

## Procedure for Patrol Box inventory & cleaning

1. Remove all Patrol Box equipment from storage bin and place in specific area of parking lot. Equipment should include:
  - Patrol Box
  - Grubber Box
  - Cooler
  - Water Jug
  - Lantern
  - Stove (if not in Patrol Box)
  - LP Hoses (if not in Patrol Box)
  - Propane Tank
  - Propane Tree

### DO NOT BEGIN UNTIL ALL EQUIPMENT IS GATHERED!

2. Empty Patrol Box and clean inside of box with soap and water.
3. Clean all pots, pans, dishes, utensils, stove, etc.
4. Have ASM approve cleaning.
5. Set up the propane tank and tree, light the lantern and stove to make sure they are working properly.
6. Fill out the ASSOCIATED EQUIPMENT INVENTORY SHEET and have the ASM initial it when completed.
7. Make sure all equipment listed in #1 above is tagged or marked. (Use tags included in envelope with zip ties)
8. Inventory all items as they are packed back into the Patrol Box using the PATROL BOX INVENTORY form provided and have the ASM initial it when complete.
9. Clean shelf area within storage locker which is designated for your Patrol Box.
10. Place Patrol Box and all equipment on shelf in designated area.
11. Return completed forms to Quartermaster for final inspection.

Patrol Box Inventory - Box # \_\_\_\_\_

Date: \_\_\_\_\_

Description Of Items	In Box	Missing or Damaged*	Description Of Items	In Box	Missing or Damaged*
Lantern Mantles			Knife		
Butane Lighter			Large Spoon		
Tea Pot			Spatula		
Cook Pot Kit:			Ladle		
• Fry Pan			Can opener		
• Large Pot w/ lid			Potato peeler		
• Small Pot w/ lid			Cutting board		
• Pot Handle			Tongs		
• Griddle			2 pot holders		
			Hot pad mitten		
			Measuring cup		
3 Wash Tubs			Oil		
Scouring Pad			Tin Foil		
Sponge			Toaster		
Dish soap			Salt & Pepper		
Liquid Bleach			First Aid Kit		
			Pitcher		
Paper towels			8 - forks		
Garbage bags			8 - spoons		
			8 - knives		
Folding Shovel			8 - plates		
			8 - cups		
			8 - bowls		

\*Damaged Items:

<u>ITEM</u>	<u>DAMAGE</u>	<u>REPAIRABLE? Y/N</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASM Initial: \_\_\_\_\_

PATROL BOX #: \_\_\_\_\_  
Associated Equipment Inventory Sheet

All of the equipment listed below **MUST be either TAGGED or MARKED** with the Patrol Box number tag.

**Circle correct answers below**

Propane Bottle

- How full is the bottle? Full     $\frac{3}{4}$      $\frac{1}{2}$      $\frac{1}{4}$     Empty

Propane Tree

- Does it fit easily on the propane bottle?                      Yes      No
- Does it have plugs for the openings in the tree?            Yes      No
- If plugs are missing, how many?      1            2            3

LP Hoses

- Are there LP hoses for the stove?                              Yes      No
- Do they fit properly?    Yes      No

Stove

- Does the Stove work?    Yes      No
- Does the stove fit in the Patrol Box?                            Yes      No
- Is the stove clean? If not, CLEAN IT!!                        Yes      No

Lantern

- Does the lantern work?    Yes      No
- Are the mantles in good condition?                              Yes      No
- Is the glass in good condition?                                      Yes      No

Cooler

- Is the cooler clean and dry? If not, CLEAN IT!!            Yes      No
- Is the cooler plug in good condition (doesn't leak)?        Yes      No

Grubber Box

- Is the grubber box clean? If not, CLEAN IT!!                Yes      No
- Do the latches on the box work and close well?              Yes      No

Water Jug

- Is it clean and dry? If not, CLEAN IT!!                        Yes      No

ASM Initial: \_\_\_\_\_