

# CAMP CHECK OUT

\*\*Please make sure your group has taken care of all needed tasks before checking out of the camp. Please complete the sheet and give it to the Camp Caretaker upon departure.

## LODGE:

- Pack and remove all personal items from lodge.
- Empty refrigerator of all your items and clean out.
- Clean all counter tops, sink, tables and flat surfaces. Return all but three folding tables to folded position under stairs. Return all chairs to stacked position.
- Remove any wood and papers brought into lodge for fire. Return wood to woodpile.
- Shake area mats and return to position.
- Lodge floor needs to be left clean upon departure. (Broom, mop and pail are available in restroom. If mopping is needed, use clear water only – no soap.)
- Restroom needs to be left clean upon departure. (If mopping is needed, use Pinesol.)
- Wash and clean tables which have been used. (Especially those used for crafts.)
- Empty all trash and pack it out. (There is no dumpster on the premises.)
- Turn off all lights except for the outside spotlight. (Leave breakers on.)
- Shut and lock all doors and return key to Caretaker.

## GENERAL CAMP AREA:

- Check all areas for personal items and pick up trash
- If fire pit area is used, clean up area and return wood to the woodpile located in teepee.

Identify and report any vandalism, property damage or items which need attention.-

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(Use other side if more space is needed)

GROUP \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Revised 62105

**PACK IT IN**

**PACK IT OUT**