

Science & Coding Camp Business Guide

End-of-day technical reset

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Check saved work, verified backups, device returns, charging, kit counts, faults, account state, room cleanup, restricted-material storage, next-day files, and staff notes. Name who signs off each item. Do not leave “someone will charge them” as a plan.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
