

Campout Close-Out List

Note: Three Pages Long.

The Life Practical and attending Senior Scouts are responsible for completing these duties after every campout. The A/SMs are responsible for ensuring that the Scouts do so.

Vans

- 1) Smart-Tags that are installed in the Troop vans are left in place! Smart-Tags given to POV drivers are collected and placed back in the lockable file cabinet, in the drawer below the radios.
- 2) Motorola radios turned off and turned in. **Batteries must be removed** and sorted by remaining power levels. Batteries below the green power level should be discarded in the trash.
- 3) Van interiors checked for personal gear, including under the seats and in the front door panel-bins. All recovered items should be checked by the attendees before they leave; any unclaimed items placed in the blue L&F bin (on top of one of the moveable carts by the front door).
- 4) Van interiors checked for trash - all trash placed in the trash can. Replace the trash can bags (if none in the bottom of the can, check the glove box first, and if none are there get at least 4 from the Troop closet "Trash Bags" bin (put 3 in the bottom of the can, and use the 4th to line the can).
- 5) Vans gassed up, and if possible parked on the upper lot by Samone's old residence. HVAC fan units should be turned down (both front and rear), if used the AC should be turned off, radio volume turned down to a reasonable level, the two front windows cracked 1/2 inch, and all doors locked.
- 6) All key sets turned in and placed in the key locker, and the key tracking sheet updated.
- 7) Gas receipts given to the Life Practical Scout or lead adult, **properly annotated**.
- 8) **Bob and Wade are promptly notified of ANY van-related mechanical issues that were noted on the trip.** Bob is also notified if inspection sticker or license plates are expired or nearly expired.

Troop Equipment

NOTE 1: This summary assumes that the Troop did not have a "wet" campout. If everything is wet, a major dry-out and clean-up session will be needed in addition to all the other packup duties.

NOTE 2: **All equipment footlockers should be replenished such that they can IMMEDIATELY be used for another trip!** Virtually all routine consumables are on the shelves to the right of the refrigerator. All equipment footlockers and coolers **MUST** be stored with their lids cracked open with a piece of paper so they can air out. All tents, tent ground cloths, tent cover tarps, and rain tarps **MUST BE DRY**, and their carry bags **OPEN**, before being shelved.

NOTE 3: All Patrol boxes and coolers are color coded and numbered, to aid correct re-shelving.

NOTE 4: **The following items are stored in Van I (the white cargo van), and NOT in the Scout closet:** Propane tanks, EZ-Tarps, white tables, firewood, charcoal, the red fire buckets, firelay bricks, and the large trash cans and lids. If Van I is not at St. Agnes, all items that are normally stored in that van can be stored in either Van J or N (not both), for transfer at a later date.

NOTE 5: The keys to the kitchen and the custodial closet are on small hooks on the inside of the right side wall inside the small closet within the Scout closet.

- 1) Cook-Kits - All items in the cook-kits should be re-washed in the kitchen, and all items checked for color coding to ensure the correct items are in the correct bins. The white bin should have a bottle of cooking oil, Pam spray, salt and pepper, hand sanitizer, and anti-bacterial wet ones; all items should be at least 1/3rd full.

- 2) Cleanup Kits - Each bin should have 3 laundry tubs (color coded!), plus a metal pail (also color coded) containing a small bottle of bleach, a bottle of liquid soap, a box of Brillo pads, and 2 long-handled scrub brushes. **THE BLEACH AND SOAP BOTTLES SHOULD BE AT LEAST 1/3rd FULL!**
- 3) Propane Kits - Each bin should have a stove (**knobs UPI!**), a propane "tree" (post), a propane hose (ends screwed into each other), a lantern in its box, a white stuff box with replacement mantles and lantern globes (and other miscellaneous items), a bottle of lighter fluid (at least 1/3rd full), and a red first aid box (containing bandages). **IF THE STOVE IS FILTHY, IT MUST BE CLEANED IN THE KITCHEN; IF THE MANTLES WERE USED UP, THEY MUST BE REPLACED.**
- 4) Black Stuff Boxes - Each box should contain 2 large or 3 medium rolls of paper towels **IN PLASTIC GROCERY BAGS**, 1 box each of large, medium, and small zip-lock bags **AT LEAST 1/3rd FULL**, a zip-lock bag full of mega-size trash bags, a box of white kitchen size trash bags, and a zip-lock bag of aluminum foil (again, all at least 1/3rd full). **IN ADDITION**, the back "slot" of each box should have the proper (color-coded!) ax, hatchet, and saw **ALL BLADES DOWN**, and a nylon bag with tent poles, stakes, and junction tubes on top of the tools. If it is known that replacement tent parts were used, they must be replaced (see the white trays above Patrol set #2 for replacement parts).
- 5) Coolers - Clean in the kitchen, wipe dry, and re-shelve. Ice jugs - remove the caps, refill to within 2 inches of the top (if necessary), and put back in the freezer (caps on the little freezer shelf).
- 6) Spigot Coolers – Rinse out in the kitchen, **including through the spigot!** Re-shelve with their lids on loosely, so they'll dry out.
- 6) Food Bins and Lids (and meal placards, if any) – Clean in the kitchen if necessary, air dry. Place placards in the bin on the side of the refrigerator. Remove and discard all duct tape.
- 7) Tarp Bags - Check that each bag has 12 stakes, 1 50-foot rope, 6 16-foot ropes, a hammer, a PVC hat, and the tarp. Note that it is routine for Scouts to mix parts between bags, so check carefully.
- 8) Tarp Pole Sets - Each set should have 3 long poles and 6 short poles. Again, it is routine for Scouts to mix poles between bags, so check carefully.
- 9) Water Jugs - Should be empty before re-shelving.
- 10) Tents - Should be dry, and re-shelved 5 to a shelf. You are not expected to check every tent for parts; **HOWEVER**, you should re-check tents that are obviously too heavy, obviously too light, or obviously packed incorrectly. **Tents that are missing their "primary" parts (tent, fly, and pole bag) are a critical and recurring problem – please check them carefully.**
- 11) Tent Ground Cloths - Should be dry, properly folded, and placed in neat piles on the shelf.
- 12) Tent Cover Tarps - Should be dry, properly folded, and placed in their bins (about 15 per bin).
- 13) Wind-blocking and other mega tarps should be dried, properly folded, and re-shelved.
- 14) All other specialty bins (Board Games, Totin Chip footlocker, etc.) and items (microwave, coffee maker, etc.) are cleaned, reorganized, and re-shelved. Particular care should be taken with the "Disposable Eating Gear" bin if used, because it is usually a disorganized mess when returned.
- 15) Medical Forms and orange First Aid Kits re-shelved.

Leftover Food

- 1) Any and all perishable items that are possibly contaminated from improper packing (open to air), or that are likely to be beginning to spoil, should be thrown out. Liquids should be poured down the drain in the kitchen, **NOT** placed in the trash. Malodorous items should be tied shut in plastic grocery bags before being placed in the trash.

2) Any and all remaining items that were opened but are reasonably stable (e.g., cereal, mustard, salad dressing, soda, OJ, chips, etc.), or that were unopened but perishable (milk, fruit, bread, etc.) will be given away to attending Scouts at the conclusion of cleanup. **ALL SUCH ITEMS MUST BE TAKEN BY THE ATTENDING SCOUTS!** - nothing is to be "dumped" in the refrigerator or thrown in the Parish Center trash because "no one wanted it." Use leftover grocery bags for the Scouts to carry items home (leftover bags are on the shelves to the right of the refrigerator).

3) Unopened dry goods and canned goods that are **LIKELY** to be used on future trips may be stored in the closet. If they are **NOT** likely to be used on future trips, they should be added to the giveaway pile. In general, solo food items (e.g., one can of soup, one bottle of pickles, etc.) can be given away.

Miscellaneous

1) If the kitchen was used for cleanup - and it almost always is - it **MUST** be checked for remaining gear (it is common for the Scouts to leave Troop gear in the kitchen). **IN ADDITION, the kitchen must be left clean, especially the floor.** There is a mop and bucket in the custodial closet.

2) If any of the bins of replacement items (next to the refrigerator ended up empty or nearly empty, the items needed should be written down on the "Quartermaster Needs" clipboard next to the door.

3) If the kitchen or custodial closet keys were used, they must be replaced on their hooks.

4) All specialized gear (Klondike, summer camp, Philmont, etc.) must be properly reorganized and re-shelved. Because most of this gear will not be used for another year, it is critical that this job be done very well. Unusual items like sleds and charcoal grills must be returned to their storage sites.

Scout Closet

1) The small trash can should be emptied.

2) The key locker should be locked.

3) Refrigerator and freezer should be checked to ensure that NO FOOD was left inside.

4) Fan should be left on low and blowing directly onto the tent shelves.

5) Both lockable file cabinets should be shut and locked.

6) Do a final check of the sidewalk, foyer, and hall for personal gear - place all such items in the blue L&F bin. There are usually many items left outside after trips with large numbers of Scouts, and especially following trips that started off cold and ended up warm.

7) Lights should be turned off and door locked and shut.

Parish Center

1) In addition to the kitchen, the hall, hallways, men's bathroom, and foyer all left reasonably clean.

2) If the trashcans in the hall are full, remove the bags, tie them tightly shut, and leave by the front door. **Whether we filled them up or not!** Use our trashbags if there are no spares in the cans.

3) If opened, the kitchen and custodial closet should have lights turned off, and be shut and locked.

4) **ALL OTHER LIGHTS TURNED OFF.**

5) Front doors locked. If poor weather conditions, Scouts can remain inside until picked up.

At least one Adult must remain on site until the last Scout is picked up!

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