

Troop 220 Check Out/In Equipment List

Last Update 10/5/2008

How to check **OUT** equipment.

1. Complete Menu and Roster for your outing before you request the equipment.
 2. The Quartermaster and Leader will go out with the patrol to sign out equipment. This can be done on a Monday meeting if the planning is ahead of time. *(See below for note)*
 3. Please use items from the pantry when possible. What's there you can use. It is better to use what we have then to buy more and throw away. The pantry shelves are marked with signs that say "**PANTRY**"
 - a. Pantry items include
 - i. Toilet Paper, Paper towels, napkins
 - ii. Blue Cooler with wheels has Crackers, chips (things that can get stale with moisture.
 - iii. Small Propane bottles
 - iv. Misc. food items
 - v. Sandwich bags, garbage bags, foil, plastic forks-knives-spoons
 - vi. Misc. utensils, soap, sterilizer for washing.
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How to check **IN** equipment.

1. Properly Clean equipment before you return it.
2. When returning, Quartermaster will inventory equipment and condition. *(See below for note)*
3. Patrol will place unused pantry items back on the shelves. If they have food that was purchased and they did not use, it too will go to the Troop Pantry shelf for sharing with other groups.
4. Quartermaster will update the Committee Equipment Coordinator with what needs to be repaired, replaced or refilled.

NOTES:

- ***If the Quartermaster is unavailable for checking out/in equipment, please follow procedure as best you can. Then be sure you notify the Quartermaster so he can complete the check in.***
- ***If the equipment is dirty or greasy, no access to the shed will be allowed until it is clean. There is a 1-week time limit on cleaning the said items.***