

Shelter Caretaker Lean-to Visitation Checklist

Please feel free to use this checklist for your inspection trips. The aim is to help you in doing a complete inspection each time. Questions? Reach out to your supervisor.

ON YOUR HIKE TO/FROM THE SHELTER:

- Pick up any litter you find.
- Remove large branches from the trail as you're able.
- Make note of any trees or large limbs you can't clear from the trail; report their location to your supervisor.
- Check for trail signs and note any that are damaged or obviously missing.

AT THE SHELTER:

- Do a visual inspection of the site; make note of any damage you see/find in the shelter. Look for rotting sill logs, holes in the shelter's roof, issues with the floorboards, missing shingles, etc.
- Clean leaves and dirt away from the roof and away from the base logs.
- Remove any nails people might catch themselves on. If you can't remove them, hammer them flush to the wall.
- Sweep out and clean the shelter of debris; i.e. leaves, bark, etc.
- Maintain adequate drainage away from the lean-to site as best you can.
- Clean the water source of leaves and other debris. If there is a spring pipe, check to be sure it's not blocked and water is flowing from it.
- Remove trash from the general area and fireplace; pack the litter out when you leave.
- Shovel out the fireplace of ashes and distribute them throughout the area to replenish the soil.
- Rebuild the stone fireplace as you're able. Dismantle extra stone fire rings you find around the site and distribute the rocks around the area.
- Check the privy/outhouse/thunderbox structure for soundness. Place dry leaves in the vault on top of the waste to aid in decomposition.
- If a tent site is associated with your lean-to, it should also be included in the above tasks.

POST TRIP: Submit your volunteer hours using the [online reporting form](#) and notify your supervisor within 24 hours after your trip of any issues or concerns. You may also use the [Shelter Caretaker Worksheet](#) to help you keep track of findings and progress.

OTHER: To make your work easier on you, it's suggested that you bring the following items to help you with your work: work gloves, small shovel, trowel, or spade, pack saw, hammer, and garbage bags.

QUESTIONS? Reach out to your supervisor.