



Girlguiding Dundee  
 COUNTY OUTDOOR CENTRE, NEWBIGGING  
 Campsite / Wigwam Checkers Duty List

In advance of your check please contact our visitors to arrange when would be best to visit (at least an hour before departure time), to allow time to carry out the checks and get the campers to action anything that is not done.

To help with checking we are going to ask campers to identify which equipment they have been using:

- Tents have been numbered 1 to 19
- Gas stoves have been marked A to H
- Patrol boxes are coloured red, yellow, green, blue, black and brown.
- Fire shelters (and poles) are coloured red, yellow, green, blue and black.

	Task	Done
1	Tents used should be checked to ensure they have been put away dry. If they are already away in the camp store, just open each one and check it is dry.	
2	If a wet strike, tents should be draped over chairs in the wet weather shelter. Please check if the campers can come back to finish drying the tents. Let Alison French know it has been a wet strike (07977 576564). If there is insufficient space to leave all tents out, please check with Alison or Stacey whether the house can be used.	
3	The patrol boxes should have all the appropriate equipment between the two boxes of each colour and the clear tub for utensils. Contents list is in the boxes (spare copy on noticeboard). No pot holders, cleaning material, matches, firelighters and old cloths should be left in the boxes.	
4	Basins and buckets should be clean and dry, if not dry they <u>should not</u> be stacked inside each other but left loose	
5	Pots, frying pans and kettles in boxes in the camp store should be clean from food, grease and not black on the outside	
6	Groundsheets should be clean and dry and stored on the rack on entering camp store	
7	Count badges (and types) & song books and update the notebook with them, please also notify Moira Lawson	
8	Blue cupboard, everything tidy	
9	Check the campsite folder is on the noticeboard	
10	Toilets, sinks and showers to be left clean and tidy. The hot water switches in the toilets should be off. Please check the toilet doors are locked.	
11	Electricity box at toilet block has been correctly switched off	
12	Fire store to be locked. If any gas has bottles are empty, please let Stacey know. Axes & saws should be hung up with their guards on.	
13	Ash bucket outside the fire store has been emptied (if cool enough) - into the wheelie bin	
14	Ensure no rubbish is left lying around the campsite and that both campfire circles (two - one bottom right of site and one outside toilet block) are clear of ash and only partly burnt wood left in campfires. Check ash or unburned wood is in the ash buckets.	
15	Check taps on the campsite are turned off - one at the top just to the right (as you head onto the field) of the campsite entrance and one near the archery mound.	



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16	Check the volume of wood is sufficient for next visitors, if low please contact Stacey Caie	
17	Wigwams: seat left in seating position; floor swept; bin empty; clean and tidy; <u>vent left open</u> ; door locked and keys returned to the key safe	
18	Wet weather shelter tidy, no food/equipment left, fridge/freezer cleaned and left switched off and open.	
19	Ensure water urn has been emptied and switched off. All keys returned to key box.	
20	Check drying area is tidy.	
21	Lock wet weather shelter door	

**Any additional comments:**.....  
 .....  
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**Please complete the following:**

Satisfactory inspection    Yes   /   No    (please circle)

If No, please contact Moira Lowson, Stacey Caie to discuss further ASAP.

**Notes:**.....  
 .....

**In box in Camp Store please note no of:**    Songbooks:.....    Notebooks:.....

**Newbigging Badges:.....    Wigwam Badges:.....    Dundee Badges:.....**

**Is there an entry in the Badge Book dated for the current weekend? .....**

**Names of Checkers:.....    Date:.....**

Please can you let Stacey Caie know if there are any issues and send her the campsite checklist left by the campers (email / post as preferred!) Thanks for your help.