

Checklist for Campsite maintenance volunteers

Please work safely, when completing these tasks.

Do not undertake any tasks that you are not comfortable in completing.

Do not climb on the roof of the shelter.

Walk around the shelter and check:

- Visually check (as far as possible) the gutter guard or shade cloth for gaps, tears or leaf litter (do not use ladders or stands)
- Visually check for damage or leaks to the gutters and down pipes
- Visually check the external roof for damage or debris
- For any damage to the outside structure of the shelter and roof. For example, missing wooden planks, signs of white ants, the condition of the timber. Is re-oiling needed?
- For leaf and debris around the shelter. Clear where necessary; ideally create a 5 metre buffer clearing.

Walk inside the shelter and check:

- For obvious damage to the internal structure: for example, loose or broken timber, signs of white ants.
- For damage or wear to the bunk beds or bed platforms: for example, excessive wear on the plywood, varnishing showing signs of wear, screws protruding, loose plywood sheeting, signs of water damage/mould. Water stains on the bunks or bed platforms, usually means the roof may be leaking.
- The condition of the shelter floor: for example, very dusty or uneven
- The condition and contents of the book box: green log book (due for rotation?), red register (due for replacement on next visit?), BTF brochures and Events calendars. Report and replace broken boxes.
- For rubbish and food items left in shelter or box. Remove all items such as books, clothes/equipment, pots and pans, candles, first aid items, packets of food etc.
- The condition of the internal table: loose or broken planks, condition of timber surface, re-varnishing needed?
- The condition of the rake, broom and brush and dustpan. Report and replace broken items.
- The condition of the notice board (including perspex and backing corflute). Remove any notices that are not the most recent authorised versions from the BTF or DBCA.

Walk around the water tank/s and check:

- For obvious damage and leaks to the tank and connecting pipe-work
- For gaps in the tank pipe-work where insects and rodents could enter the tank; rubber seals are in good condition, tank lids are in place and secure
- That the tap/s operate correctly: some taps have a restricted flow to save water. Ensure they don't leak.

- That the water information sticker is present and located above the tap
- For debris build up in the first-flush pipe-work. This is usually achieved by unscrewing the round cap on the vertical pipe/s
- The water level in the tank/s: the 'knock' test
- For contaminated water in the tank/s by conducting simple water quality check, using a white container or cup: clarity, colour, odour, taste.

Walk around the campsite and check:

- The condition of the fire ring. Remove any build-up of ash with caution, as ash may be hot. Dispose of cold ash away from campsite. Remove rubbish (cans, silver foil etc.).
- The condition of the external table: loose or broken planks, condition of timber surface. Is re-oiling needed?
- That correct signage is in place for the location of the toilets, shelter and tent sites. Also check the entry and exit trail markers. Do any posts need replacement or painting?
- The condition of internal trails
- The condition of the tent sites. Remove rubbish. Break up unauthorised campfire sites and disperse any ash/burnt wood.

Inspect the toilet and check:

- For any damage to the external structure. For example (if wooden toilet), loose planks, signs of white ants, the condition of the timber. Is re-oiling needed?
- The condition of the rear vertical vent pipe, usually plastic
- That the whirly bird is present on top of the vent pipe and hopefully working (spinning)
- That the door is opening and closing correctly, and the latch is operating correctly
- The condition of the toilet pan and lid
- The level of waste matter in the toilet through the pan. Toilet may appear full by what we call "The Pyramid of Waste". Check by finding a long stick and stirring the Pyramid to see if it collapses. If not, the toilet may be full and will need pumping out.
- The presence and condition of signage inside the toilet
- Leaf and debris level around the toilet. Clear where necessary; ideally create a 5 metre buffer clearing.

Take photos of any items of concern. Think about the angle, light and detail – the photo needs to be of value to someone arranging repair or maintenance.

Clearly report any items of concern. Imagine you are reading the report and needing to pass on the information to someone arranging repair or maintenance. Remember to add your photos!

Please let us know if you're unable to adequately see any of the items related to the gutters/roof.