

**CAMP MIAKONDA
CABIN CHECK IN/CHECK OUT**

Unit/Group _____ Cabin _____ Date _____

Check In (SM/SPL)

(Check if OK, list any Discrepancies)

Check Out (CSC)

- 1 Fireplaces and heating stoves cleaned and ashes removed.
- 2 Replenish cabin wood stacks where applicable.
- 3 Furnaces wiped off and the thermostat set to the lowest setting.
- 4 Kitchen sinks and counters cleaned and cleared.
- 5 Cob webs swept from walls and ceilings.
- 6 All beds left clean and in designated locations.
- 7 All mattresses are to lay flat. Report any damaged mattresses.
- 8 Only green mattresses on the top bunk and bed rail is secure.
- 9 Floors swept and damp mopped (DO NOT MOP WOOD FLOORS).
- 10 Clean, close and lock all windows and doors.
- 11 Benches clean and placed upside down on the tables.
- 12 Chairs cleaned and stacked.
- 13 Porches swept.
- 14 Police cabin and grounds.
- 15 Return borrowed tools and equipment to the warehouse (where applicable).
- 16 Electrical breakers are to be left on and ALL lights off.
- 17 Check smoke detector and batteries. Check carbon monoxide detector & battery
- 18 Check fire extinguisher seal.
- 19 Fill coal pail at Warehouse and return to cabin.

PLEASE NOTE ANY BROKEN ITEMS OR THOSE IN NEED OF REPAIR.

Any broken or missing items will be charged to the unit accordingly.

CHECK OUT SUNDAY BY 10:00 AM

Camp SM/SPL: _____

Commissioner _____