

## **BOIDIER HURST SCOUT CAMPSITE - WARDEN DUTY**

Thank you for volunteering to undertake Warden duty at Boidier Hurst. If you have been advised that campers will be on site Friday night, please arrive by 6pm having obtained the key from your District key holder. If you have campers all weekend, you should remain on site until the end of the duty. (6pm Sunday latest). Royden House (the Warden's accommodation is available for you and your family's use, all you require is your sleeping bag a pillow and of course food!

### **Opening up**

- **Main Gate** Ensure the padlock is fastened back onto the chain after opening.  
Note how the chain links together. (Longer oval link through the shorter link).
- **Second Gate** Use the same key and method as the main gate.  
**Note that this opens towards you so leave room!**
- **Royden House** Warden's accommodation and first aid post.  
Un-padlock the outer door and fasten back whilst campers are on site for access to the telephone.  
The inner door has a Yale (**self locking!**) and a Chubb lock **so remember your key!**  
Open the shutters using the pole with a ring to release the top spring loaded bolts
- **Key Box** Located in Royden House. Contains keys to **Manly Building, toilet block, car park barriers, toilet roll holders, outdoor window shutters and sliding front window.**
- **Toilets** Please check the cleanliness (**no bleach please**) and the toilet rolls.  
Cleaning materials, toilet rolls and a key are kept in cupboard in male leaders' toilets,  
Switch on the water heaters under the basins in each Leader's block. (none in boys')  
Organise a cleaning rota for the groups on site if required.
- **Barriers** One key fits all barrier padlocks and also that on the cage in Halfway House.  
Open overflow car park and track to Manly Building as required.  
Access to the main track for unloading only. Vehicles **must** return to car park after unloading.  
Close barriers during camping use.  
**Do not allow vehicles on individual sites.**
- **Manly Building** Open if booked.
- **Transit Shelter** Temporary shelter for gear . The cage houses pioneering poles and waste buckets.

### **During warden duty**

- **Signing in** Campers and visitors must be signed in on the sheet at Royden House (including those from Epsom and Ewell and Leatherhead Districts).
- **Fees** Collect fees where appropriate and fill in warden's report form.
- **Site** Please make regular inspections to ensure the campsite is being used responsibly.
- **Dogs** All dogs must be kept on a lead and any mess is cleared up by the owners.

continued.....

- **Lights** Turn on external toilet block lights at dusk and off in the morning. Switch is in male toilet block.  
Car park light switch is over the door in Royden House. Switch off late evening as required.  
Path lights are on a timer at weekends.
- **Main Gate** Close but do not lock at night to allow the passage of emergency vehicles.
- **Souvenirs** Sell souvenir badges etc. if required. These and a price list are in a unit drawer in Royden House.

### **Leaving the site**

Please do a final inspection of the whole site.

- **Sites** Ensure campers leave their sites clean and tidy and take their rubbish with them on booking out.  
Check taps along main track are all turned off.  
Trolleys back in the transit shelter.
- **Campfire** Ensure that the campfire circle has been left clean and tidy and that the fire has been extinguished.
- **Toilets** Ensure toilets and outside washing up area are left clean and the water heaters turned off.  
Lock all doors.
- **Manly Building** Check it has been left clean and tidy.  
Water heater should be off.  
Fridge / Freezer should be left on with the doors shut!  
Check Kitchen equipment is stored and clean ready for next hirer.  
Lock up.
- **Royden House** Please leave clean and tidy.  
Fridge and microwave oven to be left on, all other appliances switched off.  
Do not switch off the main switch in the lobby.  
Close and lock shutters.  
Check keys are in key safe.  
Shut and lock doors.
- **Gates** Shut and padlock.

**Return keys, report form and money to your District key holder along with any comments or problems that require attention.**

**Thank you once again.**

If you experience any difficulties please contact.

Your Keyholder.

The Booking Secretary.

The Committee Chairman or Member. (full details on the notice board in Royden House)

NOTES

