

Camelot Keyholder Checklist

Keyholder Name:

Date:

Group Name:

Group Size:

Checklist Upon Arrival

- ☐ Sign log book
 - ☐ Restock firewood from outside shed to living room up to line (pile should be roughly 4 feet high)
 - ☐ Check fire extinguishers (pressure indicator in green)
 - ☐ Kitchen near front door
 - ☐ Kitchen by the stove
 - ☐ Living room next to Clivus
 - ☐ Loft
 - ☐ Check smoke/CO detectors (look for blinking light or press test button)
 - ☐ Kitchen
 - ☐ Living room
 - ☐ Living room (CO detector)
 - ☐ Loft
 - ☐ Check that Clivus fan is on and working properly
 - ☐ Always line trash can with a garbage bag (located under cutlery drawer)
 - ☐ Remind your guests of the following:
 - ☐ Location of outhouse and Clivus (if open for season)
 - ☐ No shoes in the loft
 - ☐ Firewood from shed is ONLY for heating cabin
 - ☐ Campfire wood is under front of cabin
 - ☐ Remove ashes from stove with metal bucket and scooper. Dump ashes in outhouse pit.
- If something is amiss (signs of a break in, mess from previous party, etc.), please describe below:

Checklist Upon Departure

- ☐ Trash taken home
- ☐ Sweep all of first floor
- ☐ All pots and pans hung up on pot rack and all dishes in the cabinets
- ☐ Counters, stoves, sinks clear
- ☐ No water in open containers left inside
- ☐ All leftover nonperishable food is marked, dated, and placed in mouse-proof pantry
- ☐ Sufficient cabin supplies left
 - ☐ toilet paper
 - ☐ garbage bags (under cutlery drawer)
 - ☐ soap
- ☐ All windows, doors (including sauna) shut and locked?
- ☐ Firewood filled to line in the living room
- ☐ Turn off the lights (check the loft!)
- ☐ Winter only: Contact cabin manager if there is more than a foot of snow on the roof

You must return this sheet to the Outing Club when you return your key. You need to do this before the next weekend, or other groups may find themselves without adequate supplies, or without a key at all.

Report damage, problems, or emergency asap to the cabin manager: Pavel Gorelik: 617-223-1494 / oreshki@gmail
Police: Grafton County Police: 800-564-6911, New Hampshire State Police: 603-846-3333
NH Electric Coop: 603-536-1800 (pole 8D 18B)