



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**

Leader Name \_\_\_\_\_ Troop # \_\_\_\_\_ Service Area \_\_\_\_\_

Unit/Building \_\_\_\_\_ Tents/Cabins # \_\_\_\_\_

Grade Level     Daisy     Brownie     Junior     Cadette     Senior     Ambassador

**Kaper Checklist**

**General**

- All garbage should be in plastic bags and placed inside latticed area by the dining hall.
- Leave firewood for the next group.
- Rake fire circles and realign rocks. Fires are to be completely out. Do not place wood that is not completed burned back in the woods.
- Turn off lights/fans.
- Check and turn off all water faucets.
- Check area for trash and personal belongings.
- Return all tools and equipment to the location where they were found.

**Restroom/Bath House**

- Check toilets for leaks or running water. Water can be shut off at valve on each toilet.
- Clean sinks, showers, toilets and sweep.
- Spread out shower curtains on curtain rod to dry.
- Empty all trash containers and replace trash liners.

**Tents and Cabins**

- Sweep out tents/cabins.
- Lace and tie down tent corners. End flaps on front and back of tents should be tied together in front of the center pole. See the chart in the Unit House for tent care.

**Unit House**

- Sweep or damp mop floors.
- Wipe table tops and benches.
- Properly dispose of garbage.
- Clean refrigerator and remove all food items.

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 Signature \_\_\_\_\_ Phone # \_\_\_\_\_