



DEN RE-ENTRY CHECKLIST (COVID-19)

Form #:	F36
Version:	05/2020
Pages:	2

Checklist is to be completed and signed by nominated person.

Forward to Group Leader to sign.

Forward to District commissioner to sign.

District Commissioner to send to Branch Facilities Team - facilities@scoutsqld.com.au

Refer to QBSI 7.15 Resumption of face-to-face Scouting with easing COVID-19 restrictions.

**DEN CANNOT BE USED UNTIL CHECKLIST IS COMPLETED, ACTIONED, AND SENT TO BRANCH.
COMPLETE ONE SHEET PER BUILDING IF MULTIPLE BUILDINGS ON SITE.**

Scout Group:	District:
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OUTSIDE

ITEM	CHECKED	ACTIONS
Building inspected for damage and fix		
Grass mowed and paths clean		
Lighting working		
Doors and locks working properly		
Area free from rubbish		
Fences in good order and safe		

INSIDE

ITEM	CHECKED	ACTIONS
Inspect for damage and fix		
Check for vermin, alive or dead, remove and clean area		
Push button test all electrical RCDs		
Check lights are working		
Check equipment is stored properly and safe		
Dust and disinfect all internal surfaces		
Check all food products are in date and safe		
Check all camping food utensils are clean before use		
Clean all bathrooms/toilets thoroughly and disinfect		
Check and clean refrigerators		
Check and clean all kitchen equipment and utensils		
Kitchen/food preparation areas thoroughly cleaned		
Hand washing signs at all sinks		

GENERAL

ITEM	CHECKED	ACTIONS
Purchase hand sanitiser to have at entry door		
Designate table for use at entry door as sanitising station		
Purchase disinfectant and cloths for daily cleaning		

Signage instructing parents not to enter Den		
Signage instructing social distancing 1.5 metre apart		
Signage to use sanitiser before entry		
Purchase soap and paper towelling for each bathroom/toilet		
Electrical testing up to date		
Fire extinguisher and blanket testing up to date		
Verify with lessor building can be occupied & used		
Check relief valve on hot water system		

NOTES:

SIGNATURES AND APPROVALS

	Name	Signature	Date
Person completing checklist:			
Group Leader:			
District Commissioner:			
Date submitted to Branch:			