**Report form Godeset Scout base**

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| --- | --- |
| Tenant:  |  |
| From date: |  | From time: |  |
| To date: |  | To time: |  |
| Leader in charge: |  | Phone:  |  |

**On arrival at the Scout base** (check items):

* Keys to inner doors are located in a key box (small box between the switchboard and the fire hose cabinet in the hallway). The code for the box is provided by SMS / Phone
* In the fuse box there is a switch labelled "Bryter for varme". This must be set to position 1 in order for the heating of the building to be operational
* Go over the building and see that everything is in order and in good condition. Deviations are reported at the bottom of this form

**Prior to departure from the Scout base** (check items):

* Everything is cleaned, tables are dried and floors are swept
* All kitchen accessories are cleaned and put in place
* Coffee maker is disconnected
* WC is cleaned
* All food and leftovers are taken home
* Make sure all doors are closed and locked
* Check that the door to the toilet is locked
* Turn off the heat on the timer, turn off the lights and set switch "Bryter for varme" in the fuse box to "Auto" when you leave the building
* Put all the keys back in place
* Leave the building though the main door by pushing the key switch on the inside. Make sure that the door is locked once on the outside

**Charcoal:**

We have used \_\_\_ ea. bags with charcoal (an opened bag = a used bag). For these we pay NOK 100, - pr. bag (additional to the rental price).

**Deviations observed on arrival:**

**In addition, we would like to give following feedback (plusses and minuses):**

Completed form to be submitted electronically to: Godesetspeiderne att.: Kjetil Sævareid, e-mail: kjetil.saevareid@gmail.com