

Group Name _____ Date _____

Building Use and Checkout

- Clean Camp dishes
- Sink emptied and cleaned
- Bucket under sink emptied
- Dispose of Grey Water in designated area
- Fridge/Freezer emptied and cleaned
- Ensure that Stove/Oven is turned off
- Stove(s)/Microwaves cleaned
- Fireplace ashes cleaned out
- Windows closed and secured
- Heat turned down to lowest setting / Unplugged in Bunkhouse
- All personal equipment removed
- Floor areas cleaned (Vacuum, swept, mopped etc.)
- Count Board Games
- Leave all interior doors open
- Turn off all lights
- Return all borrowed Program Equipment to Program building
- Close and Lock all exterior doors
- Clean up outside deck area and turn picnic tables on end.
- Outside fire-pit area cleaned up
- Wood piled up neatly in the designated spot
- Check propane tanks. If below 40%, contact Office. _____
- Clean outhouses
- Shut down water system to building
- Police campsite. (Leave it better than you found it)
- Remove all garbage from site (You pack it in ... You pack it out)
- Report all broken or damaged equipment / facilities
- CLOSE AND LOCK GATE.**

Notes:

1. General cleaning will be billed at \$15.00/hr per person.
2. Fridge and stove cleaning will be billed an additional \$10.00/hr.
3. Outhouse cleaning will be billed an additional \$20.00/hr.
4. Minimum charge for any cleaning will be one hour.
5. Cleaning charges will be automatically deducted from any deposit or charged to your Group's account. Future camp bookings will not be permitted until outstanding charges are cleared.

Checked Out By: _____