



# Bournemouth Guide Camp Association Dudsbury Guide Camp



## CHECKLIST FOR ARRIVAL AND DEPARTURE

Group Name: \_\_\_\_\_

We've put together a checklist to help your arrival and departure with Dudsbury Guide Camp. Please check this and report any discrepancies immediately.

### General

#### Arrival

- Group leader shown the fire exits
- Group leader shown the assembly point is
- Group leader shown where the fuse box is located
- Group leader shown where Dudsbury emergency contacts are displayed
- Heating explained
- Cars removed to car park when not in use
- The forest school site is left as it was found
- Recycling & waste left ready for collection inside main gate
- No litter or equipment left outside
- Games & play equipment replaced neatly in cupboards
- Doors locked
- Gates closed at all times

#### Departure

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### Bedrooms

- All storage & under beds are clear
- All windows are closed
- All bins are empty
- The floor has been vacuumed
- All lights are switched off
- There is no graffiti on the beds and bedframes

### Bathrooms & Toilets

- All personal items have been removed
- All bins, including sanitary bins are empty
- Showers, wash basins & toilets cleaned
- Floors swept and mopped
- All windows are closed
- All lights are switched off

### Main Hall

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|---|--------------------------|
| <input type="checkbox"/> All personal notices and paperwork have been removed | <input type="checkbox"/> |
| <input type="checkbox"/> Chairs and /or benches wiped & stacked               | <input type="checkbox"/> |
| <input type="checkbox"/> Tables wiped and stacked in racks where appropriate  | <input type="checkbox"/> |
| <input type="checkbox"/> All bins are empty                                   | <input type="checkbox"/> |
| <input type="checkbox"/> All windows are closed                               | <input type="checkbox"/> |
| <input type="checkbox"/> Vacuum floor   | <input type="checkbox"/> |
| <input type="checkbox"/> All lights are switched off                          | <input type="checkbox"/> |

### Kitchen

#### Arrival

- Personal items removed from kitchen cupboards
- Fridge/freezer emptied & clean
- Under cabinets are swept and clean
- Worktops, sinks and surfaces are clean
- Microwave clean inside & out
- Cookers wiped down inside & out
- Rubbish bins are empty
- Kettles emptied & switched off
- Floor swept and mopped
- All windows are closed
- All lights are switched off

#### Departure

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### Craft Area (House)

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|---|--------------------------|
| <input type="checkbox"/> No property left on pegs/benches       | <input type="checkbox"/> |
| <input type="checkbox"/> Worktops, sinks and surfaces are clean | <input type="checkbox"/> |
| <input type="checkbox"/> Floor swept and mopped                 | <input type="checkbox"/> |

Signed : \_\_\_\_\_ (Group leader)

Signed: \_\_\_\_\_ (Dudsbury representative)