

BRAINARD CABIN CHECK LIST AND STATUS REPORT

Group Leader: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Arrival and Departure Check list:

- Go down the list when you arrive. Go back up the list when you leave.
Arrive Depart
Arrive: Is this what you found? Depart: This is how you should be leaving things!
Key Box: Numbers set to all zeros and right side up. Yank on the lock to check that it's secure.
Sled, Axes, Shovels, and Brooms: All inside the ante-room.
Lights: Master Switch Off.
Shutters: Latched top and bottom. Windows closed and latched. Check upstairs also.
Stoves: Air supplies wide open. The next party removes cold ashes. Never remove hot ashes.
Water: NO WATER left in any pots, kettles, jugs, or buckets. In winter it will freeze and crack the containers. In summer it will grow mold or mice will drown in it.
Gas valve on the counter: Turned off (across the pipe).
Pots and pans: Upside down so the mice don't play in them.
Kitchen drawers and cabinets: Closed tight so that maybe the mice won't get into them.
Paper Towels, Toilet Paper and Cocoa supplies: All put away in mouse proof storage.
Sinks, tables, and counters: wiped and clean.
Floors: Swept.
Drain buckets under sink: Emptied outside.
Dishes: Washed and put away, or drying in the rack.
All garbage: Packed up and carried out. If you don't take out your garbage, who will? The covered pails outside the anteroom are for cold ashes only.
Unused food: Packed up and carried out. Please don't "contribute" your extras.
Mouse Traps: Remove dead mice, bait and set when leaving. Number of dead mice: \_\_\_\_\_
Outhouse: TP under plastic coffee tubs. Door latched.
Entryway Wood Supply: Filled up.
Kitchen wood box: Full of cook stove sized split wood.
Wood box for the Avalon heating stove: Full of larger wood.
(Day Hosts only) Contribution box: Left with five singles. See Day Host's report, below.

Other Notes on Arrival: Anything unusual? Snow Conditions?

Notes on Departure: How was the snow? Anything interesting? Lights work o.k.? Did the black fox visit?

For those consumables which you think are low, please write how much is left:
(Many of these are stored in bins under the tall bed in the front room, upstairs. A hook in the ceiling holds the lid.)

rolls TP \_\_\_\_\_, rolls PT \_\_\_\_\_, cans cocoa \_\_\_\_\_, lbs sugar \_\_\_\_\_, newspaper \_\_\_\_\_,

black tea \_\_\_\_\_, herb tea \_\_\_\_\_, Coffee: Instant decaf \_\_\_\_, regular \_\_\_\_, Drip decaf \_\_\_\_, regular \_\_\_\_\_.

other \_\_\_\_\_.

Weekend Day Hosts only: Contributions brought out: \$ \_\_\_\_\_

Email brainardcabin@gmail.com and we will bill you through PayPal or make other arrangements to get the money. Leave five singles in the can. Don't count the five singles which should have been in the can when you arrived. If there was more than \$5 when you arrived, assume we had day visitors during the week, and count that in your total. Payment for guests over your pre-paid number: (\$24 each.)\$ \_\_\_\_\_

Your Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Please return this report to brainardcabin@gmail.com. Thanks for helping us keep the cabin wonderful!

## BRAINARD CABIN OPERATING UPDATES

This information is mainly about changes which have been made since the last edition of the handbook.

### When you arrive:

Open the door locks, put them in the keybox. Set the combination back to 0000, close and relock the key box. Make sure the numbers are right side up when the combination lock is closed. Yank on the lock a few times because the mechanism has been known to not "catch". Don't leave the numbers set to the current combination, for every visitor to see and learn. Do remember the combination for when you want to go home!

Turn on the Master Switch for the lights. There is no need to touch the circuit breakers inside the box.

### During your stay:

Water in winter: Do not melt snow for water. That uses a huge amount of our wood and is a gross waste of time and energy. Water is easily accessible through a hole in the ice, about five feet inside the west end of the Mitchell Creek culvert. You may have to dig your way into the culvert if it has been blocked with snow. That's not a big deal. The easy water is worth the effort. Don't melt snow.

A big X has been painted on the ceiling of the culvert above the water hole. The hole is covered with snow for insulation, and wood for structure. Use a short-handled shovel to remove the snow. Pry up the strips of wood. Use a small sauce pan to dip the water and fill the jugs. Replace the wood and cover with a lot of (unpacked) snow.

The wood pile is east of the cabin. Look for the fence post on the west edge of the pile.

DO NOT go onto the cabin roof for any reason other than to gently shake snow off of the photo-voltaic panels. DO NOT go up to remove snow from the roof. That is not necessary since we rebuilt the roof structure.

Don't mess with the propane tanks out back. If the one in current use goes empty, the system will automatically switch to the other tank. We have been using approximately 1/2 tank per season, so go ahead, use it.

Mousetraps: Put only a small dab of peanut butter (from the jar just left of the sink) on the little cup in the middle of the yellow trigger. Set the traps where they are easy for people to see. If you hide a trap behind a chair or cabinet, it may be months before one of us finds it (yuck!). Set them on the floor only, not on the counters (yuck again.) Note: the 1<sup>st</sup> mouse is in the trap, the 2<sup>nd</sup> gets the bait, the 3<sup>rd</sup> and on get the 1<sup>st</sup>, and then it gets very messy.

FOR FUNDING PURPOSES: MAKE SURE EVERY INDIVIDUAL IN YOUR PARTY, AND ALL DAY VISITORS, SIGN THE REGISTER EVERY TIME THEY VISIT. Day visitors are allowed to use the cabin if it's unlocked. Please welcome them. Each day user should be asked to contribute \$1 (or more) to the kitty. Do not ask day visitors to take off their boots. That would be very unfriendly. Put on your shoes or slippers.

T.P., paper towels, coffee, tea, cocoa and such are stored in bins under the tall bed in the front room, upstairs. A hook in the ceiling holds the lid. Newspaper is stored under the short bed upstairs.

### **When you leave:**

**Make sure ALL WATER is out of ALL of the jugs, the buckets, and ALL of the pots and kettles.**  
**Take all unused food, garbage and trash with you.**

**USE THE CHECKLIST!**  
**going from bottom to top.**

**Revision: 11/14/2016**