



## Camp Check-Out Checklist

**CAMP CALOOSA**

**CAMP HONI HANTA**

Date: \_\_\_\_\_ Unit Used: \_\_\_\_\_

Troop Number: \_\_\_\_\_ Number of Girls: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Outdoor Camp Skills Trained Facilitator: \_\_\_\_\_

Person Completing the Checklist: \_\_\_\_\_

*Each troop/group is **required** to complete the check-out checklist (one for each unit location used) prior to leaving camp. **PLEASE PLACE THIS COMPLETED FORM IN THE WHITE MAILBOX BY THE FRONT GATE.** These are collected early each week.*

*If there is an emergency situation, call 911. For other emergency situations, please call (941) 921-5358, press 3 for emergency options, and follow the prompts. If it is not an emergency, please contact council during regular business hours, Tuesday - Friday, 7:30am – 5:30pm at 941-921-5358.*

- \_\_\_\_\_ All water is turned off. No faucets are dripping; all hoses are off; toilets are flushed and clean, not left running. (If a toilet does not shut off, turn off the valve under the tank, and note on maintenance log on page 2.)
- \_\_\_\_\_ Toilet paper has been left in each stall, for the next group.
- \_\_\_\_\_ Showers are wiped down and clean with hair removed from drains.
- \_\_\_\_\_ All table tops, benches, chairs, counters, sinks, and mirrors are wiped down and clean.
- \_\_\_\_\_ All sleeping, kitchen, and activity area floors are swept and dirt and debris removed.
- \_\_\_\_\_ Restroom floors are swept and mopped, with no standing water left.
- \_\_\_\_\_ All doors including restroom doors to the outside are closed.
- \_\_\_\_\_ Refrigerators are wiped out; all items removed; and refrigerators are left plugged in and working, with the doors tightly closed.
- \_\_\_\_\_ All litter inside and around the buildings and on the ground has been picked up.

- \_\_\_ Trash cans are all empty; trash has been taken to the dumpster (at front of camp) and recycling bins; and large (40 gallon) trash bags are in all cans, ready for the next group.
- \_\_\_ All lights and fans are off.
- \_\_\_ All windows are closed. Window flaps have been rolled up to the top, ropes wound up.
- \_\_\_ (Lodge and Chalet at Camp Caloosa only) A/C thermostats have been set at 82 degrees; heat is off in cooler weather.
- \_\_\_ (Manatee House and Lodge at Camp Honi Hanta only) A/C thermostats have been set at 82 degrees; heat is off during cooler weather.
- \_\_\_ (Manatee House at Camp Honi Hanta only) Lower-level area is clean and trash has been removed.
- \_\_\_ Ashes were left in fire circle and wet down. Only unburned and partially burned cold logs have been placed in the fire circle cans for re-use.
- \_\_\_ Buckets, rakes, and shovels have been returned to the unit's activity area.
- \_\_\_ All personal items have been removed from all buildings and in each unit. (Please remember to check underneath each bunk in the cabins.)

**Please list anything that is in need of repair or maintenance below:**

**Please list any equipment at  Camp Caloosa/  Camp Honi Hanta that you found in need of repair or broken:**

What did you enjoy the most during your stay at  Camp Caloosa/  Camp Honi Hanta?

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***The front gate is always to be closed while the camp is in use. Please leave the gate closed when your camp visit is over. Thank you for leaving your checklist in the mailbox by the front gate, and we hope you make reservations to return again soon!***

**😊😊😊 Girl Scouts leave places cleaner than they found them! 😊😊😊**