

CHECKLIST | Summer & Day Camp Grounds Inspection



BITNER HENRY
INSURANCE GROUP

CHECKLIST | SUMMER AND DAY CAMP GROUNDS INSPECTION



Presented by Bitner Henry Insurance Group

It's important for summer and day camp operators like you to inspect your property to ensure it remains in good condition. A well-maintained space can increase property value, create an attractive atmosphere for visitors, and establish a sense of safety and security. Regular inspections can also help catch any problems early to avoid costly repairs down the road. Use this checklist to assist with inspecting the grounds at your camp.

GENERAL	YES	NO
Does the camp have a system for safety inspections and maintenance procedures in place? Is it reviewed annually?		
Are all buildings, structures and activity areas in good condition?		
Are all fences and gates in good condition?		
Are restrooms clean and well maintained?		
Is trash picked up on the grounds and in parking lot areas daily?		
Are the dumpster areas checked daily for trash control?		
Are exterior and interior lights checked weekly? Are bulbs replaced as necessary?		
Are gutters and downspouts checked for proper draining weekly?		
Are windows and screens checked for damage weekly?		
Are common-area door hinges, latches and weatherstrips checked for issues weekly?		
Are water softeners and the salt supply checked weekly?		
Is the sick room stocked with a first-aid kit and other medical supplies?		

PLAYGROUND	YES	NO
Is equipment checked by camp staff before campers use it?		
Is the area under and around playground equipment covered with at least 9 to 12 inches of shock-absorbing material? Is it firmly attached to the ground?		
Is the playground cleaned regularly and inspected for broken glass and sharp metal objects?		
Is all equipment visibly stable while in use?		

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Are metal equipment and hardware free of corrosion?		
Are wooden structural components free of rot, major cracks and splinters?		
Is equipment free of pinch, crush and shearing points that could lead to injuries?		
Is equipment free of protrusions and projections that could entangle clothing?		
Is the playground regularly inspected for worn or missing parts or loose bolts?		
Are the bases of equipment free of tripping hazards?		
Are the areas above and around equipment free of suspension hazards?		

FIRE SAFETY	YES	NO
Is the fire alarm system functional and audible throughout the camp?		
Do all buildings used for sleeping have working smoke detectors, fire extinguishers and at least two emergency exits?		
Are there fire extinguishers in all appropriate locations, including the kitchen area?		
Are fire extinguishers and smoke detectors inspected monthly?		
Are furnaces professionally cleaned and inspected annually?		
Are fire inspections completed annually by the fire department?		

ELECTRICAL	YES	NO
Is an annual inspection conducted by qualified personnel?		
Are all frayed, worn or dried-out cords replaced immediately?		
Are power lines checked by the service company annually?		

SLEEP AREAS	YES	NO
Do upper bunks have guardrails?		
Do all buildings used for sleeping have functioning carbon monoxide detectors?		

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Do all buildings used for sleeping have ventilation, temperature control, space for movement and space between beds?		
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KITCHEN AREA	YES	NO
Are there cleaning and sanitation procedures to follow to keep the kitchen clean?		
Is the floor free of obstructions and slip-resistant?		
Are the stairs, passageways and storage rooms well-lit?		
Are protective devices on machinery adequate and sanitary?		
Have emergency stops been tested on kitchen equipment? Are they in working order?		
Are walkways, floors and appliances kept free of grease accumulation?		
Are dining and kitchen garbage cans covered when not in use?		
Is there adequate kitchen ventilation (e.g., fans)? Is the range hood free from grease and working properly?		
Are all food safety procedures followed to ensure food is wrapped and stored properly?		
Are thermometers available and accurate?		
Are all preparation surfaces in good condition with no cracks or damage?		

AQUATICS	YES	NO
Is the aquatics area regularly inspected for sharp edges?		
Is there an appropriately stocked first aid kit in the aquatics area?		
Are pool ladders, steps and treads in good condition?		
Are walkways and decks in good condition and coated in nonslip material?		
Is water tested regularly in accordance with applicable regulations?		
Are screens over all water intakes secure?		
Are pumps and equipment in good condition?		
Are shower houses and dressing rooms sanitary?		

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Is the gate lock operating properly?		
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VEHICLES	YES	NO
Are vehicles properly maintained? Are pre-trip inspections conducted prior to use?		
Are the steering and brake systems, fluid levels and tire conditions checked daily?		
Are first-aid and emergency accessories stocked and in all vehicles?		

END OF SEASON	YES	NO
Is all furniture—including couches, chairs and benches—checked for and free of food particles?		
Are all areas—including the kitchen, outdoor space and sick rooms—sanitized?		
Are all buildings inspected to ensure there are no openings for rodents to enter?		
Are all food sources removed from the camp before closing for the season?		
Are roofing materials inspected for cracks, lifting or damage?		
Are the plumbing and heating systems winterized?		
Is the septic system free of any leaks, and if needed, has it been emptied for the year?		
Are all equipment and tools cleaned and winterized?		
Are electrical wires, vents, pipes, windows and doors checked for air leaks? Are any leaks sealed with caulk or insulation?		
Are outdoor furniture, picnic tables, benches and hammocks stored in a safe place to protect them from weather and critters?		

For more risk management guidance, contact us today.

