

ROWALLAN GIRL GUIDE CAMP

INDOOR ACCOMMODATION - MINDA KILLARA - END OF CAMP CHECK LIST

This form is to be completed by the Person in Charge and given to the Campsite Ranger at the time of final inspection along with all keys.

The Person in Charge is to contact the Campsite Ranger prior to leaving the campsite and arrange a suitable time for final inspection. The Campsite Ranger will carry out the final inspection with the Person in Charge before you leave.

NAME OF GROUP: _____ **Date:** _____

(Please tick off each box once checked and cross out any areas not used.)

KITCHEN	
All areas to be checked for tidiness and cleanliness. No food scraps and all rubbish removed.	
Tidy	<input type="checkbox"/>
Pot Shelves	<input type="checkbox"/>
Sinks	<input type="checkbox"/>
Refrigerators x 2 - Do not change refrigerator temperatures or turn off.	<input type="checkbox"/>
Stoves x 2 - Cook Tops	<input type="checkbox"/>
Grillers	<input type="checkbox"/>
Ovens	<input type="checkbox"/>
Bench Tops	<input type="checkbox"/>
Cupboards	<input type="checkbox"/>
Pantry	<input type="checkbox"/>
Rubbish Bins emptied	<input type="checkbox"/>
Windows Locked	<input type="checkbox"/>
Door Locked	<input type="checkbox"/>

LIVING ROOM	
Tidy	<input type="checkbox"/>
Floor - Swept, Mopped & Vacuumed	<input type="checkbox"/>
Windows - Locked & Curtains drawn	<input type="checkbox"/>
Rubbish Bins emptied	<input type="checkbox"/>
Wood - Restacked	<input type="checkbox"/>
Heater - Turned off at power point. - Do not remove ash from inside fire. - Clean hearth of debris.	<input type="checkbox"/>
Torch in position in holder	<input type="checkbox"/>

OUTSIDE	
Doors Locked	<input type="checkbox"/>
Lawn area - Clean & Tidy	<input type="checkbox"/>

BBQ SHELTER	
This is booked separately from accommodation. Keys & Instructions of Use with Ranger.	
Gas & Water valves turned off in wire cage	<input type="checkbox"/>
BBQ Cleaned & Re-oiled	<input type="checkbox"/>
Trolley with drip bucket, extinguishers etc. returned to wire cage	<input type="checkbox"/>
BBQ Tools cleaned and returned to house kitchen	<input type="checkbox"/>
Sinks clean & strainers in position	<input type="checkbox"/>

DINING AREA	
Tidy	<input type="checkbox"/>
Floor - Swept & Mopped	<input type="checkbox"/>
Tables & Benches - Wiped and packed away	<input type="checkbox"/>
Windows - Locked & Curtains drawn	<input type="checkbox"/>

NORTH SLEEPING AREA – Disabled Toilet Side

Toilet/Bathroom Area	
Showers - Tiles wiped down	<input type="checkbox"/>
Toilets - Bowls cleaned and fixtures wiped down	<input type="checkbox"/>
Hand Basins - Cleaned and benches wiped down	<input type="checkbox"/>
Mirrors - Cleaned	<input type="checkbox"/>
Rubbish bins emptied	<input type="checkbox"/>
Soap - Placed in jars to protect from mice	<input type="checkbox"/>
Floor - Swept & Mopped	<input type="checkbox"/>
Windows - Locked	<input type="checkbox"/>

Hall	
Tidy	<input type="checkbox"/>
Floor - Swept & Mopped	<input type="checkbox"/>
Cupboard - Neat & Tidy	<input type="checkbox"/>
Vacuum Cleaner -Emptied & stored with other equipment	<input type="checkbox"/>

Small Sitting Room/Leaders Retreat	
Tidy	<input type="checkbox"/>
Floor - Swept & Mopped	<input type="checkbox"/>
Book Shelves - Neat & Tidy	<input type="checkbox"/>
Windows - Locked & Curtains Drawn	<input type="checkbox"/>
Rubbish Bin emptied	<input type="checkbox"/>

First Aid Room	
Tidy	<input type="checkbox"/>
Floor - Swept & Mopped	<input type="checkbox"/>
Windows - Locked & Curtains Drawn	<input type="checkbox"/>
Rubbish Bin emptied	<input type="checkbox"/>
Cupboard & Shelves neat and tidy	<input type="checkbox"/>
Bed - Mattress leaning against wall and nothing underneath	<input type="checkbox"/>
Torch in position	<input type="checkbox"/>

Please Turn Over →

ROWALLAN GIRL GUIDE CAMP

NORTH SLEEPING AREA - Disabled Toilet Side (Continued)

Room 9 - Leaders Room	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Room 10 - Koala	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Room 7 - Possum	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Room 8 - Kangaroo & Joey	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

SOUTH SLEEPING AREA - Laundry Side

Toilet/Bathroom Area	
Showers - Tiles wiped down	
Toilets - Bowls cleaned and fixtures wiped down	
Hand Basins - Cleaned and benches wiped down	
Mirrors - Cleaned	
Rubbish Bins emptied	
Soap - Placed in jars to protect from mice	
Floor - Swept & Mopped	
Windows - Locked	

Laundry	
Tidy	
Washing Machine - Taps and power switch turned off	
Clothes Dryer - Filter cleaned and power switch turned off	
Equipment stored correctly in position	
Floor - Swept & Mopped	
Door - Locked	

Room 5 - Leaders Room	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Room 6 - Leader in Charge Room	
Tidy	
Floor Swept & Mopped	
Bed - Mattress leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	
Cupboard & Shelves - Neat & Tidy	
Torch - In position near the door	

Room 3 - Kookaburra	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Room 4 - Cockatoo	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Room 1 - Galah	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Room 2 - Emu	
Tidy	
Floor Swept & Mopped	
Beds - Mattresses leaning against wall and nothing underneath	
Windows - Locked & Curtains Drawn	
Rubbish Bin emptied	

Hall	
Tidy	
Floor - Swept & Mopped	
Cupboard - Neat & Tidy	
- Vacuum cleaner emptied & stored with other equipment	

PERSON IN CHARGE SIGNATURE: