



Departure Checklist

Girl Scouts Always Leave It Better Than We Found It!

For More Information, Contact:

reservations@gsoh.org

or 1-800-621-7042

All groups are responsible for cleaning the facilities, camp units, and other camp locations they use.

Buckets

- Rinse and leave upside down.
- Do not stack buckets.

Beds, Mattresses, and Cots

- Stack mattresses or cots neatly in designated area.
- No mattress surfing.
- No jumping on beds, cots, or mattress piles.

Doors and Windows

- Make sure all doors and windows are closed and locked.
- **Return key to lock box.**

Fireplace / Fire Circle:

Outside

- Be sure fire is completely out.
- If ashes are warm, sprinkle with water and stir until cold.
- If fire ring is full of (cold) ashes, use shovel/rake to remove and scatter in the forest.
- If ashes are still warm, spread ashes out but leave in the fire circle for next group to remove.
- Clean up area, leaving neat and tidy.
- Stack firewood neatly. Replenish any firewood taken from wood pile and cover with a tarp.

Inside

- Be sure fire is out and damper is closed.
- Leave ashes in place for next group to remove.
- Do not use water to extinguish the fire. The sudden change in temperature will cause the mortar to crack.
- Move all unburned wood to outside wood rack.
- Leave fireplace area neat and tidy

Floors / Grounds

- Clean muddy areas or spills with a damp cloth or mop.
- Sweep entire floor with broom or dust mop.
- Pick up litter around lodge and any areas used.

Garbage and Trash

- Bag trash, tie bag closed, and take trash with you or place trash inside the dumpster.

- Dumpsters are not available at all locations.
- Do not leave trash outside or on top of dumpster.

Heat and Electric

- Turn down thermostat to minimum temperature.
- Turn off all lights and ceiling fans.

Kitchen

- Scour sink and leave clean.
- Wipe up spills and clean counters & appliances.
- Clean inside and out of the microwave, refrigerator, freezer, and stove including oven and burner insets
- Empty refrigerator and freezer completely.
- Do not leave leftovers.
- Clean & scour cooking equipment. Food should not be caked on the inside and there should not be any black residue on the outside.
- Pots and pans should be left clean, dry and upside down in the cupboards.

Restrooms, Latrines and Showers

- Clean upon arrival and before leaving.
- Sanitize toilets, showers, and sink.
- Empty trash and leave room clean and neat.
- Remove unused toilet paper from latrines.
- Do NOT pour bleach into latrines.

Tables and Chairs

- Use a damp cloth to wipe clean of spills and crumbs.
- Leave tables and chairs as found. Be sure to stack neatly when required.

Tents

- Never spray with aerosol spray, such as insect repellent or hair spray. All sprays weaken the canvas.
- Sweep floors, unroll and fasten side walls. Unroll and tie front and back flaps closed. Lace corners.

Please, take home all your troop equipment, personal equipment, food, paper supplies, etc.

This includes newspapers brought for starting fires and buddy burners.

Thank You!