



Take this form with you to camp. Please use the checklist to make sure all Kapers are completed before leaving camp. Leave the completed form in the camp mailbox.

List any items needing repair or replacement on the back of this form. If you find a condition at the camp that requires the ranger's immediate attention, please notify him. You will be called to return/replace any missing or damaged items.

Troop Information

Troop # _____ Service Area _____ Date _____

Program Age Level Daisy Brownie Junior Cadette Senior

Unit/Bldg _____ Tents/Cabins # _____

Kaper Checklist

General

- Lock all exterior doors.
- Leave firewood for the next group.
- Clean fire ring. Fires are to be completely out.
- Turn off lights/fans and thermostat.
- Close all windows, window blinds and doors.
- Check area for trash and personal belongings. All garbage should be put in cans at entrance of camp.
- Notify camp ranger if any fire extinguisher was used for an emergency or otherwise.
Troops will be charged the cost to refill fire extinguishers if they are discharged except for fire emergency.

Restroom/Bath House

- Clean sinks, showers and toilets.
- Sweep and mop floors.
- Empty all trash containers.
- Toilet paper in all stalls.

Main Room/Sleeping Area

- Sweep floor. Mop in Beaver Run and Scott House. Hang mops over porch railing to dry.
- Neatly arrange tables and stack chairs in Scott House.
- Sweep porches and steps. Sweep breezeway in Beaver Run.

Kitchen/Cook Shelter

- Sweep and mop kitchen floor.
- Wash and dry all pots, pans and utensils and return them to their proper place.
- Properly dispose of garbage.
- Clean refrigerator and remove all food items.
- Equipment in cabinet should match list on door and be clean in Lakeview.

I have reviewed the Camp Kaper Checklist and believe all is in order as marked. The condition of the reserved unit was left as clean as, or cleaner than when we arrived.

Leader Name _____ Phone # _____