



Please complete and leave in drop box.

Check Out List

Only complete this side if you are using a lodge.

Leader _____ Troop _____ Date _____

- _____ 1) Stack mattresses in a corner of the main room
- _____ 2) Wipe off tables, take tables down and stack in a corner of the main room/closet as applicable
- _____ 3) Fold up chairs; store chairs in a corner of the main room/closet as applicable
- _____ 4) **Empty and clean the refrigerator/freezer; wipe up spills and splatters**
DO NOT TURN REFRIGERATOR OFF OR DOWN
- _____ 5) **Leave nothing (food, bags, paper products) on shelves or in refrigerator for the next group**
- _____ 6) Wipe off stovetop, clean drip pans and clean oven spills
- _____ 7) **Clean kitchen sinks and counters**
- _____ 8) Check area for lost and found
- _____ 9) **Clean out ashes from fireplace and remove to fire circle if applicable**
- _____ 10) **Replenish firewood; wood shall be no longer than 24 inches (no long branches or pieces)**
- _____ 11) If you use the fire circle, rake it and leave the ashes in the circle
- _____ 12) Put trash in dumpsters. (Location listed in camp letter).
- _____ 13) Turn thermostat(s) down to **60 degrees** or to **low**, as applicable
- _____ 14) **Sweep all floors**
- _____ 15) **Mop all floors**
- _____ 16) Vacuum all rugs as applicable
- _____ 17) Sweep all porches/decks as applicable
- _____ 18) **Clean latrines, leave no paper products as applicable**
- _____ 19) Return equipment to the closet off main room or storage room as applicable
- _____ 20) **Clean bathrooms as applicable**
- _____ 21) Clean sinks off main room if applicable
- _____ 22) **Police area for trash**
- _____ 23) Turn off lights, except if marked to **“leave on”**
- _____ 24) Check that all windows are closed
- _____ 25) Check that all doors are closed and locked
- _____ 26) **Return key, this checkout sheet, and maintenance request form to location mentioned in camp letter.**

Leader's Signature: _____

Check Out List

Only complete this side if you are using tents, cabins, glen shelters, yurts, tipis, wagons or log cabins.

Leader _____ Troop _____ Date _____

- _____ 1) Sweep out all Tents, Cabins, Glen Shelters, Yurts, Tipis, Wagons or Log Cabin as applicable
- _____ 2) Tie all tent flaps closed, lower screen shades as applicable
- _____ 3) Sweep out kitchen shelter and equipment room
- _____ 4) Return all unit equipment to its proper location
- _____ 5) Rake fire circle. Leave ashes in the fire circle
- _____ 6) Remove ashes from fireplace in kitchen shelter to the fire circle
- _____ 7) Clean latrines leave no paper products
- _____ 8) Clean hand washing station as applicable
- _____ 9) Clean propane burner or stove as applicable
- _____ 11) Pick up and pack up all litter and trash. (Location of dumpster in camp letter).
- _____ 12) Check area for lost and found
- _____ 13) Be sure all water faucets are shut off
- _____ 14) Replenish fire wood in the fire circle wood box
- _____ 15) Make sure correct numbers of cots/mattresses are in each site.
- _____ **16) Return keys, this checkout sheet, and maintenance request form to location mentioned in camp letter.**

Leader's Signature: _____