



CHECKOUT LIST FOR CAMPSITE AND SOLID SHELTERS: CALADH/FASGADH/CAMPSITE AND TOILET BLOCK

Girlguiding Glasgow thank you for staying at Achachairdeis and hope you have had a great time. Please use this checkout list to keep the site and buildings tidy for future Girlguiding members as well as the volunteers managing this site.

Fire safety procedures must be adhered to and the log book in Napier House signed. Instructions on testing the fire system are in the log book, copies have been supplied with booking.

CALADH / FASGADH

- ❖ Remove all leftover food
- ❖ Empty and clean fridge/s including those in camp hut
- ❖ Clean cooker
- ❖ Clean all work surfaces, benches, table/chairs, window ledges
- ❖ Clean inside cupboards
- ❖ Clean microwave
- ❖ Empty and clean kitchen and recycling bins
- ❖ Check and confirm all appliances, cookers, kettle, microwaves, heaters are off
- ❖ Stack tables in cupboard in Fasgadh - do not cover electrical boxes ☞ Leave solid shelters fridge and freezers on
- ❖ Remove all your notices ☞ Sweep and mop floors, solid shelters and toilets: there is a list in the kitchen showing
 - ❖ which mop to use in each area
- ❖ Clean toilets, hand basins, and showers
- ❖ Empty and clean toilet bins
- ❖ Ensure all windows are locked ☞ Ensure all window blinds are closed ☞ Close Shutters at Caladh
- ❖ Clean Caladh wooden bench in hall

CAMPSITE

- ❖ Fireplace cleared, grids and metal buckets returned behind camp hut
- ❖ Tents returned to correct place in camp hut. Location is clearly marked
- ❖ Pole sets complete, returned to camp hut and placed back in tidy manner
- ❖ Check gas cylinders - please place any empty ones at the side of full containers advising camping advisor that it needs replacing - camping@girlguidingglasgow.org.uk
- ❖ Games returned to the storage containers leaving in a tidy manner please

LAST BUT NOT LEAST - Please close doors including toilet block at Caladh, close all gates, ensure your rubbish has been disposed of, bins are placed outside the gates for emptying and fire procedures log book has been signed and your copy left in file at Napier House. Please ensure that all plugs (except fridge freezer) are removed from sockets.

On behalf of Girlguiding Glasgow indoor/outdoor Adventure team we wish you a safe journey home and look forward to welcoming you again. If you have any thoughts on how we can make your stay better please get in touch with one of the team.

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