



**CHECKLIST FOR GUESTS IN WIP TENT UNITS: BG's, MERRIWOOD, NEKON, TATTAPANUM**

Your deposit will be returned when this form is completed, signed by the site host and returned to the Service Center. Please check off each item as the troop does the task before leaving.

Troop Number \_\_\_\_\_ Date \_\_\_\_\_ Adult responsible \_\_\_\_\_ Unit \_\_\_\_\_

ITEM OR TASK	AT CHECK-IN	AT CHECK-OUT
Fireplace cold, dead ashes put in trash bags in dumpster		
Fireplace cold, partly-burned logs returned to woodpile		
Unit wood supply replenished for next guests		
Shelter equipment cleaned, returned to storage closet		
Shelter tables and benches cleaned and floor swept		
Shelter counter and sink cleaned and wiped dry		
Refrigerator food removed, shelves wiped clean		
Tent tent/fly lines checked for wear and unnecessary knots		
Tent checked for holes, tears, graffiti		
Tent corner lines laced		
Tent end flaps and side walls rolled down and secured		
Tent end flaps and side walls unrolled and bow-tied around poles		
Trash picked up and all trash bagged and put in dumpster		
Washhouse toilets and sinks cleaned and floor swept		
Washhouse toilet paper and paper towels returned to storage closet		
Washhouse trash emptied into trash bag and put in dumpster		
Maintenance or repairs needed:		
Arrival and departure were at the arranged times	Yes	No
Number of girls	Number of adults	Number of tagalongs
CHECK-OUT SIGNATURE OF ADULT RESPONSIBLE FOR TROOP		
CHECK-OUT SIGNATURE OF SITE HOST		
Comments:		