

BRAINARD CABIN CHECK LIST AND STATUS REPORT

Group Leader: \_\_\_\_\_ Arrive Date: \_\_\_\_\_ Depart Date: \_\_\_\_\_

Arrival and Departure Check list:

- |               |  |   |
|---------------|--|---|
|               | <u>Go down the list when you arrive.</u> | <u>Go back up the list when you leave.</u>  |
| <u>Arrive</u> | <u>Depart</u>                            | <u>Arrive:</u> Is this what you found?  |
| _____         | _____                                    | <u>Depart:</u> Is this how you are leaving things?  |
| _____         | _____                                    | <u>Key Box:</u> combination set to all zeros. Yank on the lock to check that it's secure.   |
| _____         | _____                                    | <u>Sled, Axes, Shovels, and Brooms:</u> All inside the ante-room.   |
| _____         | _____                                    | <u>Lights:</u> Master Switch Off.   |
| _____         | _____                                    | <u>Water:</u> <b>NO WATER left in any pots, kettles, jugs, or buckets.</b> In winter it will freeze and crack the containers. In summer it will grow mold or mice will drown in it. |
| _____         | _____                                    | <u>Stoves:</u> Air supplies wide open. The next party removes cold ashes. Never remove hot ashes.   |
| _____         | _____                                    | <u>Shutters:</u> latched top and bottom. Windows closed and latched. Check upstairs also.   |
| _____         | _____                                    | <u>Gas valve under the counter:</u> turned off (horizontal).  |
| _____         | _____                                    | <u>Sinks, tables, and counters:</u> wiped and clean. <u>Floors:</u> swept.  |
| _____         | _____                                    | <u>Dishes:</u> washed and put away, or drying in the rack.  |
| _____         | _____                                    | <u>Pots and pans:</u> upside down so the mice don't play in them.   |
| _____         | _____                                    | <u>Kitchen drawers and cabinets:</u> closed tight so that maybe the mice won't get into them.   |
| _____         | _____                                    | <u>Kitchen woodbox:</u> full of cookstove size split wood.  |
| _____         | _____                                    | <u>Woodbox for the Avalon heating stove:</u> full of larger wood.   |
| _____         | _____                                    | <u>All garbage:</u> 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.                        |
| _____         | _____                                    | <u>Unused food:</u> packed up and carried out. Please don't "contribute" your extras.   |
| _____         | _____                                    | (DayHosts only) <u>Contribution box:</u> left with five singles. See DayHost's report, below.   |

Other Notes on Arrival: Anything unusual? Any traps with mice?

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 DayHosts only: Contributions brought out: \$ \_\_\_\_\_

Write a check to the CMC for the cash and send to the cabins scheduler with this report. Or email [cabins@cmcboulder.org](mailto:cabins@cmcboulder.org) and we will bill you through PayPal. 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: (\$12 each.)\$ \_\_\_\_\_

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

Please return this report to [cabins@cmcboulder.org](mailto:cabins@cmcboulder.org). Thanks for helping us keep the cabin wonderful!  
Or Mail to Marilyn Fellows 10111 Lee St. Westminster, CO 80021. 303-499-6099(h) 303-887-1919(c)

## 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. Dip an entire 5 gal jug fill it  $\frac{3}{4}$  full max. No messy dipping pot required. Replace the wood and a lot of snow.

The wood piles are west of the cabin. The driest wood is closest to the cabin. The greenest wood is furthest west. Starting in April, use up the wood in the shed behind the ash cans. That shed needs to be emptied.

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 approx  $\frac{1}{2}$  tank per season, so go ahead, use it.

**Mousetraps:** Put only a small dab of peanut butter 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.

Empty one hot water container per weekend into the outhouse (maybe the last thing before you lock up to help make it clean and fresh (?) for the next user. You may offer the rest of your sink water, and some good wishes, to the little trees which have been planted south and west of the cabin, below the barrier, or to any other deserving tree away from the cabin

**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. and P.T. are stored in bins under the tall bed in the front room, upstairs. A hook in the ceiling holds the lid.

### When you leave:

**Make sure ALL WATER is out of ALL of the jugs, the buckets, and ALL of the pots and kettles.**

Leave the air supplies on the stoves fully open so that the fires will burn down to ashes.

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

Make sure the numbers are right side up when you close the combination lock. Set the combination back to 0000. Yank on the combination lock a few times because the mechanism has been known to not "catch".