



# TROOP CHECK OUT SHEET

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Site: \_\_\_\_\_

Your troop is responsible for leaving the site better than you found it. Please follow the "Leave No Trace" principals.

## BUILDINGS:

Camp Coach	Troop/Group Lead Adult	Kaper Done	Kaper Description - Buildings
			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/Common Area: Clean all sinks, faucets, appliances, tables, countertops, microwaves, and coffee pots. Wipe down shelves and fronts of cabinets.
			Cooking equipment and dinnerware: Clean and properly store.
			Make sure each cot/bunk only has one mattress. Neatly stack mattresses in cabins without cots.
			Sweep and wet mop all floors. Do not forget the bunk area!
			Close and lock all windows.
			Remove old newspapers and cardboard boxes from cabin, porch and/or shelters.
			Final Check, including drawers and under bunks. Do not leave personal items, food/beverages, paper, or trash. Leave nothing behind.
			Lights: Turn off all interior and exterior lighting.
			Doors: Close all doors - <b>DO NOT LOCK</b> .

## TENTS/ADIRONDAKS:

Camp Coach	Troop/Group Lead Adult	Kaper Done	Kaper Description - Buildings
			Sweep tent platforms, adirondacks, and shelters with concrete pads.
			Close tent and tie flaps down, ropes and ties secured ( <b>No knots in ties</b> ).
			Cooking equipment and dinnerware cleaned and properly stored (if applicable).

## FIREPLACE/FIRE CIRCLE

Camp Coach	Troop/Group Lead Adult	Kaper Done	Kaper Description - Buildings
			Fireplace/Fire Circle is properly extinguished, ashes/coins handled per Outdoor Essentials/Camp Compass guideline.
			Fire safety supplies returned to their proper location. Buckets must be empty.

## GARBAGE AND TRASH

Camp Coach	Troop/Group Lead Adult	Kaper Done	Kaper Description - Buildings
			Check for litter on patios (paved areas outside), and around all entrances.
			Recycle as much as possible.
			Trash Cans: Empty and clean. Install a fresh liner.
			All garbage/trash must be in a trash bag and taken to dumpster. Leave <b>NOTHING</b> behind.

## BATHROOMS/LATRINES

Camp Coach	Troop/Group Lead Adult	Kaper Done	Kaper Description - Buildings
			Clean sinks, countertop, and hand washing area, removing splashes and soap spills. Wipe all faucets and soap dispensers. Wipe off the top and sides of hand dryers.
			Sweep and mop the floor. NOTE: Wet mops should be hung on the hooks over the mop sink to drip dry in the utility room.
			Empty bathroom stall sanitary trash and reline.
			Empty trash cans and install a fresh liner. Take trash to dumpster.
			Clean mirrors, remove water and soap spots/splashes.
			Clean all bathroom stalls.
			Toilets. Scrub inside bowl, wipe seats, and wipe floors behind toilets. Toilet paper dispensers, refill as needed.
			Latrines: Clean with bleach water. Close lids and remove toilet paper. Pick up litter in the area.

List damages here:

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