

POSTCAMP/PRE CAMP INSPECTION CHECKLIST

Submit a copy with your Declaration of Readiness by May 15 each year.

Camp _____
 Council _____
 HQ City _____
 State _____

The post-camp 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 pre-camp inspection. The pre-camp inspection checklist is to be sent with your Declaration of Readiness by May 15 each year. 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 Outdoor Programs 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 right (Action Item 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; at the end of this document, 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.

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.

	Action Items
A. Submitted "Intent to Operate" for your camp. (Fall each year)	
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	
H. Shooting Sports Equipment Inspected	
I. COPE Course Annual Inspection	
J. Letters from Ambulance, Doctor, Law Enforcement, Hospital are on file.	

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****These certificates must be renewed before camp reopens, if camp is used year-round they should be kept current.**

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 * in fall column or in spring column or both indicating when items should be reviewed.

Many maintenance problems could involve major work projects. Follow recommendations in Camp Program and Property Management, No. 20-920B. Major project should be started in the fall month.

Your standard reference manual for precamp inspections is the NCAP Standards. Copies should be available for the precamp inspection team.

- * If your state has youth camp standards, it would be advisable to have a copy available.
- * "Engineering design books are available from Outdoor Programs and Properties"
- * "Check current inventories of all equipment—this is important for insurance."

Spring	Fall		Action Items
Aquatics-Waterfront			
*	*	Approved fueling facilities and equipment	
*	*	Sailboats are in good repair.	
*	*	Waterfront Area is properly marked.	
*	*	Backboard and cravats or straps	
*	*	Blankets	
*	*	Buddy boards are properly located.	
*	*	Canoes are in good repair.	
*	*	Condition of lifeboats for guard duty	
*	*	Condition of piers and floats—slippery areas eliminated	
*		Fire extinguishers for motorboats are properly located and inspected.	
*		First-aid kit with nonlatex gloves and mouthbarrier devices	
*	*	If metal boats, flotation checked	
*		Life rings and rescue tubes	
*		Life jackets for each boat and canoe (one per passenger—USCG-approved—PFD type II or III of proper size)	
*	*	Motorboats are in good repair and registered.	
*	*	Oars are in good repair, equipped with leathers and buttons.	
*	*	Paddles are in good repair.	
*	*	Rowboats are in good repair and registered if necessary by state or local law.	
*	*	Rowlocks permit feathering.	
*	*	Shower houses and dressing rooms are sanitary and adequate.	
*		Single entrance/exit	
*		Swimming area of lake or pond water is tested	
*		Swimming beach is completely enclosed with one point for entrance and exit.	
*		Unobstructed view from lookout station properly located	
Aquatics-Swimming Pools			
*		Backboard and cravats or straps	

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*		Blankets	
*	*	Buddy boards	
*	*	Chemical equipment and storage	
*	*	Chlorination system is operational.	
*		Chlorine and pH test kit is available.	
*		Chlorine test kit	
*	*	Condition of pool	
*	*	Deck markings—water depths are indicated at regular intervals.	
*	*	Fencing is in good repair.	
*		Filters backwashing record is reviewed.	
*		First-aid kit with nonlatex gloves and mouthbarrier devices	
*		Gas masks are available IF gas chlorination is used.	
*		Life rings and rescue tubes	
*	*	Pumps and equipment are in good condition.	
*		Reach poles	
*		Records of chlorine and pH tests are posted.	
*	*	Shower houses and dressing rooms are sanitary and adequate.	
*	*	Single entrance/exit	
*	*	Slippery areas are eliminated, decks and diving boards are 1 meter only, surface is safe, spring of board is safe for depth of pool.	
*	*	Three swim ability areas are identified. Marker lines indicate three swim areas.	
*	*	Vacuum and other cleaning equipment are in working order.	
*	*	Valves are properly identified.	
*	*	Ventilation	
*	*	Virginia Graeme Baker Act—compliant drains	

COPE & Climbing			
*	*	Anchors are failproof or backed up.	
*	*	Applicable state and local laws are met.	
*	*	Climbing Facility or Area	
*	*	COPE course is inspected annually by a qualified professional challenge course builder.	
*	*	COPE course is inspected two times annually by the council COPE/climbing committee.	
*	*	Dead snags and limbs are removed.	
*	*	Equipment storage is dry, clean, and locked.	
*	*	Rock faces, trees and poles are stable.	
*	*	Log book is kepted onsite and properly logged, stored, and available.	
*	*	Rock is suitable for climbing and has been checked.	
*	*	Rope, webbing, helmets, and equipment are properly marked and stored.	

General items applying to all areas of camp			
Correct type of extinguishers for location			
*	*	A—Combustible (wood, fabric, paper, etc.)	
*	*	B— Liquids (gasoline, kerosene, paint, turpentine, oil, etc.)	
*	*	C—Electrical (motors, switch boxes, etc.) Extinguishers are inspected annually.	
*	*	Buildings are clean.	
*	*	"Safety-on-the-job safety posters are displayed."	

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*	*	"Several safety and health protection on the job OSHA posters are displayed."	
*	*	30 sq. ft. per person in tent, if tentage provided by council	
*	*	Alarm system is functional and audible throughout camp.	
*	*	All four-wheel ATVs are maintained in good operating condition and are used in accordance with national camp standards.	
*	*	Approved chemical treatments	
*	*	Current emergency numbers are posted in each building.	
*	*	Current emergency numbers are posted near all telephones.	
*	*	Danger from falling limbs or trees is eliminated.	
*	*	Drinking fountains (approved bubblers or paper cups for drinking)	
*	*	Emergency electrical power cutoffs are marked.	
*	*	Facilities for warm showers (five per 100 campers)	
*	*	Fire extinguisher is properly located and inspected.	
*		Fire-Fighting Equipment	
*		Fire-retardant canvas—CPAI-84	
*		First-aid kit is available.	
*	*	High-tension lines are posted with warning signs.	
*	*	Material Safety Data Sheet (MSDS) for all hazardous chemicals in camp	
*	*	Portable first-aid kit is available in all program areas and remote areas.	
*	*	Relief valves on boilers or hot water tanks are in working order and vented to within 6 inches of the floor.	
*	*	Sewer system	
*	*	Storage tanks are insulated.	
*	*	Structural inspection of in-ground materials is conducted on all totem poles, gateways, utility poles, sign/fence posts, etc.	
*	*	Power lines are checked by the service company.	
*	*	Tents are in good repair and there is an adequate number.	
*	*	Tents are labeled "No Flames in Tents."	
*	*	Use of electrical ground fault protection where required	
*	*	Visitor toilet and handwashing facilities for men and women are prominently identified and located near parking lot and/or picnic area.	

Shop/Quartermaster related items			
*	*	"Bench/pedestal grinders tool rest adjusted to within 1/8 inch of the grinder wheel, tongue guard to within 1/4 inch"	
*	*	Adequate amount of storage for cots and/or mattresses	
*	*	All materials are piled, racked, or stored in a safe manner.	
*	*	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.	
*	*	Camp tools are in good condition.	
*	*	Camp Vehicles inspected (including tractors, trailers, and other auxiliary equipment)	
*	*	Canvas is stored properly.	
*	*	Electric power tools are grounded or double-insulated.	
*	*	Equipment, planers, drills, etc., are properly spaced and secured to the floor.	
*	*	First-aid kits are in all camp vehicles.	

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*	*	Hard hats and gloves are available.	
*	*	Mechanical condition (autos and trucks certified by state inspection or a qualified automotive mechanic if required by state or local law)	
*	*	Liquid fuel tanks—properly secured; “No Smoking” signs are clearly marked	
*	*	Personal protective equipment including impact-and-chemical goggles, face shield, and hearing protection	
*	*	Rules of operation are established and posted (including restriction of operation to mature experienced drivers authorized by camp director).	
*	*	Safety guards are on all power tools, saws, grinders, blenders.	
*	*	Seat belts are in all passenger vehicles.	
*	*	Storage areas are kept free of weeds and debris.	
*	*	Tools and Safety Equipment	
*	*	Used lumber—all nails are removed before stacking.	

Water supply system			
*	*	All piped waters are potable; if not, suitably marked.	
*	*	Condition of water reservoir is in good condition.	
*	*	Fire extinguisher at pump house is properly located and currently inspected.	
*	*	Pumping equipment is in good order.	
*	*	Records of chlorine test are posted.	
*	*	Schedule of subsequent water tests exam set—schedule weekly, monthly, etc.	
*	*	Source of water is protected from contamination.	
*	*	Supply is adequate (30 gal. per person per day—50 gal. for flush toilets).	
*	*	Water Supply	
*	*	Water supply certification prior to camp	
*	*	Water supply is convenient at campsites.	

Health Lodge			
*	*	Backboard with cravats or straps	
*	*	Bedpan	
*	*	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.	
*	*	Building is adequate and ventilated.	
*	*	Clinical thermometers	
*	*	Crutches	
*	*	Drug cabinet is locked; key is available.	
*	*	Equipment is stored with care.	
*	*	Exam area with adequate equipment	
*	*	Hot-water bottle	
*	*	Ice bag	
*	*	Litter	
*	*	Logbook and record forms—campers	
*	*	Logbook and record forms—employees	
*	*	Physicals and Health Histories are in locked file cabinets.	
*	*	Portable first-aid kit—stocked and available	
*	*	Private quarters for health officer	

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*	*	Running water (hot and cold)	
*	*	Separate wardroom with adequate furnishing Bed linen is clean and available.	
*		Supply of soap and towels	
*		Toilet and shower facilities	

Kitchen or Food Service Facility			
*	*	A bimetallic or electronic stem food thermometer is present.	
*	*	A nonmercuric thermometer is present.	
*	*	Adequate lighting	
*	*	Adequate shelving is provided for single service articles.	
*	*	Aisles are cleared of obstructions.	
*	*	Approved fire control alarm devices	
*	*	Ceiling and walls are clean.	
*	*	Cleanliness under and around stove	
*	*	Condition of equipment—protective devices are adequate and sanitary.	
*	*	Condition of food preparation equipment	
*	*	Condition of pots, pans, and utensils ARE NOT rusty, pitted, greasy	
*	*	Condition of ranges and hoods	
*	*	Condition of storeroom and pantry	
*	*	Condition of tables, benches, walls are clean with no paint peeling.	
*	*	Condition of work tables—sanitary Meat blocks are sanitary.	
*	*	Cutlery storage (sanitary, flyproof)	
*	*	Dish storage (sanitary, flyproof)	
*	*	Hand washing sink has 3 compartments	
*		Dishwashing machines are operable.	
*	*	Equipment check system and inventory Patrol cooking equipment—clean and adequate Picnic tables are in good repair.	
*	*	Fly control is adequate (screening).	
*	*	Food Storage clean, organized and free from pests	
*	*	Freezer cools to at least 0 degrees.	
*	*	Garbage cans are clean and covered. Poison control—labeled and properly stored Serving counter is sanitary.	
*	*	Grease trap is adequate and sanitary.	
*	*	Hand-washing facilities are available for campers	
*	*	Insect screening	
*	*	Knife racks are clean—no food or grease.	
*	*	Location of equipment is satisfactory for safe operation.	
*	*	Pest control	
*	*	Refrigerator cools to at least 40 degrees.	
*	*	Refrigerator is properly grounded.	
*	*	Refrigerator/freezer temperature chart is posted.	
*	*	Refrigerators are of adequate size and operable.	
*	*	Safety handle on inside—walk-in type	
*	*	Sinks sanitary	
*		Temperature chart is posted.	
*		Test kit for disinfectant solution	
*	*	Toilet and handwashing facilities for kitchen staff are separate.	

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*	*	Toxic materials are labeled and physically separated from food storage.	
*	*	Utensil dipping baskets are available.	
*	*	Ventilation is adequate—fans are working.	
*	*	Water inlets are above sink rims	

Shooting Sports (Archery)			
*		Adequate number of bows, arrows, quivers, and targets	
*		Adequate number of armguards and finger tabs	
*	*	Locked storage for bows and arrows	
*	*	Proper range layout	
*	*	Range flag and pole	
*	*	Range is properly roped off and identified.	
*	*	Range layout is meets current standards	
*	*	Archery Backstop Netting is in good condition	

Shooting Sports (Firearms)			
*	*	Adequate number of BB guns	
*	*	Adequate number of .22-caliber bolt action	
*	*	Adequate number of .45- to .50-caliber muzzleloader	
*	*	Adequate number of Shotguns are 12 or 20 gauge	
*	*	All firearms are functionally safe.	
*	*	All firearms meet state, federal, and BSA requirements.	
*	*	All traps are functionally safe.	
*	*	Latrine and handwashing station is nearby	
*	*	Range Designs, Backstops and berms meet BSA Standards for height and materials.	
*		Covered trash barrel	
*	*	Firing line is covered with wood or concrete deck.	
*	*	Range flag and pole are properly located.	
*	*	Range is properly fenced and identified.	
*	*	Ready line is 15 to 20 feet to rear of firing line.	
*	*	Separate locked storage for firearms and ammunition	
*		Trigger pull tested all firearms (3 pounds)	

Action Items

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Inspection Team (List members.)

Date of inspection ____/____/____

Team Member Certified by _____ Team Member Certified by _____

Team Member Certified by _____ Team Member Certified by _____

Team Member Certified by _____ Team Member Certified by _____

Team Member Certified by _____ Team Member Certified by _____

Team Member Certified by _____ Team Member Certified by _____

Chair of inspection team, Certified _____ date ____/____/____

Scout Executive Certified _____ date ____/____/____

