

Closing Camp Nawakwa



Please check off all items and leave completed form on desk.

Check Off	<u>Main Cabin</u>
	Garbage cans emptied & relined with clean bags.
	All blankets folded & stored in the closet & secured.
	Place screen in front of fireplace.
	Fans turned off.
	All furniture removed from the porch.
	All windows closed & locked.
	All lights off both upstairs & down.
	Leave one lamp on by desk.
	Kitchen door: bolt, lock top and bottom.
	Front door: close the double doors, bolt and put metal bar across them.
	Downstairs: cellar use blue key to lock up, confirm locked from outside.
	All water barrels filled and covered.

Check Off	<u>Sleeping Cabins, Men/Women's Toilets and Porta-Potty</u>
	All sleeping cabins swept, windows closed & doors locked.
	Men/Women's toilets cleaned & locked.
	Porta-Potty cleaned & locked.

Check Off	<u>Water Front</u>
	All canoes & kayaks chained and locked.
	All paddles stored & locked in paddle box; life jackets placed on hooks in basement.
	Row boats chained & locked to main dock; oars stored in basement.
	Ring buoys and first aid kit stored in basement.

Check Off	<u>Property</u>
	Inner and outer gates closed and locked.

Date: _____ Signature: _____

Please print name: _____

Closing Camp Nawakwa



Please check off all items and leave completed form on desk.

Check Off	<u>Main Cabin</u>
	All faucets / drains opened.
	Plug removed from sink trap (leave on windowsill).
	Woodbin and kindling bin filled.
	Garbage cans emptied and relined with clean bags.
	All blankets folded and stored in the closet and secured.
	Place screen in front of fireplace.
	Fans turned off.
	All windows closed and locked.
	All lights off both upstairs and down.
	Leave one lamp on by desk.
	Kitchen door: bolt, lock top and bottom.
	Front door: close the double doors, bolt and put metal bar across them.
	Downstairs: cellar use blue key to lock up, confirm locked from outside.

Check Off	<u>Sleeping Cabins, Men/Women's Toilets and Porta-Potty</u>
	All sleeping cabins, swept, windows closed & doors locked.
	Men/Women's toilet cabins cleaned, swept & locked.
	Porta-Potty cleaned & locked.

Check Off	<u>Property</u>
	Inner & outer gates closed and locked.

Date: _____ Signature: _____

Please print name: _____