

Sleepover CHECKLIST

In recognition of the state we are all in at the end of the sleepover, this checkout sheet is for your convenience, when arriving and before leaving.

Responsible Guider _____ Signature _____

Telephone _____ Unit/Division _____ Date of Camp _____

NOTE: Please check and initial as you complete the check. Please use the back side of sheet for comments.

Kitchen

Check In Check Out

- Please take home what you bring, wipe down counters, and use dishwasher for any dishes used and put away.

Mattresses

Check In Check Out

- Wipe down and return to original location.

Floors

Check In Check Out

- Vacuum all areas used, empty the vacuum, and return to original location.

Garbage

Check In Check Out

- Please make sure to throw out all garbage and if bag is full take out to black garbage bins in alley

Doors

Check In Check Out

- Make sure the building is locked and security alarm is armed before leaving the building & put key back in lockbox.

Tables

Check In Check Out

- Please use table cloths (found in Burns room) and wipe down all tables used and return to original location.

Chairs

Check In Check Out

- Ensure chairs are left in the same condition found in.

Bathrooms

Check In Check Out

- Ensure the sinks are clean, toilets flushed, used paper towels are in the garbage.

Recycling

Check in Check Out

- Please empty and put cans/juice boxes in the recycling box in the hall by the stairs (inside door by reception).

REMINDERS

Fire Extinguisher: Notify the office if fire extinguisher was used.

Breakages & Repairs: Report ASAP any repairs needed after sleepover to ensure maximum time to prepare for the next user, (403-283-8348)

Security Alarm: Please make sure to set alarm before exiting the building unless other people are in the building.

Lock box: make sure to replace the Key into the lockbox before leaving.