

# POSTCAMP/PRECAMPS INSPECTION CHECKLIST

Field Worksheet

Camp: \_\_\_\_\_ Council: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

This form is a tool to help you evaluate your camp. It is meant not as an exhaustive list, but a framework to check your camp and its readiness to open for the season. This inspection should take place soon after the closing of camp to locate deficiencies and make provisions for them to be repaired, replaced, or put into proper shape before the precamp inspection. **The checklist is intended to be an internal worksheet.** A few camps are inaccessible until immediately prior to camp opening because of weather conditions.

## 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. 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 7, if the camp does not have sailing in the program, draw a line through the statement “sailboats are 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 (see NCAP Standard AO-801). **Note: This is not an exhaustive list.**

- A. Permit to operate a youth camp
- B. Water test certificate
- C. Food service permit
- D. Trading post permit or license
- E. Health Department 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 a dot in the “Check in Fall” column. The “Check in Spring” column indicates items of corrective maintenance for spring or early summer.
  - Many maintenance problems could involve major work projects. Major projects should be started in the fall months.
  - If your state has youth camp standards, it would be advisable to have a current copy available.
  - Check inventories of all equipment—this is important for insurance.



Check in Fall	Check in Spring	Action Items/Notes
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### 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 adequate and sanitary	•	•	
Condition of food preparation equipment	•	•	
Condition of ranges and hoods	•	•	
Condition of pots, pans, utensils—not rusty, pitted, greasy	•	•	
Cleanliness under and around stove	•	•	
Current emergency numbers posted near the telephone	•	•	
Pest control	•	•	
Aisles are cleared of obstructions	•	•	
Emergency electrical power cutoffs are marked	•	•	
Toilet and hand-washing facilities for kitchen staff separate	•	•	
Approved fire control alarm devices	•	•	
A bimetallic or electronic stem food thermometer present	•	•	
Appropriate Safety Data Sheets (SDS) are provided	•	•	
Working smoke detectors	•	•	



Check in Fall	Check in Spring	Action Items/Notes
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### Food Storage

Condition of storeroom and pantry	•	•	
Free from pests	•	•	
Adequate shelving is provided for single-service articles	•	•	

### Refrigeration

A nonmercuric thermometer is present	•	•	
Refrigerators are of adequate size and operable	•	•	
Insulation	•	•	
No odor	•	•	
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	•	•	

### Dishwashing

A nonmercuric thermometer is present	•	•	
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 labeled and physically separated from food storage	•	•	
Appropriate SDS sheets are provided	•	•	



Check in Fall	Check in Spring	Action Items/Notes
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### 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	•	•	

### 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	•	•	
Working smoke detectors	•	•	

### Fire-Fighting Equipment

Alarm system is functional and audible throughout 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	•	•	
Located properly in all buildings	•	•	



Check in Fall	Check in Spring	Action Items/Notes
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## Water Supply

	Check in Fall	Check in Spring	Action Items/Notes
Water supply certification prior to camp		•	
Schedule of subsequent water tests exam set—schedule weekly, monthly, etc.		•	
Chlorine test kit	•	•	
Records of chlorine test are posted	•	•	
Chlorination system is operational	•	•	
Supply is adequate (30 gal. per person per day—50 gal. for flush toilets)	•	•	
Source of water is protected from contamination	•	•	
All piped waters are potable; if not, suitably marked	•	•	
Condition of water reservoir is good	•	•	
Supply is convenient at campsites	•	•	
Facilities for warm showers (five per 100 campers)	•	•	
Drinking fountains (approved bubblers or paper cups)	•	•	
Pumping equipment is in good order	•	•	
Fire extinguisher at pump house is properly located and currently inspected	•	•	
Utility map	•	•	

## Swimming Pool

	Check in Fall	Check in Spring	Action Items/Notes
Chlorine and pH test kit is available	•	•	
Records of chlorine and pH tests are posted		•	
Filters backwashing record is reviewed		•	
Pumps and equipment are in good condition	•	•	
Chemical equipment and storage	•	•	
Gas masks are available IF gas chlorination is used	•	•	
Ventilation	•	•	
Fencing is in good repair	•	•	
Single entrance/exit	•	•	
Shower houses and dressing rooms sanitary and adequate	•	•	
Vacuum and other cleaning equipment are in working order		•	
Virginia Graeme Baker Act—compliant drains			

✓		Check in Fall	Check in Spring	Action Items/Notes
	Marker lines indicate three swim areas		•	
	PFD type IV and poles for reaching assists		•	
	Condition of pool	•	•	
	Buddy boards	•	•	
	Deck markings— water depths indicated at regular intervals	•	•	
	Valves are properly identified	•	•	
	Electrical ground fault protection	•	•	
	Slippery areas eliminated, decks and diving boards 1 meter only, surface safe, spring of board safe for depth of pool	•	•	
	First-aid kit is available		•	
	Backboard and cravats or straps		•	
	Blankets		•	
	Dead snags or limbs are removed	•	•	

## Waterfront

	Stand up paddleboards, kayaks, blob, and/or inflatables	•	•	
	Swimming area of lake or pond water is tested if required by state or local law		•	
	Area is properly marked		•	
	Three swim ability areas are identified		•	
	Swimming beach is completely enclosed with one point for entrance and exit	•	•	
	Unobstructed view from lookout station properly located			
	Buddy boards are properly located		•	
	Reach poles		•	
	Life rings and rescue tubes		•	
	Blankets		•	
	First-aid kit with nonlatex gloves and mouth-barrier devices		•	
	Backboard and cravats or straps		•	
	Condition of lifeboats for guard duty	•	•	
	Condition of piers and floats—slippery areas eliminated	•	•	
	Rowboats are in good repair and registered if necessary by state or local law	•	•	
	If metal boats, flotation checked	•	•	

✓		Check in Fall	Check in Spring	Action Items/Notes
	Oars are in good repair, equipped with leathers and buttons	•	•	
	Rowlocks permit feathering	•	•	
	Canoes are in good repair	•	•	
	Paddles are in good repair	•	•	
	Motorboats are in good repair and registered	•	•	
	Fire extinguishers for motorboats properly located and inspected	•	•	
	Approved fueling facilities and equipment	•	•	
	Sailboats are in good repair	•	•	
	Life jackets for each boat and canoe (one per passenger—USCG-approved life jackets of proper size)	•	•	
	Dead snags or limbs are removed	•	•	

**Camp Vehicles** (including tractors, trailers, UTVs, golf carts 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, UTVs, and golf carts are maintained in good operating condition and used in accordance with national camp standards	•	•	

**Maintenance Equipment and Storage**

	Bulk containers of flammable liquids 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	•	•	

✓		Check in Fall	Check in Spring	Action Items/Notes
	Storage areas are kept free of weeds and debris	•	•	
	All materials are piled, racked, or stored in a safe manner	•	•	
	Current emergency numbers posted near the telephone	•	•	
	First-aid kit is stocked	•	•	
	Safety Data Sheet (SDS) for all hazardous chemicals in camp	•	•	
	Personal protective equipment including impact- and-chemical goggles, face shield, hearing protection	•	•	
	Bench/pedestal grinders—tool rest adjusted to within $\frac{1}{8}$ inch of the grinder wheel, tongue guard to within $\frac{1}{4}$ inch	•	•	

### Tools and Safety Equipment

	Electric power tools are grounded or double-insulated	•	•	
	Safety guards 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 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

	Tents are labeled “No Flames in Tents”	•	•	
	30 square feet per person in tent, if tentage provided by council, recommended	•	•	





Check in Fall	Check in Spring	Action Items/Notes
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### Health Lodge

Private quarters for health officer	•	•	
Logbook and record forms—employees		•	
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 when ready to decontaminate. Use 10 parts water to 1 part bleach	•	•	
Current emergency numbers are posted near the telephone	•	•	
Exam area with adequate equipment	•	•	

### Archery

Proper range layout		•	
Adequate number of properly sized bows, arrows, quivers, targets, and safety equipment (arm guards, finger tabs)		•	
Locked storage for bows and arrows	•	•	
Range flag and pole	•	•	
Range is properly roped off and identified	•	•	
Dead snags and limbs are removed	•	•	



Check in Fall	Check in Spring	Action Items/Notes
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### Rifle and Shotgun Ranges

Range layout is adequate	•	•	
Backstops are satisfactory	•	•	
Range is properly fenced and identified	•	•	
All firearms are functionally safe	•	•	
Firing line is covered with wood or concrete deck	•	•	
Trigger pull tested all firearms		•	
Adequate number of firearms <input type="checkbox"/> BB guns <input type="checkbox"/> .45- to .50-caliber muzzleloader <input type="checkbox"/> .22-caliber bolt action <input type="checkbox"/> Shotguns 20- to 12-gauge		•	
Separate locked storage for firearms and ammunition	•	•	
Range flag and pole are properly located	•	•	
Covered trash barrel		•	
All firearms meet state, federal, and Scouting requirements	•	•	
All traps are functionally safe	•	•	
Latrine nearby	•	•	
Dead snags and limbs removed	•	•	
Working/updated fire extinguisher	•	•	

### Ropes (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 (manufacture date noted)	•	•	
COPE/climbing course assessed annually by the local council using NCAP-trained personnel	•	•	
Each COPE/climbing course annually receives a professional inspection pursuant to ANSI/ACCT standards, at a separate time from above	•	•	
“CHECK” or other safety posters are displayed	•	•	



Check in Fall	Check in Spring	Action Items/Notes
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### Climbing Facility or Area

Rock is suitable for climbing and has been checked	•	•	
Facility is inspected pre- and post-seasonally by council	•	•	
Facility inspected by a structural engineer every year	•	•	
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 are prominently identified and located near parking lot and/or picnic area	•	•	
Structural inspection of in-ground materials conducted on all totem poles, gateways, utility poles, sign/fence posts, etc.	•	•	

**Campsite Names**

**Unit Campsites**

Check each campsite on these items; using the following codes:

- S—Satisfactory
- N—Needs attention

Patrol/den areas																				
Picnic tables—one per patrol/den																				
Mattresses																				
Bunk bed rails																				
30 sq. ft. per camper recommended																				
Fire spot																				
Drinking water available																				
Drainage																				
Fire equipment																				
Tent platforms in good repair																				
Garbage disposal																				

**Potential hazards:**

Dead trees/limbs																				
Sump holes																				
Electric lines																				

**Latrine:**

One seat per 15 campers																				
Working and clean toilet seats																				
Privacy																				
Seat 14 inches high																				
Latrine pit—fly tight																				
Ventilated at head and foot level																				
Hand-washing facility adequate																				
Vents screened																				

**Building Names or Types**

**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	Ecology	Scoutcraft	Maintenance	Camp Director Cabin	Program Pavilions	Staff Housing									
Roof																			
Dead snags or limbs removed																			
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																			