

# TROOP CHECK OUT SHEET

CAMP: \_\_\_\_\_

SITE: \_\_\_\_\_

**BUILDINGS:**

Camp Coach	GS Adult in Charge	Kaper Done	Kaper Description - Buildings
			Fireplace/Fire Circle ashes have been disposed of properly.
			Range/Stove: Clean range top and oven. Make sure all controls have been turned <b>OFF</b> .
			Refrigerator: Wipe up any spills, leave no food behind. Leave turned <b>ON</b> .
			Kitchen: Clean all countertops, shelving, microwaves, and coffee pots. <b>Leave nothing behind.</b>
			Cooking equipment and dinnerware: Clean and properly store. Complete Equipment Check Out List.
			Bathrooms: Clean sinks, toilets, and countertops (if applicable).
			Latrine Units: Clean with bleach water. Close lids and remove toilet paper. Pick up litter in area.
			Make sure each cot only has one mattress. Neatly stack mattresses in cabins without cots.
			Floors: Sweep and wet-mop all floors.
			Windows: Close and lock. Remove or open curtains.
			Thermostats (October - May): Turn down to "low".
			Equipment Check Out List is completed.
			"Supplies Low" completed as needed.
			Trash Cans: Empty and clean. Install with a fresh liner.
			Remove old newspapers and cardboard boxes from cabin, porch and/or shelters.
			Final Check - Do not leave personal items, food/beverages, paper, trash or "cabin clutter".
			Lights: Turn off all interior and exterior lighting.
			Doors: Close all doors - <b>DO NOT LOCK.</b>

**TENTS/ADIRONDAKS:**

			Sweep tent/Adirondack platforms.
			Close tent and tie flaps down, ropes, and ties secured ( <b>No knots in ties</b> ).
			Close all windows and curtains of Adirondacks.
			Cooking equipment cleaned and properly stored (if applicable).
			Trash Cans: Empty and clean (if applicable).
			Shelters: Sweep
			Latrines: Clean with bleach water. Close lids and remove toilet paper. Pick up litter in area.

**GENERAL - ALL UNITS:**

			Patrol ground for litter.
			Firewood replenished and stacked.
			Picnic tables on porches or in shelters.

**GARBAGE AND TRASH:**

			Recycle as much as possible.
			All garbage/trash must be in a trash bag and taken to dumpster (where applicable). Leave <b>NOTHING</b> behind.

List damaged Equipment or Facilities here:

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Troop #: \_\_\_\_\_ Leader's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_