

**PRE-FAIR SET UP NIGHT Tuesday, July 10, 2018**

**NORTHEAST SCOTT: @ 5:30 CLEAN UP NIGHT TUESDAY, JULY 10, 2018**

Bring Rags and Shop Vac.

Pickup/ ? Trailer

1. Clean ceiling fans in the eating and display areas first, then the kitchen and bathrooms.  
A ladder is in the storeroom.
2. Sweep main floor and mop.
  - a. Take black rug from main door outside and clean.
3. Set up tables and chairs (pull chairs and tables from storeroom first).
  - a. White tables for eating area
  - b. 2 tables in visual arts area
  - c. 2 tables along west wall under photo display board
  - d. 1 table at clothing and textiles
  - e. 3 tables for woodworking, miscellaneous
  - f. 3 tables at horticulture
  - g. 1 table at rocketry
  - h. 2 tables in kitchen under counter
  - Take empty chair, table, and clothing racks to horse barn for storage.
  - Put remaining tables and chairs in storeroom.
4. Vacuum and tie back curtains. See Joy for curtain tie backs.
5. Wash windows inside and out.
6. Wash inside of overhead garage door, main entrance door, back kitchen door, both storeroom doors, and bathroom doors.
7. Wipe and sanitize tables where customers will eat and cover with table covers.  
See Joy for table covers.

**NORTHWEST SCOTT: @ 6:30 P.M. CLEAN UP NIGHT TUESDAY, JULY 10, 2018**

Bring a pickup and trailer to transport shelves, displays, etc.

Items located in Merchants Building.

1. Set up 6 booths (recommend using a trailer to transport).
2. Set up 3-display cases, shelves, poster panels and clothing racks.
  - a. 2 cases for Visual Arts
  - b. 1 wooden shelf for Visual Arts
  - c. Chicken wire panel display boards
  - d. 1 case for rocketry
  - e. Clothing Rack- 1
3. Pick up any trash around fair grounds.

**UNIONTOWN:**

Bring rags.

1. Clean and setup up display areas. Wipe down shelves, panels, and any other displays. Clean glass on displays. Line display cabinet shelves with paper.
  - a. Wipe down photo display
  - b. Setup Foods and Nutrition Area
    - i. Gray Bulletin Board
    - ii. Food Cabinet Displays
      1. Cabinet display covers go into storeroom after it has been cleaned.
    - iii. 3 smaller rectangle tables with 4 chairs around each table.
    - iv. 1 plastic display shelf
  - c. Setup visual display area.
    - i. Move stage to appropriate area. Put on the Stage:
    - ii. 1 wooden shelf on stage
    - iii. 2 Chicken wire Panels
    - iv. 1 plastic shelf on stage
    - v. Setup 2 visual arts display cases
  - d. Setup up Poster Panels
    - i. Zip tie panels together
  - e. Rocketry Cabinet
  - f. Clothing and Textiles Cabinet
2. Clean indoor restrooms.

### **BARNSTORMERS: @ 6:30 P.M. CLEAN UP NIGHT TUESDAY, JULY 10, 2018**

Bring rags and brush (toilet brushes work great)

1. Scrub with brush and wash trash cans from 4-H building.
2. Clean white folding chairs (located in storeroom)- leave out in main area.
3. Clean and sweep storeroom all 3 storerooms.
  - a. Clean bread racks.
  - b. Move, clean under, and inside chest and up right freezers and sliding cooler in backroom.
4. Dismantle window air conditioner and clean.
5. Hose down patio.

### **HIATTVILLE: PRE-FAIR SET UP NIGHT WEDNESDAY, JULY 11, 2018**

Clean both kitchen refrigerators.

Clean grill (use scouring stone in cabinet above grill).

Soak and clean range drip pans.

Clean ovens.

Wipe down exhaust fan.

Wipe down steam table; replace foil.

Fill salt, paper, sugar, cream, and napkin containers.

Wash all serving trays.

Raise wood doors on counter, wipe screens with damp cloth.

Setup microwaves.

Hang menu and kitchen posters.

Scrub and mop kitchen floor.

For next Fair: Club listed on the bottom goes to the top  
Kitchen duties stay the same.

### **POST-FAIR CLEAN UP 9:00 a.m. Saturday, July 21, 2018**

#### **HIATTVILLE:**

Need a truck and trailer.

1. Take down booths, display cases, shelves, clothing racks, table racks and return to Merchants building.
2. Clean refrigerator and freezers
  - a. Upright and reach in freezer and put back in new storeroom.
  - b. Kitchen refrigerators.
  - c. Cooler with sliding doors located in back storeroom

- d. Small fridge that holds water

#### **NORTHWEST SCOTT:**

1. Cover and move food cases to the South wall of 4-H building.
2. Take black rug from main door outside and clean.
3. Wash all doors: Main entrance door, bathroom doors, storeroom doors, back kitchen door, and garage overhead door.
4. Wipe kitchen cabinets down, door fronts and shelves.
5. Put concession stand wood doors along counter down.
6. Take down posters.

#### **UNIONTOWN:**

Pickup and Trailer to retrieve table and chair stands from Horse Barn.

1. Take home laundry, launder and return to Extension Office.
2. Put away all tables and chairs (tables with dots go in main storeroom first then white tables go in on top).
3. Sweep main floor.
4. Grill
  - a. DO NOT LIFT GRILL.
  - b. Clean grill (use scouring stone in above cabinet
  - c. Clean grease from wall behind grill.
  - d. Remove grill drawer and clean.
  - e. Clean exhaust hood with hot soapy water.
  - f. Take exhaust filter to carwash and clean (get quarters from concessions).

#### **NORTHEAST SCOTT:**

1. Dismantle window air conditioner and clean.
2. Sweep and mop storerooms off of the kitchen area.
3. Clean indoor bathrooms, sweep and mop bathroom floors.
4. Sweep and mop Kitchen floor after cleaning is done.
5. Wash dishes and put kitchen items away.

#### **BARNSTORMERS: @ 9:00 A.M. CLEAN UP SATURDAY, JULY 22, 2017**

1. Remove and wash ranges, range drip pans, and clean spills within both ovens.
2. Clean steam table and replace foil.
3. Wash and Scrub all trash cans from the 4-H building and return to 4-H building.
4. Sweep and hose down patio south of the 4-H building.
5. Pick up all trash on fairgrounds.

For next Fair: Club listed on the bottom goes to the top  
Kitchen duties stay the same.