

CAMP KOLOMOKI CHECK-OUT SHEET

Troop # _____ Date: ____/____/____ Leader: _____

Cluster # _____ to: ____/____/____

Please read and follow the check list below. Troop Leader **MUST** make sure that each kaper is completed and this check list is signed by the Ranger. The Ranger will check the site with the leader. The Ranger will keep the check-out sheet and turn it in to the Property Director. The troop will be financially responsible for damage that its members cause to Girl Scouts of Northwest Florida property. Each person using the facility is responsible for leaving it cleaner than it was found. Let's all do our part to keep this site clean and beautiful.

Cabins/Tents

- _____ Personal gear removed
- _____ Beds are arranged in proper places
- _____ Personal items and litter removed
- _____ Floors swept
- _____ Tent flaps closed, tied and secured
- _____ Outside litter removed

Lodges

- _____ Troop gear removed
- _____ Tables & benches clean
- _____ Floors swept
- _____ Fireplace clean (Place ashes in ash can & place can & partially burned wood in fire ring.)
- _____ Porch & steps swept

Kitchens

- _____ Troop gear removed
- _____ Cast iron utensils oiled
- _____ Refrigerator clean, turned to low
- _____ Counters & cabinets clean
- _____ Sink clean

Showers

- _____ Stalls clean
- _____ Floors swept
- _____ Trash removed

Bathrooms

- _____ Trash removed
- _____ Trash cans emptied, rinsed, returned
- _____ Toilets clean
- _____ Floors swept including stalls

Sinks

- _____ Sinks clean
- _____ Mirrors clean and wiped dry
- _____ Cabinets & counters clean
- _____ Floors swept

Grounds

- _____ Equipment stored
- _____ Tables clean
- _____ Litter picked up
- _____ Trash bags tied and placed beside trash can. Trash cans empty and clean
- _____ Fire ring clean (Ashes in ash can left in fire ring. Partially burned logs left in fire ring. **DO NOT PLACE BACK ON WOOD PILE!**) The fire ring is the inner circle that actually contains the fire.

Troop Leader's Signature

Phone #

Ranger's Signature

Date