

Girl Scouts of San Gorgonio Council
Site Report
 (San Gorgonio Council Properties only)
Cleaning Deposit Check List/please fill out completely

*Please help keep the site clean. Make sure that all of your groups supplies, and crafts go home with you. Please, use the established fire rings marked with a yellow stake DO NOT make your own fire rings. Please, DO NOT deface or paint rocks with girls names, troop #'s, etc. The rocks usually end up outside and are unsightly. The site Maintenance rangers have heavy work loads, and they are not able to perform tasks that enhance the sites when they are forced to clean up before another group arrives. **(The Cleaning deposit will be refunded provided to the items below are done in a satisfactory manner. If the site is not cleaned in a satisfactory manner the cleaning deposit will not be refunded).** THANK YOU FOR YOUR COOPERATION !

Name of Site: _____ Date: _____

Group Name/Troop #: _____

Date of use: _____ Date of Inspection: _____

Time: _____

Maintenance Ranger Name: _____

INSIDE

Fireplace cleaned/do not leave hot ashes on a combustible surface _____
 Floors swept/mopped/vacuumed _____
 Trash containers emptied and trash removed if applicable _____
 Toilets cleaned & Flushed _____
 Sinks scrubbed _____
 Ovens cleaned _____
 Refrigerator Cleaned/and food removed _____
 Equipment put away _____
 Windows & shutters locked _____
 Doors locked _____

OUTSIDE

Follow specific instructions for closing particular sites

Equipment cleaned & stored _____
 Fire circles cleaned _____
 Entire area picked up (trash, etc.) _____
 All food, garbage & equipment you brought removed from the site _____
 Gates locked _____

(Camp Tautona Lodge Only)

Antifreeze in the sinks, toilet's & showers (in Winter) if posted _____
 Open water valves on the outside of building if applicable _____

SITE MAINTENANCE RANGER USE ONLY

Damaged equipment _____

Hrs. sent cleaning by Maintenance Ranger

____ X ____ per hr charge 1 hr minimum

OFFICE USE ONLY

Refund key deposit \$ _____
 Refund cleaning deposit \$ _____
 Do not Refund key deposit _____
 Do not Refund cleaning deposit _____

Mgr. Approval _____