

CAMP MacGregor

Walk Through Check-out Form

Print and bring with you to Camp

1. All windows are closed and locked. Windows have been found open after a unit leaves several times.
2. All Exterior Doors are locked. The Double Glass door in the Game Room has a special procedure for locking.
 ** Lift handle straight up then turn knob to lock (making sure bottom of door is closed completely).
3. Turn the 5 thermostats to 55 degrees.
4. Unplug TV's power strip.
5. Unplug Refrigerator in the Game Room (if you use it) and all appliances in kitchen.
6. Turn off the Breakers in the cellar for the Stove & Dryer, if you used them.
7. Make sure all lights are OFF. (some outside lights have been accidentally left on)
8. Make sure all faucets are off and toilets not running.
9. Return phone and key set to cabinet and secure it.
10. Close the following interior doors: (to separate heating zones)
 - A. Door between front room and living room.
 - B. Doors at the base of the stairway to 2nd floor.
 - C. Door from kitchen to the Office, (inside the office, bi-fold door - open).
 - D. The door between the Game Room and TV Room.
 - E. Cellar door.
 - F. Sliding door between Kitchen and Living Room.
11. Doors to bathrooms should be OPEN.
12. Shed and Barn are locked.
13. Lawns near Fire pit - Debris, Firewood or picked up or stacked neatly and Fire Buckets put away in shed.
14. Lastly - The Walk Through -
 - A. ALL WINDOWS ARE CLOSED
 - B. All trash packed out?
 - C. Has anyone forgotten anything, *check* closets, drawers and bathrooms?
 - D. Do you have everyone?
 - E. Key (s) in hand?
15. Any damage or problems? circle one: (yes) (no) If, Yes - Use Incident Form to report it.
16. **Read Fuel Oil Tank Level (Fall & Winter seasons)**
 Circle level here (Full) (3/4) (5/8) (1/2) (3/8) (1/4) (Empty)

Signature of Troop Tour Leader

Date: _____

Return this form with the Key within 5 days after stay:
 To HSLA Camp Coordinator, PO Box 576, Hopkinton, MA 01748-0576

12/2009 [PDF Format](#)

HSLA CO Form