

Arrival and Departure Checklists for Camp Finniss-She Oak Run

Welcome to Camp Finniss. Please read through this procedure carefully and complete each section as required. Please be aware it is the responsibility of the camp leaders to ensure these directions are followed and tasks are completed. Each section must be completed and signed off.

Any questions or issues contact Nick on 0411 843 651 day or night.

Section 1: Arrival

On Arrival ensure all persons on site (as relevant) are made aware of the following information:

Task	Indicate completion
<p>Parking arrangements</p> <ul style="list-style-type: none">- ALL Vehicles are to be parked in the staff car parking on the south side of the kitchen/dining hall- NO PARKING is permitted in front of the residence building or on the north or west sides of the kitchen/dining hall- Keep all paths unobstructed- NO PARKING on the oval	
<p>Vehicle movement directives</p> <ul style="list-style-type: none">- All road sections are shared pedestrian zones with a speed limit of 20km/h- Be aware that pedestrians, in particular children may enter a road without warning- ONLY service vehicles are permitted at the lagoon/boat ramp/ aquatics precinct- NO vehicles are permitted to drive on the oval- Keep all vehicle movement to essential travel	
<p>Emergency assembly point</p> <ul style="list-style-type: none">- South side of oval, next to the exterior of the gym. This is marked with a large green sign	
<p>Restricted Areas</p> <ul style="list-style-type: none">- The following areas are restricted to campsite staff only: Equipment shed, maintenance shed, private residence (including backyard), back storeroom in gym	
<p>Water</p> <ul style="list-style-type: none">- The site is supplied with rainwater, please be water wise in your usage- UNSAFE water is indicated by signs stating 'DO NOT DRINK'	
<p>Waste Management</p> <ul style="list-style-type: none">- Follow the rubbish bin instructions found in the kitchen	
<p>Bushfires</p> <ul style="list-style-type: none">- Ensure group leaders are aware of bushfire risk	
<p>During your stay</p> <ul style="list-style-type: none">- Ensure the daily tasks in section 2 are completed as needed during your stay	

Name of Group Leader:

Signature of Group Leader:

Date:

Section 2: During your stay

For this section, each task does not need a physical daily check list to be completed; use this list as a reminder. Each task needs to be checked daily and completed as required. Sign off this list before checkout

Task	Indicate completion
Kitchen <ul style="list-style-type: none"> - All benches are to be cleaned and sanitised at the end of the day and as needed - Floors are to be swept and mopped daily including serving areas - Recycling, Compost and General Waste bins to be emptied into the outside bins <u>at the end of each day</u> - Dishwasher to be turned off when not in use for periods longer than 1 hour - Follow directions on dishwasher for use - Daily temperature check of all fridges and freezers (this is the responsibility of persons using the kitchen) - High touch points to be sanitised - Check and refill hand sanitiser as needed 	
Dining room <ul style="list-style-type: none"> - Tables wiped and sanitised after all meals - Floors to be swept after all meals - Floors to be mopped as required - Keep doors closed to reduce bugs - High touch points to be sanitised - Check and refill hand sanitiser as needed 	
Bathrooms <ul style="list-style-type: none"> - Daily visual inspection - Floors to be swept and mopped as required - Spare toilet paper available in the cupboards inside the male and female bathrooms - High touch points to be sanitised 	
Rooms and Dormitories <ul style="list-style-type: none"> - Daily visual inspection - Keep screen doors closed to reduce bugs - No food to be consumed in dorms - No drinks other than water to be consumed in dorms - Floors to be swept as required - Air conditioners are to be switched off when no one is in the rooms - High touch points to be sanitised 	
Outside areas and shelters <ul style="list-style-type: none"> - Ensure all rubbish is placed in the correct bin - No food or food scraps are to be left outside - Keep all spaces neat, tidy and clear of hazards - Be aware all grassed areas are watered nightly. Items left on the lawns or drying on the lines Infront of dorms at night will get wet 	

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Signature of Group Leader:

Date:

Section 3: Preparing for Departure

Ensure all tasks are completed and signed off before lock-up and checkout.

Task	Indicate completion
Kitchen	
Recycling, Compost and General Waste bins to be emptied into the outside bins	
Recycling, Compost and General Waste bins to be cleaned inside and out and liners replaced	
Fully empty fridges and freezers. NO FOOD TO BE LEFT BEHIND	
Dishwasher to be turned off	
All items to be clean, dried and put away	
Sinks to be cleaned and clear of any and all food scraps	
Fronts of cupboards and other visible surfaces must be wiped	
Clean microwave inside and out	
Ensure all small appliances are put away	
Stove top, hot plate and ovens to be cleaned	
All benches are to be cleaned and sanitised	
Floors are to be swept and mopped	
High touch points to be sanitised	
Dining room	
Tables wiped and sanitised	
Tables to be folded down and placed to one side	
Chairs to be stacked	
Close shutters and ensure remotes are in charging docks	
Floors to be swept	
High touch points to be sanitised	
Bathrooms	
Ensure basins are visually clean	
Floors to be swept and mopped	
High touch points to be sanitised	
Rooms and Dormitories	
All rubbish and personal items to be removed from rooms	
Air conditioners are to be switched off	
Mattresses placed upright on each bed	
Curtains to be up	
Windows to be shut	
Lights to be turned off	
Floors to be swept	
High touch points to be sanitised	
Outside areas and shelters	
All bins to be emptied	
All rubbish including food scraps to be placed in bins	
All equipment to be put away	
All belongings to be collected	

Name of Group Leader:

Signature of Group Leader:

Date:

Section 4: Lock up

Ensure all tasks are completed and signed off before lock-up and checkout.

Task	Indicate completion
All windows shut and shutters down in dining room with remotes in charging docks	
All dorm and room windows to be closed, curtains left open	
All dorm and room doors to be locked	
All doors to the gym to be closed and locked	
All air conditioners to be turned off	
All lights to be turned off	
All bug zappers are left on	
Final walkthrough checking all departure and lock up tasks	
Set alarm and close and lock main door*	
Lock gates on departure*	

*ALWAYS confirm with caretaker if on site

Name of Group Leader:

Signature of Group Leader:

Date:

Note: if leaving the site during your stay.

Task	Indicate completion
All dorm and room doors to be locked	
All doors to the gym to be closed and locked	
All air conditioners to be turned off	
All lights to be turned off	
All bug zappers are left on	
Set alarm and close and lock main door*	
Lock gates on departure*	

*ALWAYS confirm with caretaker if on site