Updated 23 October 2026

The Barn at Glacier Creek Preserve
Facility Use Cleanup Checklist

The Preserve is not staffed to provide more than basic cleanup, so we have developed guidelines for those using the Barn. The guidelines, listed below, are intended to ensure that, when you leave, the facility is as clean as you expected it to be when you arrived and is ready for the next group. We appreciate your cooperation.

1. **Remove trash from the building** (Loft and Restrooms). Remove the plastic sacks from each trash container and place them outside in the labeled receptacles (recyclables or trash) on the south side of The Shop (brown barn) located south of The Barn. Replacement plastic sacks are in the wooden cabinet in the Loft and under the kitchenette sink.
2. **Straighten tables and chairs** so they are as you found them - in three rows of three tables.
3. **Wipe off tables, counters, chairs and other surfaces.** Immediately before departing for the day wipe down with disinfecting spray or wipes any surfaces that were used by your group. Containers with presoaked disinfectant towels and disinfectant spray bottles can be found on the tabletops in the Loft.
4. **Sweep floors and cleanup spills.** Brooms and dustpans are located variously around each room. Paper towels in the Loft cabinet may be used to clean up any spills that need immediate attention. Mop bucket (yellow bucket) and mop head are located in the mechanical room in the basement for large messes (or ask staff for assistance).
5. **Turn off computer and projector and roll up the projector screen.** After the computer is turned off, the desktop, mouse, keyboard, pointer, and projector remote can be sanitized using disinfecting wipes provided for electronic items. Note: Do not spray the keyboard.
6. **Take all leftover food and drink with you.**
7. **Kitchenette Sanitizing.** Sanitize the kitchenette including any areas used by your group. Disinfecting wipes or spray are on the kitchenette countertop or under the sink.
8. **Restroom Sanitizing.** One final restroom clean-up is required prior to your departure. Restrooms can be sanitized by each individual as needed. Sanitizer spray or wipes are in the restroom.
9. **Service Animals**: If a service animal was inside The Barn, please clean-up animal hair by using the handheld vacuum in the Loft or the cordless upright vacuum near the kitchenette. Dispose of animal waste outside in the trash receptacles on the south side of The Shop (brown barn) located south of The Barn.

CHECK OUT: When the above are completed, please contact or text one of the staff (listed below) who will check you out. If you're unable to locate staff, please turn off the lights and, if you're the last one in the building, please lock all doors. The doors are locked when the lock switch is in the horizontal position and the door is tightly closed.

NOTE:
1. Fire safety regulations require that access to the fire escape door (the door to the silo) MUST REMAIN UNBLOCKED at all times. No exceptions.
2. For health and safety reasons, Preserve staff must have free access to any room or other space that is being used in the Barn. No exceptions.

For assistance please contact unoglaciercreek@unomaha.edu or one of the following staff:

Interim Director/Preserve Operations Administrator, Tracy Coleman, tracycoleman@unomaha.edu
Land Management Specialist, Bennett Amdor, bamdor@unomaha.edu