



Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas

Checklist/Procedures for Arrival & Checkout

www.girlscoutsdiamonds.org

Please complete and return this form to the **Central Arkansas Office**

To ensure that each facility is left clean and without damage use the checklist below and fill out completely. This form is a requirement and must be returned within 10 days of your reservation. The facilities are stocked with cleaning supplies and equipment. Use them as necessary and return them to their proper place. Remember to leave each facility "Cleaner than you found it."

Name: _____ Troop # _____ Phone# _____

Property Used: _____ Facility Used: _____

Date(s) of Use: _____

Upon Arrival at Facility:

Take note of any problems, anything left unclean, or anything out of place. (Use separate sheet of paper if necessary)

- ☐ Air conditioning/heating turn off/down (direction at each site)
- ☐ Facility is clean, trash emptied, refrigerator emptied
- ☐ Camp ground is clean

Other notes on condition of facility at time of check-in:

Prior to Leaving Facility:

Use the checklist as a guide to ensure that you leave the Facility clean and orderly.

All Buildings:

- ☐ Clean all tables and chairs and store properly
- ☐ Empty trash bins into outside trash or take trash to the dumpster
- ☐ Sweep, mop, or vacuum all floors
- ☐ All appliances are clean inside & out - stove, oven, microwave, coffee pot, and refrigerator
- ☐ Remove all food from cabinets and refrigerator
- ☐ Wash and dry all dishes and utensils used and return to cabinets

Bathroom:

- ☐ Clean all countertops, mirrors, toilets, etc.
- ☐ Sweep/mop floor as needed
- ☐ Empty trash bins into outside trash or take trash to the dumpster

Outside:

- ☐ Properly extinguish any fires
- ☐ Clean all tabletops
- ☐ Sweep porch, patio area or pavilion
- ☐ Pick up all litter

Before Leaving:

- ☐ Turn off all appliances/units/lights (i.e. stove, water faucet)
- ☐ Air conditioning/heating turns off/down (direction at each site)
- ☐ Take all personal items with you
- ☐ Make one last sweep of area to ensure everything is clean, put away, and all personal items are found and taken
- ☐ Fill out property Usage report (within 10 days of usage)

Signature: _____ Date: _____

PLEASE NOTE: Girl Scouts Diamonds is not responsible for items left behind or lost during your stay.