

# Checklists

## Checklists for Visiting Groups

Before Arrival	
Confirm you have the code for the Key Safe.	
Share the What to Bring to Brownsea List	Sandals and Crocs are not closed in shoes.
Appoint a group of Parents to assist with Cleanup before pickup	Kitchen, Dining, Male Toilets, Accommodation Dorm, Outside, BBQ are all areas that will need adult supervision
Bring wood if you plan to use the Pizza Ovens	Note: As of 2024 there is some wood, though you may need an axe to split it.
Every participant must have "swimming" signed off by their parent/guardian on the C4 for them to participate in water activities.	It is the responsibility of the Groups' own leaders to ensure this practice has been adhered to. Leaders need to make sure that the Brownsea Leader in Charge is aware of any individuals who cannot swim or who have medical or special needs

On Arrival	
Use the code to access a hirer's key from our key safe,	This is located upstairs next to the dining room sliding door.
Chains	On the front chain there are two padlocks one is a padlock for "containers for change" padlock. Your key will not open this one.
Meet any other Occupants	Agree on the items in the cleanup checklist that you will each complete

Brief Occupants	
Fire Evacuation Brief	Walk the fire evacuation route with all the youth members. In the event of an emergency. It is your responsibility to make sure they know what to do before they stay. You are the fire Warden.
Enclosed Shoes Brief	Remind occupants of the Scout requirement that enclosed shoes are always worn (except in the showers). Hazards exist in the grass from maintenance activities, on the ramps, beach, in the kitchen and around tents. Encourage Adults to set the right example.
Sun safe and Hydration brief	Set expectations for broad brim hats, sun smart clothes, sunscreen, and water
Traffic and Boundaries	Explain the risks of playing in the carpark. Explain the risks of backing trailers, boats, and water. Set boundaries and expectations of needing an adult to manage these risks.
Bins	Encourage your youth members not to put rubbish in all the bins, or you will have a lot of work to put them all out at the end of your stay.
Food	Explain to youth that Vermin such as Roaches, Rats, Possums and Snakes do come to visit when food is not put in Bins. Encourage youth to sit for meals, and to clean up any scraps. Asking occupants to not consume food in the Dorms, will make cleanup easier for you
Child Safety	Remind youth and adults of the need to report to someone they trust, and to seek another if they are not happy with the answer. Remind them of the buddy system around toilets and showers.

# Checklists

Recycling	Educate youth members on where recycled items go. Containers into the Red Bin. The volunteers at Brownsea will be much happier if Scouts do the right thing by the environment.
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During your Stay	
Report any damage, low stock or any safety concerns	Raise a maintenance notification
Should the power trip while you are there	Reset any switches that have tripped. The fuse box is on the dorm building near the water tank. Please try to identify what may have tripped the circuit and raise a maintenance notification.

## Cleanup Checklist



[https://groups.operoo.com/public\\_forms/652953/new](https://groups.operoo.com/public_forms/652953/new)

This is a checklist to be completed on closing Brownsea after it has been hired.

Failure to complete the cleanup to the required standard may result in a cleaning fee.



Figure 1 One of our favourite groups "Budda's Light" always leaves Brownsea better than they found it.

## Clean Up Checklists

Clean up After Activities	
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<https://scoutsqld.sharepoint.com/sites/brownseawac/Shared Documents/General/Website Files/Brownsea Checklists for Hirers.docx>

# Checklists

B1	Make sure all youth understand no showers until all the gear is put away	
B2	Rinse Lifejackets in a bucket and hang them to dry. Try to find a location out of direct UV	
B3	Clean down paddles	
B4	Derig Boats, wash down Boats (on the trailer is easier for Canoes)	
B5	Sort the lifejackets into the same sizes and store away under the building	
B6	Help put the boats away	

Accommodation Dormitories		Adult Supervising
F1	Lift Mattresses to clean out any rubbish that may be under them	
F2	Sweep out any dust, grass, etc.	
F3	Ensure all louvres are closed	
F4	Ensure all external doors are locked	
F5	Ensure the flood light and balcony lighting is turned off	

Galley / Kitchen		Adult Supervising
K1	The fridge and freezer have been cleaned and emptied of perishables	
K2	All the surfaces in the kitchen have been cleaned and wiped down	
K3	Recyclables have been placed in the correct bin	
K4	The bin has been emptied and a new liner placed inside	
K5	Maintenance Requests have been raised for low stock (Detergent, bin Liners, Scourers, Floor cleaner) or Damaged Items	
K6	All the windows have been securely closed.	
K7	Turn the main gas off to the oven / stove.	
K8	The floor has been swept and mopped	

Mess/ Dining Area		Adult Supervising
D1	The chairs and tables have been wiped down and stacked against the wall	
D2	All the lights have been turned off (internal and external).	
D3	Windows are closed	
D4	Floors have been swept and mopped	
D5	Any items used in the Brownsea First Aid Kit have been flagged for replacement with a maintenance request.	
D6	Maintenance Requests have been raised for low stock or Damaged Items	
D7	Both sliding doors are locked	

# Checklists

Male Toilets and Shower Facility		Adult Supervising	
M1	Shower and Toilet Cubicles are clean		
M2	Toilets have been cleaned.		
M3	Empty toilet rolls have been disposed of.		
M4	Toilet Rolls in stalls have been replaced in the stalls (new ones in the male cleaning cupboard, key is on the left of the cleaning cupboard up high)		
M5	Floors have been swept and hosed down		
M6	Rubbish Bins Have been Emptied		
M7	Shower mats are lifted to drain		
M8	Shower Curtains are stretched out to dry properly, to prevent mould.		
M9	Any Lost Property placed in the rubbish or the bin outside the Female Toilets		
M10	Maintenance Requests have been raised for low stock or Damaged Items		

Female Toilet and Shower Facility		Adult Supervising	
F1	Shower and Toilet Cubicles are clean		
F2	Toilets have been cleaned.		
F3	Empty toilet rolls have been disposed of.		
F4	Toilet Rolls in stalls have been replaced in the stalls (new ones in the male cleaning cupboard, key is on the left of the cleaning cupboard up high)		
F5	Floors have been swept and hosed down		
F6	Rubbish Bins Have been emptied		
F7	Shower mats are lifted to drain		
F8	Shower Curtains are stretched out to dry properly, to prevent mould.		
F9	Any Lost Property placed in the rubbish or the bin outside the Female Toilets		

# Checklists

Admin		
A1	Hirer has sat down with the leader in charge of the activity to complete the LIC Log for numbers, badges etc.	
A2	A copy of any incident reports has been shared with <a href="mailto:contact@brownsea.scoutsqld.com.au">contact@brownsea.scoutsqld.com.au</a>	

Outside		Adult Supervising	
O1	All Plastic Tables, Chairs and the Pizza Ovens have been cleaned put away where they came from		
O2	BBQ cleaned down properly and cover replaced		
O3	Grounds are clear of rubbish		
O4	Recycling has been put in the correct bin. Bottles, poppers cans have been put into the containers for change bin.		
O5	Bins have been put out on the road ready for collection		
O6	Check the lost property bin for items from your group		
O7	Key is back in lock box		
O8	The site is looking as good as, if not better than, when we arrived.		