



Girl Scouts of Oregon &  
 Southwest Washington  
 9620 SW Barbur Blvd. Portland, OR 97219  
 girlscouts@girlscoutsofsw.org

**Program Facility Check Out List**

**Girl Scouts®**

Please complete and return with key to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of adult in charge \_\_\_\_\_  
 Number of youth attending \_\_\_\_\_ Number of adults attending \_\_\_\_\_  
 Troop # (if applicable) \_\_\_\_\_ Date(s) of use \_\_\_\_\_ to \_\_\_\_\_

Please leave the building as clean (or cleaner!) as you found it!

Prior to leaving the property, please go through this checklist and initial all items as they are completed. Return this checklist, with the key, to the program center manager (address above). Please help us keep the program center in good repair. Use the back of this form to note any problems, concerns or suggestions.

- Wipe off all tables.
- Wash, dry and put away all dishes, cooking utensils, pots, pans, etc. Wipe down front of refrigerator, stove top and inside of microwave Clean all sinks (kitchen and bathroom)
- Clean toilet
- Wipe down all counter tops (kitchen, bathroom, main room) Return tables and chairs to original positions
- Sweep/vacuum all floors
- Mop all floors
- Garbage
  - Albany – in garbage cans outside
  - Lebanon – to be taken home
  - Newport – to be taken home
- Close and lock all windows Lock back door
- Turn heat off/down (see directions at each site) Turn off all lights
- Lock main door upon leaving.
- Return key and this initialed sheet to program center manager (see address above)

Signature of adult in charge \_\_\_\_\_ Date \_\_\_\_\_