YES NO COMMENTS 1 TURN ON BREAKERS FOR WATERHEATERS AND BUNKHOUSES BEAKERS ARE LOCATED IN THE KITCHEN AND CRAFT ROOM 2 CHECK TO ENSURE FRIDGE ARE ON (ANYTHING LEFT BEHIND) 3 REMOVE ASHES FROM WOOD STOVE IF REQUIRED 4 TURN ON DUSK TO DAWN LIGHT (SWITCH LOCATED ON WALL NEAR NORTH WEST EXIT DOOR) 5 CHECK THAT ALL SMOKE DETECTORS HAVE BATTERIES AND ARE FUNCTIONAL 6 CHECK CONDITION OF BUILDINGS (ARE THEY CLEAN) MAIN ROOM KITCHEN WASHROOMS STOVE BASEMENT CLEAN BUNKHOUSES GRILL (IT WILL NEED TO BE CLEANED TO REMOVE OIL FROM LAST WEEK)

CAMP TIMKEN ARRIVAL CHECK LIST

GROUP	
	

GENERAL COMMENTS AS TO THE CONDITON FOUND

FIRST AID KIT

CAMP TIMKEN DEPARTURE CHECK LIST

	YES NO COMMENTS
1 VACUUM ALL CARPETS	
2 SWEEP ALL FLOORS INCLUDING BASEMENT FLOORS	
3 USE MOP AND CLEANER TO WASH ALL TILED AREAS	
4 WIPE DOWN STOVE BOTH INSIDE AND OUT	
5 CLEAN ALL DISHES AND PUT AWAY	
6 CLEAN BATHROOMS NOTE IF YOU ARE SHORT ANY SUPPLIES	
7 TURN OFF BREAKERS FOR HOT WATER AND BUNKHOUSES	
8 CLEAN OUT AND WIPE DOWN FRIDGES (LEAVE NOTHING)	
9 USE STONE AND FOLLOW CLEANING INSTRUCTIONS FOR GRILL	
10 WIPE DOWN ALL COUNTERS AND CUPBOARD FRONTS	1-11-1
11 COFFEE POTS EMPTIED AND CLEANED	
12 CLEAN HOT PLATE, TOASTERS AND MICRO WAVE OVEN	
13 RETURN ALL CARPETS AND SUPPLIES TO CORRECT PLACES	
14 LOCK ALL EXTERIOR DOORS AND WINDOWS	
15 TURN OFF ALL LIGHTS	
16 TAKE ALL GARBAGE WITH YOU	
17 RETURN KEYS AND THIS CHECKLIST TO CAMP REGISTRAR	
BUNKHOUSES	
	YES NO
1 SWEEP FLOOR	
2 REMOVE GARBAGE	
3 CHECK FOR LOST AND FOUND ITEMS	
4 ENSURE BUNKHOUSE BREAKERS ARE OFF	

LEADER IN CHARGE

GROUP