



**CHECKLIST FOR GUESTS AT EDITH READ GIRL SCOUT CENTER FULLER LODGE** 8058;1200GW

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 the lodge.

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

ITEM OR TASK	AT CHECK-IN	AT CHECK-OUT
Shelves clean, nothing left on counters		
Equipment cleaned, stored neatly		
Sink washed, wiped dry		
Stove and oven cleaned		
Stove turned off		
Refrigerator emptied, cleaned and shut off		
Floor swept and washed, if necessary		
Tables and benches wiped and placed neatly		
Fireplace cleaned, cool ashes bagged and put in dumpster		
Thermostats turned to 68 upon arrival and 55 at check-out		
Supplies you brought are leaving with you		
Fuel left for next guests		
Bathrooms cleaned, swept, trash removed		
Bathrooms toilet paper replaced		
Telephone all calls were made collect or via third party		
Trash and garbage were put in dumpster		
Grounds picked up		
Cars left in the parking area		
Roundup Tents swept, folded and stored correctly		
Unit fireplaces cleaned and readied for next guests		
Maintenance and 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: