**SMC EXIT CHECKLIST [PLEASE EMAIL A PIC OF COMPLETED FORM TO LINDA.KIM@GPMAIL.ORG]**

Name of the Leader of the trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check off the below, after everyone has exited the buildings, and sign at the bottom (pls have 2 people go through the exit checklist).**

**Thermostats**:

* In Summer: System OFF
* In Fall/Winter/Spring: Set analog thermostat to 55 (for digital thermostats, Gus will set)
* Thermostat Locations:
* Bear Lodge: 3 (one on each side of meeting area, one in kitchen)
* Tree/Rock Houses: 2 (one on each side of the middle hallway)
* All other Houses: 1
* All Bath Huts: 1 (in the Women’s restroom)

**Kitchen:**

* Take all your perishable food items you brought home.

**All lights off including:**

* Interior & exterior lights of all buildings (Bear Lodge, All Lodges, All Bath Huts)
* Basketball court lights
* **Doors and windows locked. Blinds open.**
* **Kitchen stoves/ovens all off (LEAVE PILOT LIGHT ON)**
* **All countertop appliances (except microwave) unplugged.**

**Trash:**

* Empty from each Lodge and bring to Bear Lodge dumpster.
* Bring Recycling trash home

**Grounds:**

* Drive through to see that everything has been put away properly. (i.e., canopies, shovels, chairs, etc.)
* Golf Carts and Bikes returned to Willow.
* Check all fires are completely out.

**List items that need to be fixed/repaired (Please write clearly):**

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**Soap Dispensers**

* Please list the building and room that soap needs to be refilled (i.e. Star House - bath hut).

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**Gate:**

* Front gate locked.

Signature after all checked: Person 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_