this manual.
4. Groups must follow general guidelines for the use of Church buildings with regard to decorations, activities, and personal conduct.
5. Even though there are beds in the room used for the Nurse's Station, there is no over-night camping in the lodge unless directed by medical personnel during YW Camp.
6. There can be no driving or parking of vehicles anywhere except the gravel driveways and parking lots provided.
7. Any prospective activity that might be outside of these guidelines will need prior approval from the Camp Manager.

Kitchen Safety

There is a fire suppression system installed in the kitchen.

If there is a grease fire on the stove, the heat will cause solder links in the chain to melt, causing the fire suppressant to be released from the canister, spraying down through the three nozzles over the stove.



The fire suppressant can also be released manually by activation of the hand station located over the small sink next to the pantry door.



If this system is activated, this will effectively put out the fire, and also effectively end your use of the kitchen for the week. It would be best for the kitchen staff to try other means of fire suppression first, such as covering a fire with baking soda, or towels, or lids, and portable hand-held fire extinguishers.

Only if these things fail should the fire suppression system be activated. The portable fire extinguisher is located just inside the pantry door, as shown below.



Kitchen Cleaning Procedure

Please follow the below illustrated procedure to clean the kitchen after each use.

Stove

The stove is a 10-burner, 2-oven unit with lots of places to clean.



Step 1

Start by lifting off the cast-iron burner tops. Be careful to grab them opposite the area of the pilot light. Take these to the sink and scrub off any food or debris (if necessary).



Scrub down the metal parts inside, ensuring all food, grease, and other debris is gone. “Bar Keeper’s Friend” is an excellent scouring powder that works quite well on stainless steel. PLEASE DO NOT USE STEEL WOOL, S.O.S. PADS, BRILLO PADS, OR ANY OTHER SUCH SCRATCHING MATERIAL TO CLEAN THE STOVE. IT WILL RUIN THE FINISH.

Again, use “Bar Keeper’s Friend” and a green Scotch-Brite scouring pad to clean all of the stainless steel parts of the stove and ovens.



As you can see in the photo behind the scouring powder, splashed-on and cooked-on grease that won't simply wipe off. Use the scouring powder and a green Scotch-Brite pad for this and all of the surfaces. With a little elbow grease, it will come off.

Step 2

Once the top of the stove has been cleaned, pull out the drip trays under the stove top and scrub these out as well.



You can line these with aluminum foil, if you wish, to aid in the cleanup.

Step 3

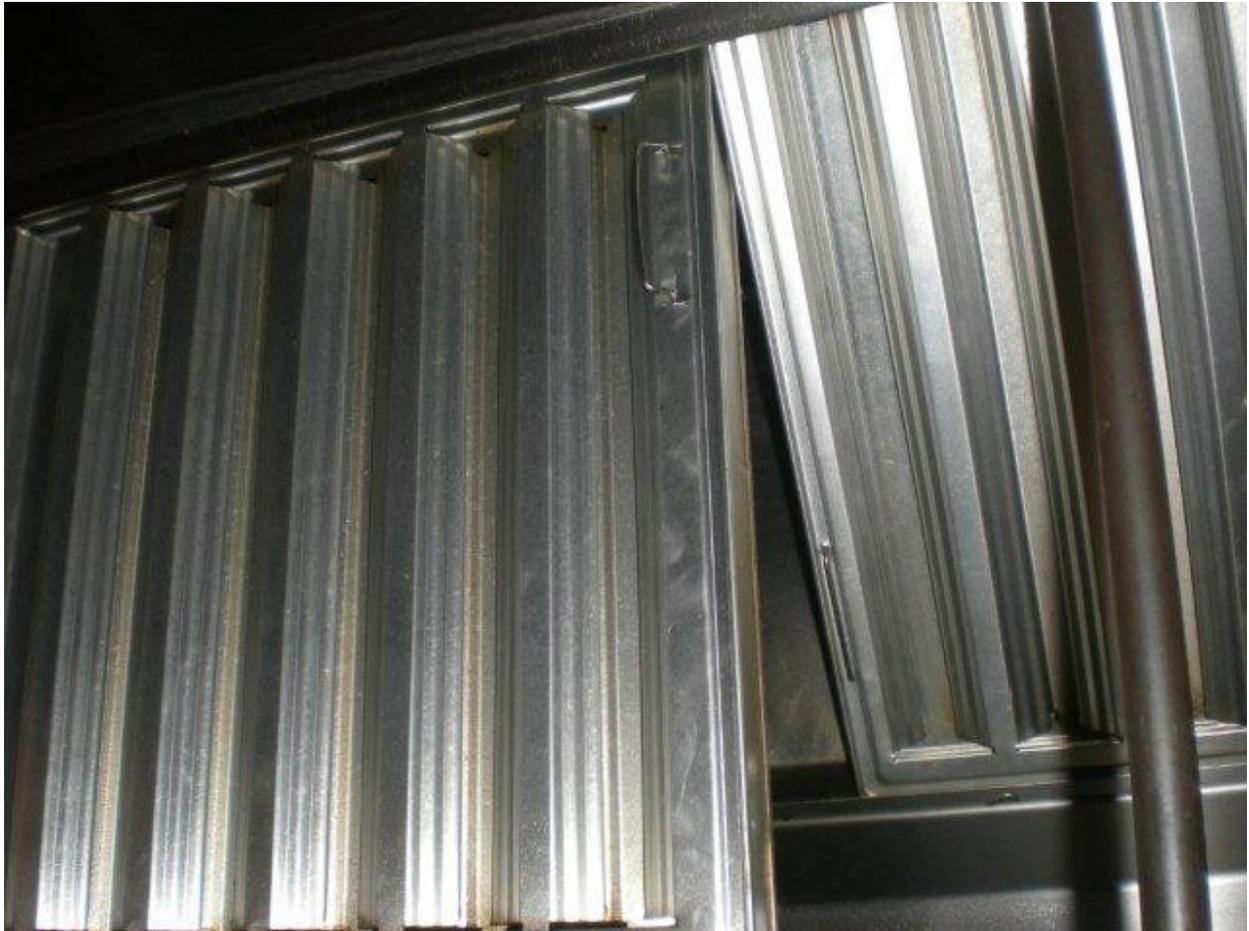
Once the stove top is clean, use cooking spray on the cast-iron burner tops and the burners themselves to prevent oxidation (rust) from forming. Be careful to not spray directly at the pilot light as the cooking spray might flare up. Don't worry, it is not dangerous. Just scary.



Leave these sitting off to the side for the time being.

Step 4

Remove the vent hood baffles by first lifting the center section, tilting to bottom of the section toward you, then pulling down. The other two sections need to be slid over toward the center to expose the outer edge, then lifted and pulled out in the same manner as the center section.



Use a Scotch-Brite pad and Dawn dishwashing liquid to cut the collected grease on both sides and around the edges.

Wipe these dry and set aside.

Step 5

Use the Scotch-Brite and Dawn soap to scrub, then a damp cloth to wipe down the inside of the range hood on all four sides and the drip tray.



Once this is all clean, reassemble the range hood by inserting the top of the two longer sections, then tilting inward the bottom and settling them into the slot. Slide them to the outside, leaving a space for the smaller center section to be installed. Once it is in place, slide the two outer sections toward the center so there is no gap showing.

Step 6

Once this is back together, wipe down any residue from cleaning that may have fallen onto the stove below, then reinstall all of the burner tops and drip trays.

Open the oven. If any food residue has spilled on the racks, remove them and scrub until clean. Clean off any spills from the sides and door. Change the aluminum foil that is underneath the racks.



Once all of this is done, do a final wipe of the outside of the stove and oven with a damp cloth.

Griddle

When in use, the pancake griddle sits atop the stove, covering six burners. It is made of aluminum and is NOT non-stick coated. It is recommended you not use the griddle to cook meat, such as bacon or sausage, as the grease will burn on and bond to the surface.



After using the griddle, let it cool down naturally. NEVER douse it with water. This will cause it to warp.

Once it is clean, store it next to the left side of the oven, as shown below.



Grease trap

The grease trap is an essential part of the sanitation system of the lodge. It has two internal chambers which prevent liquefied grease from passing through into the sewage system, where it would solidify and cause problems.



At the end of your use of the kitchen, this must be cleaned out. The following procedure will walk you through the process.

Step 1

Use a pointed object to flip up the latches that are around the edge of the grease trap.



Step 2

Remove the lid and set it in the sink for cleaning.



A little Dawn dishwashing liquid and a Scotch-Brite pad along with some hot water will do the trick. Be sure to not let the water out of the sink and into the grease trap at this time.

Step 3

Inside the grease trap will be some awful smelling soup. This first thing to do is to dump a few pitchers of ice into the two chambers to solidify any grease that is suspended in the water.



It is important that water is not running in the sinks at this time, or that the sink drains are closed so that no new water enters the grease trap.

A few minutes after pouring in the ice, the grease should be solid enough to scoop. If it is not, pour in some more ice and wait a few more minutes.

Step 4

Sitting on top of the grease trap should have been the strainer we use to scoop out the gunk. Begin scooping as much gunk as you can from both chambers into a waiting trash can.



It's a good idea to turn on the exhaust hood over the stove to help carry the smell out of the kitchen, because it really does stink.

Step 5

After 90% of the gunk is gone, remove the two partitions by lifting them straight upward. These, along with the lid need to be scrubbed out in the sink.



Pictured here is the first partition, or the one with the cut-off tabs.

Pictured here is the other partition, which doesn't have the tabs cut off.



These both need to be cleaned with some Dawn dishwashing liquid and a Scotch-Brite pad.

Step 6

With some Dawn dishwashing liquid and a Scotch-Brite pad, scrub out any remaining goo in the tank, all the while continuing to flush with hot water.



At this point, you can begin flushing the grease trap by turning on the hot water in one of the sinks and letting it run for about 30 minutes, all the while scooping and stirring the contents to get out as much gunk as possible.

Eventually, the water will begin to look clearer.

Step 7

Once the partitions are clean, insert them back into the tank the way they came out. The partition with the cut-off tabs goes on the left side, about six inches from the side. The partition with the tabs still on top goes right against the right side, where the water goes out.



The position of the partition with the cut-off tabs is shown here. There are slots in the inside walls of the tank into which the partition slides.

The position of the second partition is shown here, all the way to the right, against the water outlet.



Continue flush the tank with hot water all during this time.

Step 8

Once the tank is clean and flushed out, and the partitions are securely in place, put the lid back on the way it came off, with the latches pointing up, tamping the lid back into place, then closing all of the latches.



Now the ordeal is over. Hooray!

Microwave

Please ensure the microwave is clean.



Refrigerator

Please ensure the refrigerator is empty of food, and has been wiped down and disinfected with a solution of 10% chlorine bleach solution, inside and out.



Counters and Prep Surfaces

The prep table, serving counter, and all other surfaces need to be wiped down and disinfected with the same 10% bleach solution as was used to clean the refrigerator.



Pantry

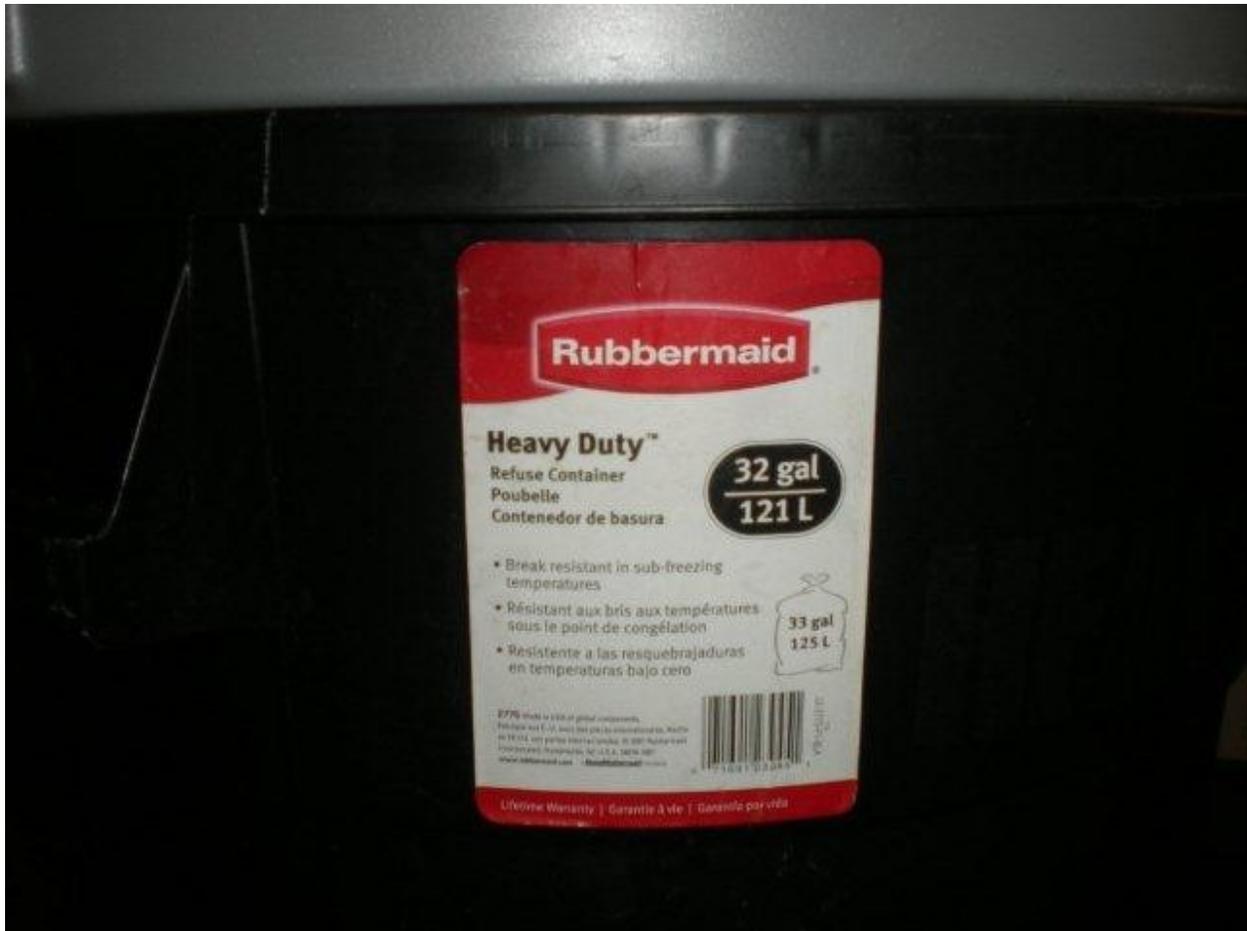
Please ensure the camp kitchen utensils, cookware, and other associated stuff is arranged and organized neatly on the shelves in the pantry.



Trash

Please ensure all trash cans are empty, the cans are clean (meaning no liquid or debris left in the can), and new liners are installed.

The large trash-cans are 32 gallon size.



All trash needs to be taken up to the dumpster at the entrance to the camp. Trash collection is on Tuesday and Friday, very early in the morning. It is best to have all trash up to the dumpster the night before.

Floor care

The entire floor in the kitchen and pantry needs to be swept, and then mopped with a light Pine-Sol and water solution.

Mops should be rinsed out in the sink, wrung out and hung up to dry in the utility room.

Lastly

After the mopping and rinsing, give the sinks and faucets a final wipe down. It is OK to leave a few wet rags draped over the edge of the sink to dry.



Dining Area Cleaning

Please follow the procedure outlined herein when cleaning the dining area after use.

Step 1

Wipe down and disinfect all of the tables with a damp cloth and a 10% solution of chlorine bleach and water.

Step 2

Stack all of the chairs on the tables. The chairs are designed to lock together as shown, eliminating the need to fold and unfold.



Step 3

With the chair all up on the tables, sweep the entire floor, paying particular attention to edges and corners.



Step 4

Use a light solution of Pine-Sol water to mop and disinfect the floor, again paying attention to edges and corners.

When finished, rinse out the mops and mop buckets and store them appropriately in the utility room.

Step 5

Align the tables, starting in the center aisle, by putting the two table legs on the floor marks, as shown.



Slide the table so the feet of the center aisle table legs are directly over the colored dot on the floor for that row.

Align the tables according to the angles set by the floor marks, and set the chairs back into place on the floor. There should be eight chairs per table.



Groups may decide to use a different seating and table arrangement to suit their needs, however, before check-out all needs to be placed back according to the above pattern.

Use a damp cloth to wipe off any scuff marks from the tables, wipe out the window sills, and fireplace.



Restroom Cleaning Procedure

Please ensure the restrooms are cleaned using the following steps:

1. Clean the toilets, urinal, sinks, and mirrors.
2. Sweep and mop the floor of the restroom and the hallway with a light Pine-Sol solution.
3. Empty the trash receptacles and install new bags, if necessary.
4. It is very important that feminine product not be flushed down the toilets. These will clog the grinder pumps and cause sewage backup.

Nurse's Station Cleaning

There are two sets of bunk beds in the room for the Nurse's Station. These should be damp-cloth wiped with a solution of 10% chlorine bleach to remove dirt and disinfect the surfaces.



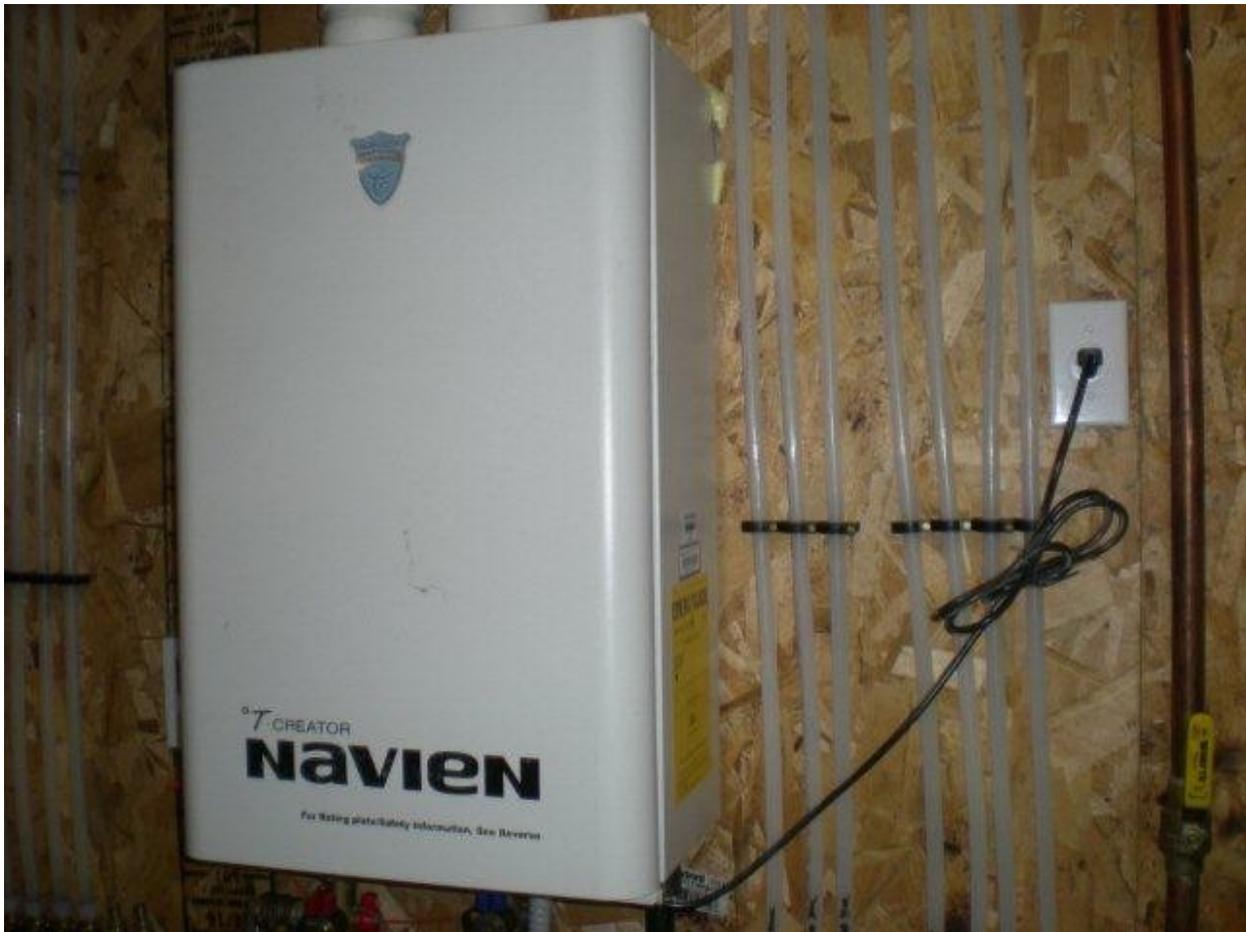
Lastly, sweep and mop the floor with a light Pine-Sol solution, paying particular attention to edges and corners. Ensure the floor under the beds is not missed.

Troubleshooting

Below are some troubles listed that you might encounter, along with their solutions.

No hot water

Occasionally, the on-demand water heater, located in the utility room, fails to start up. Under the cover, which can be removed by taking out four screws, is a display that will have a fault code. Unless directed, do not remove the cover. Instead, try unplugging the unit, count to 10, and plug it in again. Give it a minute, and then try the hot water again. The unit should start up automatically and start producing hot water.



Ice machine not keeping up

The ice machine is capable of producing 60lbs of ice per day. It is important that the sensor, located on the inner right side of the ice compartment, is clean and free of ice buildup.



This sensor, when blocked, tells the machine to stop making ice.



The garbage disposal won't work

The garbage disposal is on a Ground Fault Circuit Interrupter outlet, and is controlled by a power switch located above the sinks and to the right.



If the GFCI trips, it can only be reset if the power switch is ON.

Unplug the garbage disposal, turn ON the power switch, then reset the GFCI via the little RESET button in the center of the outlet.

Now turn off the power switch, and plug in the disposal.

Try the unit again. If it trips again, notify the Camp Manager.

The outlets in the Nurse's Station are dead

All of the outlets in the Nurse's Station are connector to a Ground Fault Circuit Interrupter (GFCI) outlet located just outside the Nurse's Station in the hallway.



Press the RESET button located in the center of the outlet. If it trips again, ensure everything in the Nurse's Station is unplugged and try again.

If it still trips, notify the Camp Manager.

Bear Creek Camp Policies

Updated 22 September 2008

1. Campers must contact the Camp Manager to make a reservation prior to using the camp (see the calendar page for open dates).
2. Camping is in designated campsites only.
3. At least one Priesthood holder must be present during the entire period of use, two if the group is 20 or more individuals.
4. At least one person using the camp must have a cellular telephone in case of emergencies.
5. Although campers may use the camp on any day, no overnight check-ins or check-outs are permitted on Sunday (If you stay over Saturday, you must stay over Sunday as well).
6. Camp patrons are expected to keep vehicles on gravel roads at all times. Unload vehicles near your activity site and then park at the entrance parking area.
7. All trash must be placed in the animal-resistant trashcan in the parking area before retiring each night. Ensure all trash is taken to the main dumpster upon check-out.
8. Fire buckets must be in place and full at any fire ring used. Fires must be in fire rings, even in primitive sites. Camp site fire rings are primarily for cooking, please keep flames low. Fires must be extinguished and pass the "cold out test" over night or whenever the campsite is unoccupied.
9. Do not cut down any trees without approval of the Camp Manager.
10. Quiet time is from 11:00 pm to 6:00 am.
11. There is private property on the other side of Bear Creek, so do not cross Bear Creek except where marked, which is where we own both sides of the creek.
12. The Camp Manager will conduct a check-in with a group-designated Camp Director prior to arrival of the group. This Camp Director will serve as the single-point-of-contact with the Camp Manager. The Camp Manager must also inspect the camp prior to your check-out to ensure that the condition of the camp is at least as good as when you checked in.
13. Everyone in camp is expected to abstain from the use of tobacco and alcohol, to dress modestly, and to comply with Church standards.
14. There are no medical supplies or personnel in camp. Groups are responsible for providing their own first aid supplies.
15. Campers should not enter storm shelters unless directed by their Camp Director.
16. No pets in camp except service animals.
17. No ATVs or other off-road motorized recreational vehicles allowed in camp.
18. No hunting or trapping is allowed anywhere on camp property.
19. Please ensure everyone in your group uses the restroom facilities provided.
20. Please be courteous and clean up after yourselves, leaving the camp and facilities in as good or better condition than you found them.

Bear Creek Camp Check-In/Out

Procedure and Checklist

Church unit _____

Date _____

Camp Director _____

Please read through and check off the following check-in points, and bring this form with you to camp.

- _____ 1. Ensure you bring with you sufficient consumable items, such as toilet paper, paper towels, trash bags, hand soap, hand sanitizer, etc.
- _____ 2. It is recommended that the chain be pulled across the camp entrance each night to prevent unwanted traffic. The lock combination is 7171. Please scramble the numbers after opening the lock and snap it closed again on the post loop.
- _____ 3. Unload your vehicles near your campsites, staying on the gravel, and then park in the parking lots provided. Please do not drive or park on the grass.
- _____ 4. Inspect your campsites, bath-houses, and common areas. Note any irregularities on the back of this form.
- _____ 5. Ensure all food and trash is put away in proper containers each night to prevent animal trouble.
- _____ 6. Ensure all areas used by your group, including firepits, are cleaned and left in the condition you would hope to find them. Send out "search parties" to find and pick up stray candy wrappers, scraps of paper, etc.
- _____ 7. Please leave behind any consumable items mentioned in point #1 for the next campers to use, if you can spare them.
- _____ 8. Note any problems and/or suggestions on the back of this form and give it to the Camp Manager at Check-out.

The Camp Manager will review this form as well as the Camp Policies with the Camp Director upon check-in. Any questions or concerns can be addressed with the Camp Manager at any time by email at mike_pace@hotmail.com, or by calling 515-202-4757.

Cabin & Campsite Cleaning Procedure

1. Use damp cloths with a 10% solution of chlorine bleach to wipe down and disinfect the bunk platforms.
2. Wipe and sweep the bunk platforms until they have no gritty feel to the touch.
3. Use the foxtail to sweep any dirt on the window ledges to the floor.
4. Once all of the dirt is on the floor, use the push-broom to sweep the floor underneath the bunks and out the door.
5. Ensure there are no papers, wrappers, water bottles, or other debris left in the cabin.
6. Pick up any debris on the ground around the cabin, the tent pads, and all around the campsite.
7. Ensure that all firewood is stacked in the proper place, and all wood and rocks are out of the way of the mower.
8. Remove any unburned trash from the fire-ring, but you do not have to clean out unburned wood and ashes.

Bath-house Cleaning Procedure

1. Sweep the entire floor.
2. Spray the floor, toilet, sink, and shower walls with disinfectant cleaner.
3. Scrub down the toilet with the toilet brush.
4. Wipe down the sink, toilet, and tank with a damp cloth.
5. Use the hose and nozzle to spray down the shower walls, shelf, and entire floor, and scrub with the push-broom.
6. Rinse everything and use the squeegee to push all of the water to the drains.
7. Wipe down the mirror and sink shelf.
8. Empty the trash, and if necessary, replace the bag.
9. Pick up any papers, wrappers, trash, and other debris on the grounds around the bath-house and driveway.
10. Wrap up the hose in a neat circle near the hose faucet outlet.

Pavilion Cleaning Procedure

1. Move the tables of the first section off to the side, and sweep the section to remove large debris.
2. Use the hose and nozzle to spray off the concrete pad.
3. As each section is cleaned, move the tables over to prepare the next section to be cleaned.
4. Continue to move the tables, sweep, and spray until the entire concrete pad is clean.
5. Arrange the tables back to the original pattern.
6. Wipe down and disinfect all of the tables and seats with a damp cloth at a 10% solution of chlorine bleach.
7. Pick up any papers, wrappers, trash, and other debris on the grounds around the pavilion and parking lot.
8. Stack any firewood in the proper place, keeping everything out of the way of the mower.
9. Wrap up the hoses in a neat circle next to the hose faucet outlet.
10. Clean out any unburned trash out of the fire-ring, leaving behind unburned wood and ashes. You do not have to clean out the ashes from the fire-ring. Remember to take all trash up to the dumpster when breaking camp, and replace the bag in the metal can. 55 gallon size bags are in the mechanical room of Bath-house 3.

Camp Info

Camp address

1598 Magnolia Rd.
Boone, IA 50036

Camp phone number

515-275-4888

Camp Manager

Mike Pace
515-202-4757
mike_pace@hotmail.com

Camp website

www.bearcreekcamp.net

Walters Sanitary Service – garbage collection

515-432-2866

Star Energy – propane

712-469-3708
515-460-1137 (Lee)