**APPENDIX 1**

**PINCHGUT LAKE GIRL GUIDE CAMP CLEANING & DAMAGE CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Print**  **Responsible Guider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Bunkhouse** | Done √ |  | Bathrooms  (Upper/Lower Levels) | Done √ |
| Bunks/mattresses/closets cleaned |  |  | Toilets flushed & cleaned |  |
| Windows closed & locked |  |  | Water faucets off |  |
| Blinds down but open |  |  | Showers/sinks/countertops cleaned |  |
| Floors swept & mopped |  |  | Mirrors cleaned |  |
| Mat cleaned | N/A |  | Laundry Tub cleaned |  |
| Glass cleaned |  |  | Cleaning supplies put in Storage Room |  |
| Garbage containers emptied/cleaned |  |  | Garbage containers emptied/cleaned |  |
| All Thermostats set at 7°C |  |  | Storage room door locked | N/A |
| Lights off |  |  | Floors swept & mopped |  |
| Exterior Door closed & locked |  |  | Thermostat set at 7°C |  |
| Fire Door to kitchen shut |  |  | Lights & exhaust fan off |  |
| Kitchen/Dining Area | Done √ |  | **Craft Room/Basement** | Done √ |
| Fridges cleaned |  |  | Floors swept/mats cleaned |  |
| Stoves/Microwaves cleaned |  |  | Tables & benches cleaned |  |
| Water faucets off |  |  | Camp crafts/gadgets/gear removed |  |
| Countertops cleaned |  |  | Glass cleaned |  |
| Small appliances cleaned/unplugged |  |  | Items removed from hooks |  |
| Garbage container emptied/cleaned |  |  | Garbage container emptied/cleaned |  |
| Recycling container emptied/cleaned |  |  | Wall Mounted Space Heater Off |  |
| All dishes clean & stored |  |  | Thermostat set at 7°C |  |
| Dishcloths/towels clean & stored |  |  | Exterior Door closed & locked |  |
| All food/camp supplies removed |  |  | Electrical/Utility rooms doors shut |  |
| Glass cleaned |  |  | Lights off |  |
| Windows closed & locked |  |  | Fire door to stairs shut |  |
| Thermostat set at 7° |  |  | Panel Box | N/A\*\* |
| Heat Pump set at 17°C  *(Remote returned to holder)* |  |  | Porch | Done √ |
| Floors swept & mopped |  |  | Items removed from hooks |  |
| Mats cleaned |  |  | Glass cleaned |  |
| Keys returned to Broom Closet |  |  | Mats cleaned |  |
| Lights off |  |  | Floors swept & mopped |  |
| Inside porch door left open |  |  | Lights off |  |
| Exterior Doors closed & locked |  |  | Thermostat set at 7° |  |
| Field & Waterfront | Done √ |  | Exterior Doors closed & locked |  |
| Return flag to Broom Closet |  |  | Cookhouse | Done √ |
| Camp gear/gadgets removed |  |  | Camp gear/gadgets removed |  |
| Clothesline emptied |  |  | Counter & tables cleaned |  |
| Clothespins brought inside |  |  | Picnic tables returned inside |  |
| Fire pit area tidied & free of litter |  |  | Garbage container emptied/cleaned |  |
| Shed door closed & locked |  |  | Recycling container emptied/cleaned |  |
| Field cleaned of any litter |  |  | Floor swept |  |
| All Gates secured |  |  | Doors secured |  |

Cleaning and Damage Checklist completed by:

Responsible Guider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PRINT

Checklist reviewed & keys returned to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Signature

Cleaning & Damage Deposit to be Returned □ Additional Cleaning &/or Damage Cost $ \_ . \_\_

**Cleaning and Damage Checklist** must be completed and returned with the keys. Failure to do this may result in a loss of your Cleaning and Damage Deposit. If there are any problems or concerns with your site inspection, a Pinchgut Lake GGC Camp Committee member will be in contact with you.

**Damages** which occurred while we were camping. (Units/Groups are responsible for all damages, large or small.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observations** of any problems or concerns with the building or grounds:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wish list** of items you would like to see to improve the building or site:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Pinchgut Lake GGC Camp Committee takes great pride in our camp,

and we ask that you do your part to keep the site beautiful!

PINCHGUT LAKE GIRL GUIDE CAMP CLEANING & DAMAGE CHECKLIST Page 2 January 29, 2023