

MIT Outing Club

Camelot Keyholder Checklist

Name of Keyholder: _____

Group Name: _____

Dates of Cabin Usage: _____

Upon Arrival

- ☐ With kitchen lights off, check that the kitchen smoke detector works by seeing if the red flashes about every 30 secs.
- ☐ Check that the two fire extinguishers in the kitchen (near the door and above the electric stove) are full and operational
- ☐ See if clivus is full, if so, tell people to use the outhouse and not clivus (and the manager know!)
- ☐ Check that clivus fan is on and working properly.
- ☐ Check fire extinguisher by den wood stove
- ☐ Test smoke detector in den
- ☐ Check fire extinguisher in sleeping loft
- ☐ Test smoke detector in the sleeping loft
- ☐ Check to see if ashes in the den stove are cold. If so, remove them into the metal bucket, take them outside, and dump them into the ash pit
- ☐ If there is a mess, describe it here please:

When Leaving:

- ☐ Make sure all counters, stove, and sinks clean
- ☐ All pots and pans hung up on racks, all dishes in the mouseproof box or the cupboard.
- ☐ Pantries and dish cabinets closed and mouse proof.

- ☐ No water left in cabin except for potable (from a faucet) water left in closed containers in the metal sink in the middle of the kitchen.
- ☐ All non-perishable food to be left at cabin is marked with the current date and put in the mouse proof pantry cabinet. (If the cabinets are full, take something older out and replace it with your donation).
- ☐ Any extra water dumped outside.
- ☐ Are there sufficient cabin supplies left? Toilet paper, soap, matches, garbage bags
- ☐ Bring empty fire extinguishers back with you and notify cabin manager
- ☐ Are all fires out to touch?
- ☐ Is there enough firewood inside for the next group to start a fire?
- ☐ Roof level vents in kitchen and sleeping loft closed? Doors and windows locked?
- ☐ Floors swept very well
- ☐ Check that electric meter is moving **very** slowly (if at all)
- ☐ If the sauna was used: sauna cleaned, door locked, fire extinguisher returned to cabin, and key back in cabin.

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

If there is any problem, please contact the Camelot Manager immediately - or at least as soon as you return to Boston, especially if you think you might have done something to anger the neighbors, or endanger the cabin.

Camelot Manager: Chris Glazner, 617-816-3076
 MITOC Office: 617-253-2988
 The MIT Campus Police: 617-253-1212
 NH Electric Coop: 603-536-1800 (pole 8D 18B)
 Grafton Country Police: 800-564-6911
 New Hampshire State Police: 603-846-3333

April 2006