

POSTCAMP/PRECAMPS INSPECTION CHECKLIST

Field Worksheet
Camp Maintenance and Sanitation Inspection

Camp: _____ Council: _____

City: _____ State: _____

The postcamp inspection is the first step in meeting the mandatory standards in the national camp accreditation process. This inspection should take place soon after the closing of camp. Its purpose is to locate deficiencies and make provisions for them to be repaired, replaced, or in any case put into proper shape before the precamp inspection. **The checklist is intended to be an internal worksheet. It is no longer required to submit a copy to Outdoor Programs.** 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 Use This Checklist

The inspection group should include the council camping 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 Items” column to the right of the item. On page 8, indicate the referral number and page, describe the deficiency and what corrective action is necessary. 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 are in good repair.”)

Note: A PDF is available at <http://info.netbsa.org/pro/boyscout/pdf/430-310.pdf>.

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 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 the *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 Design and Development.
 - Check inventories of all equipment—this is important for insurance.

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

Food Storage				
<input type="checkbox"/>	Condition of storeroom and pantry	•	•	
<input type="checkbox"/>	Free from pests	•	•	
<input type="checkbox"/>	Adequate shelving is provided for single-service articles.	•	•	

Refrigeration				
<input type="checkbox"/>	A nonmercuric thermometer is present.	•	•	
<input type="checkbox"/>	Refrigerator/freezer temperature chart is posted.		•	
<input type="checkbox"/>	Refrigerators are of adequate size and operable.	•	•	
<input type="checkbox"/>	Insulation	•	•	
<input type="checkbox"/>	No odor	•	•	

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

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

Garbage				
<input type="checkbox"/>	Disposal (hauled away or recycled)	•	•	
<input type="checkbox"/>	Containers are adequate for demand.	•	•	
<input type="checkbox"/>	Dumpsters on platform and clean.	•	•	
<input type="checkbox"/>	Sanitary landfill—properly operated.	•	•	
<input type="checkbox"/>	Complies with local and state regulations.	•	•	

Dining Hall				
<input type="checkbox"/>	Ventilation	•	•	
<input type="checkbox"/>	Condition of tables	•	•	
<input type="checkbox"/>	Condition of benches	•	•	
<input type="checkbox"/>	Walls are clean.		•	
<input type="checkbox"/>	Ceiling is clean.		•	
<input type="checkbox"/>	Fly control is adequate (screening).		•	
<input type="checkbox"/>	Adequate lighting	•	•	
<input type="checkbox"/>	Grease traps	•	•	
<input type="checkbox"/>	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 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 square feet 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 hand-washing 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																					

