

# Hollyburn Departure Checklist

Responsible Guider	Unit		
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Address	Area		
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City	PC	Date camp began:	Time:
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Telephone	Date camp ended:	Time:	
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Email	Type of camp (circle one):	Unit	Group
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## Latrines

- Sweep floors clean
- Disinfect seats/top
- Pour 1/2-cup lime down holes
- Remove toilet paper/garbage
- Ensure door is latched

## Building

- Remove snow from icebox
- Wipe out icebox
- Open icebox doors
- Clean spills on cook stove
- Oil cook stove top
- Clean counters, cupboards
- Clean propane burner
- Remove all food items
- Sweep and wash loft floor
- Sweep and wash main floor (vinegar supplied for floors)
- Clean sink
- Remove soap, SOS, rags
- Put away axes and shovels
- Empty water from containers
- Clean buckets, turn upside down
- Burn boxes/newspapers
- Turn off propane lights (don't forget upstairs light)
- Turn off propane burner
- Wood boxes filled to heaping (don't forget kitchen box)
- Chop kindling, fill box

- Ensure wood fires are out
- Take garbage home
- Clean garbage can and turn upside down
- Close and lock windows (remember upstairs windows)
- Close and lock trap door
- Close and lock door
- Propane tank turned off

## Outside

- Shovel snow away from windows and out of porch
- Pick up any litter
- Return chopping block to the porch

## Maintenance Report

- Did propane tank need to be changed over?
- Yes
  - No

- Was Hollyburn clean upon arrival?
- Yes
  - No - if no, please comment

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Did you see any damage?

- Yes - if yes, please comment
- No

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Are any repairs needed?

- Yes - if yes, please comment and advise us immediately
- No

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Condition upon departure

- Good
- Satisfactory
- Poor

Suggestions or comments?

Continue on reverse if necessary.

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**Remember: if you packed it in, you must pack it out!**