

**Check-in:**

- Site is clean, swept, and no trash in garbage cans or on grounds.
- Kitchen appliances, hot water heater, and heat/air (if applicable) are on and in working order.
- Toilets, sinks, showers are clean and working properly.
- Building/cabin floors are clean and swept (mopped if applicable).
- Mattresses are turned up and flaps are down.
- Equipment requested is at site and in good condition.
- Unit equipment (mop, broom, rake, shovel, and bucket) is in good condition and stored properly.
- Fire ring/fireplace is cleaned out and free of debris.

Group/Troop Leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Ranger signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Check-Out:**

- Site is clean, swept, and no trash in garbage cans or on grounds.
- All lights, kitchen appliances and heat/air (if applicable) are turned off.
- Toilets, sinks, showers are clean and working properly.
- Building/cabin floors are clean and swept (mopped if applicable).
- Mattresses are turned up and flaps are down.
- Equipment requested is at site and in good condition.
- Unit equipment (mop, broom, rake, shovel, and bucket) is in good condition and stored properly.
- Fire ring/fireplace is cleaned out and free of debris.
- All trash is taken to dumpster by Group/Troop.

Group/Troop Leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Ranger signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FAILURE TO COMPLETE ALL CHECK-IN/OUT PROCEDURES, RETURN ALL EQUIPMENT AND SIGN THIS FORM WILL RESULT IN A MINIMUM ADDITIONAL \$25 CHARGE TO TROOP/GROUP!**