Camp Patiya Checklist

Check In Procedure:

☐ Pick up keys, parking permits, and lock combinations from the Louisville Office no sooner than Thursday afternoon. Call ahead if other arrangements need to be made. The gate combination is ________.
☐ Unlock the parking lot gate and leave it open. Open it all the way and hook it so it won’t swing closed.
☐ Back in to parking spots to facilitate quick exit in case of emergency. All drivers should keep their keys with them at all times. Leave the gate open in case emergency exit is necessary.
☐ Ensure each vehicle displays a parking permit.
☐ Unlock the utility room and follow posted instructions to turn on water pumps and hot water inside the cage.
☐ Keep the utility cage locked (no youth access).
☐ Unlock the buildings you will use. Inspect for damage or other concerns.
☐ You MUST call Boulder County Sheriff dispatch (303-441-4444) before you light any fires – including charcoal and fireplaces.

Check Out Procedure:

☐ All fires out and cold. Shovel out all fire pits and fireplaces, and pack the ashes out with your trash.
☐ Call back the Sheriff to inform them that you are done with your fires.
☐ Put everything back where you found it (picnic tables, fire grates, tables, chairs, etc).
☐ If you built any “shelters” please take them down and return the materials where you found them.
☐ Walk your campsite and/or picnic area and pick up any trash on the ground.
☐ Replenish any firewood you used from the fire rack in the Lodge or at the Chapel/Training area.
☐ Sweep the floors and vacuum the rugs. Mop where appropriate.
☐ Clean the toilets, and sinks. Sweep and mop the bath house and utility room. Cleaning supplies are in the utility room.
☐ Clean the latrines – wash around the seats with clean water.
☐ Turn off the water heater and well pumps (follow the posted instructions in the cage). Lock the cage.
☐ Turn off all lights and lock all doors to all buildings.
☐ Close and lock the gate if you are the last unit out of camp.
☐ Return your keys and the completed Feedback Form to Louisville on Tuesday.

Contact Information:

• Registration and Payment 970-584-2202 (Greeley office)
• Boulder County Sheriff Dispatch 303-441-4444
• Rocky Mountain Fire Dept 303-494-3735
• Emergency 911

Telephones for emergencies or unit business are located inside the Lodge and on the porch of the Campmaster's Cabin. The number is 303-442-2833.
Camp Patiya Feedback Form
Return this completed form to the Louisville Office when you return the Camp Patiya keys.

Unit type and number (or group name): _______________________________
Usage Dates: ______________________
Actual number of participants: Youth______ Adult ________

Did any events happen that concern you?
This could be something that happened within your troop, or some problem with wildlife, outsiders on camp, etc.
Please let us know what happened:

Did you notice anything at camp that needs repair? Any damage or other condition that need to be addressed?
Please let us know what needs attention:

Did you enjoy your stay at Camp Patiya?
Did you do anything special or fun?
Let us know what you do, and we can make Camp Patiya a better place to do those things.
We are also looking for program ideas to share with other units, so brag a bit and spread your knowledge!

Would you like to be contacted to discuss any of these issues?
If so, please include your contact information below: