



## CHECKLIST FOR GUESTS IN EDITH READ GIRL SCOUT CENTER TENT UNITS

8061;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.

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		
Adirondack shelter equipment cleaned, returned to storage closet		
Adirondack shelter tables and benches cleaned		
Adirondack shelter floor swept		
Refrigerator food removed, shelves wiped clean		
Tents fly lines checked for wear and unnecessary knots		
Tents checked for holes, tears, graffiti		
Tents corner lines unlaced and left in top grommet		
Tents end flaps and side walls rolled up and secured, if dry		
Tents end flaps and side walls left unrolled, if wet		
Trash picked up and all trash bagged and put in dumpster		
Toilets cleaned, swept, trash removed		
Toilet paper and paper towels returned to storage closet		
Sinks cleaned and wiped dry		
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:		