

## Intervale Keyholder Checklist

Keyholder Name:

Group Name:

Date:

Group Size:

### Checklist Upon Arrival

- ☐ Approach road/ trail is clear of obstacles? (downed trees, branches).
- ☐ Logbook signed?
- ☐ Check smoke detector in the kitchen (push test button).
- ☐ Check smoke detector in the sleeping loft.
- ☐ Check fire extinguishers downstairs (near the stove and door) are full and operational.
- ☐ Check fire extinguisher in sleeping loft.
- ☐ Check fire extinguisher in the yurt
- ☐ Stove pilot light lit?

If there is a mess or other comments, document them here and notify the cabin manager:

### Checklist Upon Departure

- ☐ Counters, stove, and floor swept clean?
- ☐ Trash taken home?
- ☐ No water left inside. Potable water jugs left in blue Rubber Maid bin? (To prevent spills in winter).
- ☐ All pots and pans hung up from ceiling?
- ☐ All dishes in the metal cabinet?
- ☐ All food to be left is marked & dated, and placed in mouse-proof pantry?
- ☐ Pantries and dish cabinets closed and mouse-proofed?
- ☐ Sufficient cabin supplies left?
  - ☐ Toilet paper
  - ☐ Soap
  - ☐ Garbage bags
  - ☐ Paper Towels
  - ☐ Matches
  - ☐ Propane Fuel
- ☐ Fire in the fire circle completely out? (embers spread out, doused with water, and spread again).
- ☐ All burner controls on stove turned to OFF?
- ☐ Heater turned off? (Check thermostat on wall opposite heater and blue knob in heater).
- ☐ **Red shutoff lever between gas tanks turned off???** (Perpendicular to the copper pipe it's on) .
- ☐ ALL windows (including upstairs) shut and locked?
- ☐ ALL doors (front and sliding glass door) shut and locked?
- ☐ Yurt swept clean, and door shut?

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 with out adequate supplies, or without a key at all.

Report any damage to the cabin manager, [Manuel.Balderas@gmail.com](mailto:Manuel.Balderas@gmail.com), or mail it to:

MIT Outing Club,  
MIT Student Center Room W20-461,  
Cambridge MA 02139.

In an emergency please contact:

Manuel Balderas, (cell) 617.869.8565, (home) 781.643.0388, or  
The MIT Campus Police, (617) 253-1212

## Short Instructions For Using Intervale

The cabin is available by reservation to members of the MIT Outing Club and their guests. To reserve the cabin you must be a keyholder, notify the cabin manager ([Manuel.Balderas@gmail.com](mailto:Manuel.Balderas@gmail.com), 617.869.8565), and leave a deposit of \$1000. Pick up a key at the office hours before the trip, and return it soon after you get back to avoid a late fine. Contact the cabin manager soon after returning to report any problems, or to tell him that everything went fine. Deposit checks will be kept until the cabin has been checked by an officer or for one month.

The cabin is not visible from the road. Please read the directions to get there and park only in the designated area, which has room for at least 10 cars. **When you arrive, have everyone sign the logbook!** When you leave, turn off all appliances (especially the gas shutoff switch), take your trash, and lock the door.

Everyone should bring a warm sleeping bag and flashlight. The sleeping loft is carpeted, but if people think they might find this too hard, they can also bring foam pads. Take your shoes off inside the cabin, specially not past into the wooden floor or in the loft.

There is a two-hole outhouse, on the right of the path to the cabin. Toilet paper is kept in plastic containers in the outhouse to deter mice from eating it.

We recommend that you bring your own drinking water. There is a spring behind the ruins of Intervale II, but we can no longer vouch for its potability. Use spring water in cases where it will be boiled anyway (e.g. for pasta, coffee, or the hot dish water).

The cabin is heated by a gas heater. Please read the instructions before using it. There is a fire circle in the clearing on the way to the cabin. Do not build fires anywhere else on the property.

**NO OPEN FLAMES ANYWHERE IN THE CABIN! Smoking is not permitted. Do not use candles, lanterns, or camp stoves anywhere inside or on the porches!** There are fire extinguishers in the cabin.

In case of fire, you can escape from the loft through the window or down the stairs.

For more detailed instructions on cabin use, please read the cabin user's guide which is in the log book at the cabin, and at the club office.

The person who signed out the key from MITOC is responsible for making sure all members of the party understand these rules. Fines will be levied by the cabin manager for breaking these rules or any other instructions that might be posted at the Cabin.

Report any damage to the cabin manager, or mail it to: MIT Outing Club, MIT Student Center Room 461, Cambridge MA 02139.