

POSTCAMP/PRE CAMP INSPECTION CHECKLIST

Camp Maintenance and Sanitation Inspection

Mail copy to regional office by March 1 along with the current Application for Operating a Resident Camp, No. 430-311.

Camp _____ Council _____

City _____ State _____

The postcamp inspection is step 1 in meeting the mandatory standards of the national camp rating standards. This inspection should take place soon after the closing of camp. Its purpose is to locate deficiencies and make provision for them to be repaired, replaced, or in any case put into proper shape before the precamp inspection. **The precamp inspection checklist is to be sent to the regional service center with the Application for Operating a Resident Camp, No. 430-311, by March 1 prior to camp opening.** Certification must include the standards of the Occupational Safety and Health Act, commonly referred to as OSHA. A few camps are inaccessible until immediately prior to camp opening because of weather conditions. Where this situation exists, it is mandatory that an inspection be conducted immediately following the closing of the camping season and the findings be reported to the regional service center immediately thereafter.

How to Go About It

The inspection group should include council camp chairman, health and safety chairman, camp director, property and maintenance chairman, and Scout executive, plus specialists who can evaluate conditions of the facilities. It is important to get the people who know—a public health expert to check on all phases of sanitation, refrigeration, etc.; medical personnel for health lodge, medical supplies and equipment; aquatics specialists for waterfront or swimming pool; and safety and/or insurance-loss experts to check hazards. Indicate every item inspected with a mark (X) in the left column. Those items that are deficient should be so indicated with a referral number in the "Action Item" column to the right of the item; on page 8, indicate the referral number and page, describe the deficiency and what action is necessary to correct it. Corrections must be completed before camp opens. In cases where an item does not apply to this particular camp, draw a line through the item. (Example: On page 3, if the camp does not have sailing in the program, draw a line through the statement "sailboats in good repair.")

Current certificates of any of the following local, state, or federal licenses or permits that are required to operate this camp must be either on file at the camp or, if required, prominently displayed in the proper location.

- A. Permit to operate a youth camp
- B. Water test certificate
- C. Food service permit
- D. Trading post permit or license
- E. Board of health approval
- F. Boats licensed and/or inspected
- G. Motor vehicles licensed and/or inspected

These certificates need to be renewed before camp reopens.

- Note:**
- Many of these items should be checked also at the close of camp or in the fall in order to take corrective maintenance measures. These are indicated with an F for fall. An S indicates items of corrective maintenance for spring or early summer.
 - Many maintenance problems could involve major work projects. Follow recommendations in *Camp Program and Property Management*, No. 20-920B. Major projects should be started in the fall months.
 - Your standard reference manual for precamp inspections is *Camp Health and Safety* manual, No. 19-308. Copies should be available for the precamp inspection team.
 - If your state has youth camp standards, it would be advisable to have a current copy available.
 - Engineering design books are available from National Engineering Service.
 - Check inventories of all equipment—this is important for insurance.

X		F	S	Action Items
	Kitchen or Food Service Facility			
	Several safety and health protection on the job OSHA posters are displayed.	•	•	
	Insect screening	•	•	
	Location of equipment is satisfactory for safe operation.	•	•	
	Ventilation is adequate—fans are working.	•	•	
	Condition of work tables—sanitary	•	•	
	Meat blocks are sanitary.	•	•	
	Knife racks are clean—no food or grease.	•	•	
	Garbage cans are clean and covered.	•	•	
	Poison control—labeled and properly stored	•	•	
	Serving counter is sanitary.	•	•	
	Ceiling and walls are clean.	•	•	
	Adequately lighted	•	•	
	Condition of machinery—protective devices are adequate and sanitary.	•	•	
	Condition of food preparation equipment	•	•	
	Condition of ranges and hoods	•	•	
	Condition of pots, pans, and utensils—not rusty, pitted, greasy	•	•	
	Cleanliness under and around stove	•	•	
	Current emergency phone numbers are posted near the telephone.	•	•	
	Pest control	•	•	
	Aisles are cleared of obstructions.	•	•	
	Emergency electrical power cutoffs are marked.	•	•	
	Toilet and handwashing facilities for kitchen staff are separate.	•	•	
	Approved fire control alarm devices	•	•	
	A bimetallic or electronic stem food thermometer is present.	•	•	
	Appropriate MSDS sheets are provided.	•	•	

		F	S	Action Items
	Food Storage			
	Condition of storeroom and pantry	•	•	
	Free from pests	•	•	
	Adequate shelving is provided for single-service articles.	•	•	

		F	S	Action Items
	Refrigeration			
	A nonmercuric thermometer is present.	•	•	
	Refrigerator/freezer temperature chart is posted.		•	
	Refrigerators are of adequate size and operable.	•	•	
	Insulation	•	•	
	No odor	•	•	

X		F	S	Action Items
	Safety handle on inside—walk-in type	•	•	
	Free from pests	•	•	
	Refrigerator is grounded.	•	•	
	Refrigerator cools to at least 40 degrees.	•	•	
	Freezer cools to at least 0 degrees.	•	•	

		F	S	Action Items
	Dishwashing			
	A nonmercuric thermometer is present.	•	•	
	Temperature chart is posted.		•	
	Relief valves on boilers or hot water tanks are in working order and vented to within 6 inches of the floor.	•	•	
	Storage tanks are insulated.	•	•	
	Approved chemical treatments	•	•	
	Test kit for disinfectant solution	•	•	
	Utensil dipping baskets are available.	•	•	
	Dish storage (sanitary, flyproof)	•	•	
	Cutlery storage (sanitary, flyproof)	•	•	
	Grease trap is adequate and sanitary.	•	•	
	Sewer system	•	•	
	Water inlets above sink rims	•	•	
	Sinks sanitary	•	•	
	Dishwashing machines are operable.	•	•	
	Toxic materials are labeled and physically separated from food storage.	•	•	
	Appropriate MSDS sheets are provided.	•	•	

		F	S	Action Items
	Garbage			
	Disposal (hauled away or recycled)	•	•	
	Containers are adequate for demand.	•	•	
	Dumpsters on platform and clean	•	•	
	Sanitary landfill—properly operated	•	•	
	Complies with local and state regulations	•	•	

		F	S	Action Items
	Dining Hall			
	Ventilation	•	•	
	Condition of tables	•	•	
	Condition of benches	•	•	
	Walls are clean.		•	
	Ceiling is clean.		•	
	Fly control is adequate (screening).		•	
	Adequate lighting	•	•	
	Grease traps	•	•	
	Hand-washing facilities are available.	•	•	

X		F	S	Action Items
	Life jackets for each boat and canoe (one per passenger—USCG-approved—PFD type II or III of proper size)	•	•	

Camp Vehicles (including tractors, trailers, and other auxiliary equipment)

	In good mechanical condition (autos and trucks certified by state inspection or a qualified automotive mechanic if required by state or local law)	•	•	
	Rules of operation are established and posted (including restriction of operation to mature experienced drivers authorized by camp director).	•	•	
	Seat belts are in all passenger vehicles.	•	•	
	First-aid kits are in all camp vehicles.	•	•	
	Fire extinguisher is properly located and inspected.	•	•	
	All four-wheel ATVs are maintained in good operating condition and are used in accordance with national camp standards.	•	•	

Archery (See *Camp Program and Property Management*, No. 20-920B.)

	Proper range layout		•	
	Adequate number of bows, arrows, quivers, and targets		•	
	Locked storage for bows and arrows	•	•	
	Range flag and pole	•	•	
	Range is properly roped off and identified.	•	•	

Maintenance Equipment and Storage

	Bulk containers of flammable liquids are properly located, vented, secured, and connected according to the supplier's recommendations or local codes. Gasoline pumps are locked. Other flammable fuels are safely stored in approved containers that are locked or located in a locked area or facility.	•	•	
	Liquid fuel tanks—properly secured; "No Smoking" signs are clearly marked on or near the tank.	•	•	
	Safety-on-the-job safety posters are displayed.	•	•	
	Used lumber—all nails are removed before stacking.	•	•	
	Storage areas are kept free of weeds and debris.	•	•	
	All materials are piled, racked, or stored in a safe manner.	•	•	

X		F	S	Action Items
	Current emergency numbers are posted near the telephone.	•	•	
	First-aid kit is stocked.	•	•	
	Material Safety Data Sheet (MSDS) for all hazardous chemicals in camp	•	•	
	Personal protective equipment including impact-and-chemical goggles, face shield, and hearing protection	•	•	
	Bench/pedestal grinders—tool rest adjusted to within 1/8 inch of the grinder wheel, tongue guard to within 1/4 inch	•	•	

Tools and Safety Equipment

	Electric power tools are grounded or double-insulated.	•	•	
	Safety guards are on all power tools, saws, grinders, joiners.	•	•	
	Equipment, planers, drills, etc., are properly spaced and secured to the floor.	•	•	
	Hard hats and gloves are available.	•	•	

Camp Equipment and Storage

	Equipment is stored with care.	•	•	
	Building is adequate and ventilated.	•	•	
	Camp tools are in good condition.	•	•	
	Equipment check system and inventory	•	•	
	Patrol cooking equipment—clean and adequate	•	•	
	Picnic tables are in good repair.	•	•	
	Tents are in good repair and there is an adequate number.	•	•	
	Canvas is stored properly.	•	•	
	Current emergency numbers are posted near the telephone.	•	•	
	Adequate amount of storage for cots and/or mattresses	•		
	Portable first-aid kit is available in remote areas.	•	•	

Sleeping Quarters—Tentage

	Fire-retardant canvas—CPAI-84	•	•	
	Tents are labeled "No Flames in Tents."	•	•	
	30 sq. ft. per person in tent, if tentage provided by council	•	•	

Health Lodge

	Private quarters for health officer	•	•	
	Logbook and record forms—employees		•	

X		F	S	Action Items
	Logbook and record forms—campers		•	
	Drug cabinet is locked; key is available.	•	•	
	Hot-water bottle		•	
	Ice bag		•	
	Bedpan		•	
	Crutches		•	
	Litter		•	
	Backboard with cravats or straps	•	•	
	Clinical thermometers	•	•	
	Building is clean.	•	•	
	Running water (hot and cold)	•	•	
	Soap and towels		•	
	Toilet and shower facilities	•	•	
	Separate wardroom with adequate furnishing	•	•	
	Bed linen is clean and available.		•	
	Portable first-aid kit—stocked and available (check for current date on bottles)		•	
	Bloodborne pathogens decontamination kit—clear spray bottle with graduations. Fill with water to waterline. Store bottle of bleach with spray bottle; add bleach only when ready to decontaminate. Use 10 parts water and 1 part bleach.	•	•	
	Current emergency numbers are posted near the telephone.	•	•	
	Exam area with adequate equipment	•	•	

Rifle and Shotgun Ranges (See *Camp Program and Property Management*, No. 20-920B.)

	Range layout is adequate (see D-64 and D-61).	•	•	
	Backstops are satisfactory.	•	•	
	Range is properly fenced and identified.	•	•	
	All firearms are functionally safe.	•	•	
	Firing line is covered with wood or concrete deck.	•	•	
	Ready line is 15 to 20 feet to rear of firing line.	•	•	
	Trigger pull tested all firearms (3 pounds)		•	
	Adequate number of rifles			
	<input type="checkbox"/> BB guns			
	<input type="checkbox"/> .22-caliber bolt action		•	
	<input type="checkbox"/> .45- to .50-caliber muzzleloader			
	<input type="checkbox"/> Shotguns 20- to 12-gauge			
	Separate locked storage for firearms and ammunition	•	•	
	Range flag and pole are properly located.	•	•	

X		F	S	Action Items
	Covered trash barrel		•	
	All firearms meet state, federal, and BSA requirements.	•	•	
	All traps are functionally safe.	•	•	
	Latrine nearby	•	•	

Ropes Area (Project COPE)

	Trees and poles are stable.	•	•	
	Dead snags and limbs are removed.	•	•	
	Applicable state and local laws are met.	•	•	
	Equipment storage is dry, clean, and locked.	•	•	
	Rope, webbing, helmets, and equipment are properly marked and stored.	•	•	
	Log book is properly logged, stored, and available.	•	•	
	COPE course is inspected two times annually by the council COPE/climbing committee.	•	•	
	COPE course is inspected at least every two years by a qualified professional challenge course builder.	•	•	

Climbing Facility or Area

	Rock is suitable for climbing and has been checked.	•	•	
	Facility is inspected pre- and post-seasonally by council COPE/climbing committee.	•	•	
	Facility has been inspected by a structural engineer at least every two years.	•	•	
	Anchors are failproof or backed up.	•	•	
	Applicable state and local laws are met.	•	•	
	Equipment storage is dry, clean, and locked.	•	•	
	Rope webbing, helmets, and equipment are properly marked and stored.	•	•	
	Log book is properly logged, stored, and available.	•	•	

Miscellaneous

	High-tension lines are posted with warning signs.	•	•	
	Power lines are checked by the service company.	•	•	
	Danger from falling limbs or trees is eliminated.	•	•	
	Visitor toilet and handwashing facilities for men and women are prominently identified and located near parking lot and/or picnic area.	•	•	
	Structural inspection of in-ground materials is conducted on all totem poles, gateways, utility poles, sign/fence posts, etc.	•	•	

Identify Buildings

Buildings

Check each building on these items using the following codes:
 S—Satisfactory
 N—Needs attention

	Administration Building	Dining Hall and Kitchen	Ranger Residence	Health Lodge																
Roof																				
Siding																				
Foundation																				
Screening																				
Doors																				
Deck/floors																				
Windows																				
Chimneys/fireplaces																				
Minimum two exits (marked)																				
Fire extinguishers (indicate type)																				
A—Combustible																				
B—Liquids																				
C—Electrical																				
Fire evacuation floor plans show exits and assembly area																				
Smoke alarms (in sleeping quarters)																				
Carbon monoxide detector (required in every camping structure/building that houses individuals and is fueled by an energy source that produces carbon monoxide as a by-product)																				
Electrical wiring and connections meet code																				
Plumbing																				
Water heater properly vented																				
Adjacent grounds																				
First-aid kits with protective gloves and mouth-barrier devices																				

