



Girlguiding Dundee
COUNTY OUTDOOR CENTRE, NEWBIGGING
Campsite / Wigwam Departure Checklist

Bring this checklist with you. Once completed, LEAVE IT IN THE WET WEATHER KITCHEN for CHECKER

1. If you have a wet strike, drape the tents over the tables and chairs in the Wet Weather Annexe. When the tents are dry they can be returned to the Camp Store. If they are not dry, come back the following evening and return the dry tents to the Camp Store or contact the Campsite Coordinator or Camp Advisor for advice. Tel Nos on noticeboard.	(please tick box)
2. Tidy Campsite and check no food stuff, etc. has been disposed of near taps. Do not pour fat down drains - use a grease-trap.	
3. Please clean and dry , then return groundsheets, basins, buckets, etc. to the Camp Store. Leave the lids off the water carriers.	
4. Wet Weather Annexe to be left clean and tidy and close windows, upper windows are left ajar for ventilation.	
5. Wigwams - Wipe and dry surfaces. Sweep the floor. Empty bins. Open vent. Return seats to seating position. Lock Door and return keys to Key Safe in W/Weather Shelter.	
6. Fire Store - After removing all the ashes from the Altar Fires, return them and all other items used to the fire store. Lock the door and replace the key in the Key Cupboard in the Wet Weather Annexe.	
7. Toilets - Clean basins and toilets; empty Sani-bins; close windows; wash floor. Please ensure water heater and light switches are off. Lock door and return key to key cupboard in kitchen in Wet Weather Annexe.	
8. Leave wood pile tidy, leave partially burnt wood in Campfires but remove ashes to ash bin.	
9. Return trolley, tables and benches to the open shelter beside the Annexe.	
10. Kitchen - Wash fridge & freezer and leave doors open. Switch off. Return any containers, dixies, dishes in clean condition to the cupboard where you found them.	
11. Switch off water heater , empty and switch off kettle in kitchen.	
12. Complete Equipment Used Checksheet - Tick Tents, Fireshelters, Patrol Boxes and Gas Stoves used.	
13. Rubbish - Make sure all rubbish is placed inside the General Waste or Recycle Wheelie Bin outside the gate. If ash bucket is cold , please empty into ash bin.	
14. Lock Wet Weather Shelter door. Lock House door, if vacant.	
15. Return Keys to the KEY SAFE. Thank You.	
16. Please remove any balloons used for directions from the road end on your way	



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Please give a note of any breakages or damage noticed on arrival or made during stay:

Signature of Leader-in-Charge _____ Date _____

Please also let us know of any additional information you would like to share

Campstore Equipment Used:

Thank You for completing this form which will help us to identify the equipment used most												
Tents Please tick Tents used												
1		2		3		4		5				
8		9		10		11		12				
15		16		17		18		19				
Green Activity Tent												
Green Ridge Tents			A		B		C					
Fire Shelters Please tick Fire Shelters used:												
Red		Yellow		Green		Blue		Black				
Patrol Boxes Please tick Patrol Boxes used:												
Red		Yellow		Green		Black		Brown				
Blue Central Boxes 1			2									
Gas Stoves Please tick Gas Stoves used												
A		B		C		D		E	F	G	H	