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| --- | --- |
| **Date of Camp** |  |
| **Unit Name** |  |
| **Contact Person** |  |
| **Phone Number** |  |

**Building**

* Clean out fridge & wipe down
* Clean stovetop & oven & ensure it’s off
* Leave hand soap & paper towel at handwashing sink
* Turn heat to 10C
* Leave curtains open
* Close doors
* Sweep and Mop entire building at Anne Fraser House (AFH) sweep but do not mop wooden floors at Helen Bethune Lodge (HBL)
* Fill Wood Box
* Take down posters
* Re-stack benches on tables at AFH & stack chairs & tables at HBL
* All lights off
* Doors & windows locked
* Bars on doors at AFH
* Leave ashes in stove
* All garbage bagged and removed from property

**First Aid Room**

* Medications removed
* Health forms removed
* Neat & tidy

**Latrines & Washrooms**

* Scrub floors & seats using all purpose cleaner or bleach water
* Lids down in latrines & doors latched
* Remove toilet paper

**Bunk Room**

* Check in and under bunks

**Grounds**

* Litter Sweep
* Campfire Area tidy

**DAMAGES -** That Occurred While We Were Camping (Units/ Groups are responsible for all damages, large or small.)

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**OBSERVATIONS -** About or Problems / Concerns with Building or Sites

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**WISH LIST -** Items for Building or Sites

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