girl scouts of gulfcoast florida

Girl Scout House Preparation & Check-Out Checklist

House Used: ☐ Arcadia ☐ Bradenton ☐ Collier ☐ Sebring ☐ Venice

Troop # or Service Unit # _____

_____ # Girls _____ # Adults _____ # Males

Checklist completed by _____

Checklist for Items to Bring to the Girl Scout House

☐ Toilet paper ☐ Paper towels ☐ Hand soap ☐ Dish soap
☐ Large 40-gallon trash bags ☐ Filled Water bottles (Bradenton GSH) ☐ All-purpose surface cleaner
☐ Food to be eaten during your time at house

While at the House, if an emergency situation arises, call 911. For property-related emergency situations after business hours, please call 941-921-5358 and follow prompts by pressing 3 for emergency situations, then press 1 to be connected to a Girl Scout staff member. If it is not an emergency, please contact Council during regular business hours, *Tuesday - Friday, 7:30am – 5:30pm at 941-921-5358 ext. 305 for other non-critical needs. It is each group's* ***requirement*** *to complete the Checklist prior to leaving the house.*

____ All water is turned off. No faucets are dripping; all hoses are off; toilets are flushed and clean, but not left running. (If a toilet does not shut off, turn off the valve under the tank, and note on this form that maintenance is needed).

____ Toilet paper has been left in each stall, to help the next group when they first arrive.

____ All table tops, benches, chairs, counters, and sinks are wiped down and clean.

____ All sleeping, kitchen, and activity area floors are swept or vacuumed with dirt and debris removed.

____ Restroom floors are swept and mopped, with no standing water left.

____ Showers, if applicable, are wiped down; hair removed from drains; and mirrors are wiped down and clean.

____ Refrigerators are wiped out; all items you brought removed; refrigerators are left plugged in and working, with the doors tightly closed.

____ All litter inside and around the buildings on the ground has been picked up.

____ All trash cans are empty; trash has been taken to the outside trash receptacles, dumpster or recycling bins (where available) or taken with you if these are unavailable or full, and large (40-gallon) trash bags are in all cans, ready for the next group.

____ All lights and fans are off.

____ A/C thermostats have been set at 80°; heat is turned off during cooler times of the year.

____ All personal items have been removed from house.

____ All outside windows and doors (including restroom doors) are closed and secured.

____ Key is securely placed back in to lock box.

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

What did you enjoy the most during your stay at the Girl Scout House?

Thank you for leaving your checklist in the kitchen area. We hope you make reservations to return again soon!
Please remember: Girl Scouts leave the property better than they found it!