

## Property Inspection Checklist

Date of Site Use: \_\_\_\_\_ Date Property Inspected: \_\_\_\_\_

Camp Mahachee                       Camp Little House

Person in Charge of Rental Name \_\_\_\_\_

Troop # \_\_\_\_\_ Community \_\_\_\_\_

Girl Scouts leave a place better than they found it. Use the check list below to ensure the site is left in proper condition before leaving. The site ranger will inspect the property after use and will submit time stamped photos should any of the items below not be in the condition listed. The troop will be sent an email, including the photos, describing the condition/damage. Fines will be assessed via ACH transfer from the troop or community account responsible for the rental after receipt of the inspection report from the site ranger.

✓ IN	✓ OUT	<b>Kitchen</b> Fine \$25		✓ IN	✓ OUT	<b>Lodge/Meeting Room</b> Fine \$25
		Counter, appliances cleared and clean				Garbage cans emptied, cleaned out & re-bagged
		Sinks cleaned and clear				Clean table tops & chairs & stack away
		Refrigerator & freezer empty and clean				Floors swept and mopped; mops must be rinsed & set upside down to dry outside
		Floors swept and mopped; mops must be rinsed & set upside down to dry outside				<b>Bathhouse and other Bathrooms</b> Fine \$50
		Trash, emptied, cleaned out & re-bagged				Showers, toilets & sinks cleaned
		<b>Cabins/Chickees</b> Fine \$50				Floors swept and mopped; mops must be rinsed & set upside down to dry outside
		Bunk beds returned to the way they were found				Trash, including feminine products bin, emptied, cleaned out & re-bagged
		Mattresses cleaned, stacked & covered in the way they were found				<b>Grounds</b> Fine \$25
		Trash, including feminine products bin, emptied, cleaned out & re-bagged				Outside trash, emptied, cleaned out & re-bagged
		Floors swept and mopped; mops must be rinsed & set upside down to dry outside				Firepit and grills cleaned and raked
		<b>Trash &amp; Supplies</b> Fine \$25				Grounds clear of litter
		Trash removed from property (take with you) or to dumpster, if available				<b>Key Return</b> Fine \$100 (unless other arrangements made for longer key access)
		Supplies, decorations & posters removed				

Comments/damage notes: