

Self Inspection Check List

Developed for use by Operators of Summer Camps
by Department of Agriculture & Fisheries

Regulations for Summer camps are made under the Health Act of Nova Scotia. They are designed for the purpose of the health and sanitation protection of children in summer camps. While regulations prescribe rules for summer camps for enforcement by the department, it is incumbent upon persons operating summer camps to do so in a manner consistent with standards of health and safety. Summer camps are inspected a minimum of once a season by inspectors from the department. This checklist, while not replacing regulation, or the need to comply, will help in operating the summer camp in a health and sanitary manner.

The check list is divided into two parts. Part A list things the operator should do prior to opening the summer camp. Part B is a self inspection of the camp that should be conducted weekly by a responsible member of the camp staff while the camp is in operation. The check list should be kept as part of the summer camp records and be available to the Inspector for review during their inspection.

PART A - What should be done prior to opening of a summer camp	O K ✓	ACTION REQUIRED	
		✓	Please Specify
The water supply has been registered with the Department of Environment & Labour	<input type="checkbox"/>	<input type="checkbox"/>	
Water sample collected at least 15 days prior to opening. Samples to be taken from all sources.	<input type="checkbox"/>	<input type="checkbox"/>	
Dept Agriculture & Fisheries notified of opening at least 4 weeks prior to opening	<input type="checkbox"/>	<input type="checkbox"/>	
A site plan provided (with initial application for permit & if changes have occurred) showing location of buildings, toilets or privies, kitchen, sleeping areas, water sources, swimming pool or waterfront	<input type="checkbox"/>	<input type="checkbox"/>	
Camp facilities meet requirements of any applicable municipal or provincial fire, building and plumbing codes and have all necessary permits to operate	<input type="checkbox"/>	<input type="checkbox"/>	
The camp has current and appropriate insurance coverage including liability, injury, fire and motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	

Camp Staff: The Camping Association of Nova Scotia as a member of the Canadian Camping Association established standards for staff qualifications and staff to camper ratios. Summer camp operators should refer to these standards when staffing summer camps.			
Director: The camp will be under continuous supervision of an operator or attendant	<input type="checkbox"/>	<input type="checkbox"/>	
Medical/First Aid: A person suitably trained in first aid is available for the camp	<input type="checkbox"/>	<input type="checkbox"/>	
Provisions are made to provide reasonable medical care at or conveniently available to the camp	<input type="checkbox"/>	<input type="checkbox"/>	
Water Front/Swimming Pool: Director and staff hold certification from a nationally recognized certifying body	<input type="checkbox"/>	<input type="checkbox"/>	
Food Service: Kitchen staff have taken a food safety course recognized by Department of Agriculture & Fisheries	<input type="checkbox"/>	<input type="checkbox"/>	
Counselors/Activity Leaders/Instructors in charge of supervised activities possess competence in skills specific to that activity.	<input type="checkbox"/>	<input type="checkbox"/>	
Health Services / First Aid / Emergency Plan			
First Aid Equipment: The camp has a first aid kit - OH&S Regulations Kit # 3 or better	<input type="checkbox"/>	<input type="checkbox"/>	
An infirmary or other designated area for the temporary isolation of sick or injured campers or staff available	<input type="checkbox"/>	<input type="checkbox"/>	
The camp has a written health care policy in place that has been reviewed by the camp medical staff and includes but not be limited to daily health supervision, infection control, handling of health emergencies and accidents and the provision of medical, nursing and first aid services.	<input type="checkbox"/>	<input type="checkbox"/>	
The summer camp has a written plan for dealing with circumstances such as communicable disease outbreaks, natural disaster, fire, severe weather or other emergency	<input type="checkbox"/>	<input type="checkbox"/>	

Camp staff are instructed in the emergency plan and in procedures for contacting emergency personal. Emergency contact numbers are posted	<input type="checkbox"/>	<input type="checkbox"/>	
In the event of a foodborne illness or other outbreak involving campers & staff, the camp has an emergency plan in place to provide back up staff and to notify parents/guardians of campers	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Protection			
All fire extinguishers and other fire protection devices are approved for use by local Fire Marshall's Office and installed to meet local fire codes.	<input type="checkbox"/>	<input type="checkbox"/>	
A response plan on how to deal with a fire emergency has been prepared in cooperation with the local fire fighting authorities or Fire Marshall's office	<input type="checkbox"/>	<input type="checkbox"/>	
Site/Facilities:			
Facilities constructed and maintained in good condition and meeting municipal and provincial building requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Outside openings to buildings (including toilets or privies and sleeping) have screening or other protective measures to guard against insects and rodents	<input type="checkbox"/>	<input type="checkbox"/>	
All permanent sleeping areas are provided with 2 possible exits	<input type="checkbox"/>	<input type="checkbox"/>	
All buildings housing toilets are provided with hand washing facilities providing with warm water (recommended 41°C - maximum 49°C) soap and single use towels.	<input type="checkbox"/>	<input type="checkbox"/>	
Where privies are used and hot water is not available for hand washing, suitable hand washing must be provided consisting of cold running water, or a container of water containing chlorine which is emptied frequently; a waterless hand cleaning/ sanitizing gel. Hands should be washed first and then waterless gel applied			

Suitable containers are provided for storage of garbage and refuse in a sanitary manner until final disposal	<input type="checkbox"/>	<input type="checkbox"/>	
Foodservice			
Camp has a written menu plan that has been reviewed by a Registered Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate refrigerated space is provided, is working and is capable of keeping foods at 4°C or lower. Refrigerators are provided with thermometers	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen and food preparation area is provided with a separate hand washing sink equipped with hot and cold water, soap and single use towels	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen, food storage areas, equipment and utensils have been thoroughly cleaned prior to opening	<input type="checkbox"/>	<input type="checkbox"/>	
Floors and floor coverings are tight, smooth, and in good repair in rooms where food is prepared and served and utensils washed	<input type="checkbox"/>	<input type="checkbox"/>	
Walls and ceilings in areas where food is prepared and served are tight, easily cleanable and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	
All cooking equipment is located under a hood or canopy equipped with filters, exhausted to the outside	<input type="checkbox"/>	<input type="checkbox"/>	
Waterfront / Swimming Pool: The Nova Scotia Lifeguard Service have produced Safety Supervision Guidelines for Waterfronts in Nova Scotia. These guidelines should be followed by summer camp operators providing waterfront activities			
Waterfront areas and swimming pools are provided with necessary emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Areas used for swimming and other waterfront activities clearly marked and basic rules for use of the waterfront are posted	<input type="checkbox"/>	<input type="checkbox"/>	
Written instructions for emergency and operational procedures that should be used in the event of an emergency have been established	<input type="checkbox"/>	<input type="checkbox"/>	

Water quality of the waterfront area meets requirements of the Canadian Recreational Water Quality	<input type="checkbox"/>	<input type="checkbox"/>	
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<p>PART B - a self inspection of the camp that should be conducted weekly by a responsible member of the camp staff while the camp is in operation. The check list should be kept as part of the summer camp records and be available to the Inspector for review during their inspection.</p>	<p>O K ✓</p>	<p style="text-align: center;">ACTION REQUIRED</p> <hr/> <p style="text-align: center;">Please Specify</p>	
<p>Records and Record Keeping</p>			
<p>Camp registration record listing all campers and staff complete with name, home address, contact and phone # is up to date</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>Registrar is maintained of campers leaving camp with reasons, and of visitors to camp</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>Health records current for campers and staff that includes information about allergies, immunizations, required medications, significant illness and any activity that would affect activity in camp</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>Health / First Aid</p>			
<p>Daily log maintained recording health complaints of campers / staff and includes date/time when illness started; symptoms; date/time when illness resolved or person left camp</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>Log maintained of all medications (including non prescription drugs) given to campers and staff</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>Any suspected food related illness or unusual prevalence of illness in which fever, diarrhea, vomiting, sore throat, or rash is a prominent symptom and carnivorous animal bites reported promptly to the local Medical Officer of Health</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>Campers and staff are encouraged at all times to reduce exposure to ultraviolet exposure from the sun</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>If any camper has been in direct contact with a bat or has been bitten by an animal it was reported immediately to the local office of Public Health Services.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	

Water Supply			
Results of all water sample reports are available for review by the Food Safety Specialist	<input type="checkbox"/>	<input type="checkbox"/>	
If water supply is chlorinated, chlorine residual is tested daily and results recorded in a daily log. Any difficulty with chlorination is recorded in the log. If other treatment is used, records of the kind and method of treatment are kept	<input type="checkbox"/>	<input type="checkbox"/>	
Toilets / Washrooms			
Toilet and lavatory facilities and privies are cleaned daily and disinfected using a disinfectant solution	<input type="checkbox"/>	<input type="checkbox"/>	
Lavatories are provided with hot (recommended 41°C - maximum 49°C) and cold water. Where campers do not provide their own soap and towels, soap and single service towels are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Where privies are used and hot water is not available for hand washing, suitable handwashing alternatives are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Sleeping Accommodations			
Beds are arranged to permit easy movement of campers and to avoid overcrowding	<input type="checkbox"/>	<input type="checkbox"/>	
Screens are maintained on all openings to the outside	<input type="checkbox"/>	<input type="checkbox"/>	
Clean mattress covers are provided for all mattresses and any bedding is laundered weekly	<input type="checkbox"/>	<input type="checkbox"/>	
Bedding and sleeping bags are aired at least once a week	<input type="checkbox"/>	<input type="checkbox"/>	
Waste Disposal			
Garbage and refuse is collected daily and stored in a sanitary manner until final disposal	<input type="checkbox"/>	<input type="checkbox"/>	
After being emptied, containers for garbage, compostables and recyclables are cleaned and disinfected	<input type="checkbox"/>	<input type="checkbox"/>	
There are a sufficient number of containers to hold all of the garbage, compostables and	<input type="checkbox"/>	<input type="checkbox"/>	

recyclables which accumulates between periods of removal from the premises. Storage is inaccessible to insects, rodents and other pests.			
Garbage, compostables and recyclables are removed from rooms daily and from the premises weekly or at other acceptable frequencies	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen and Dining Areas			
All foods are protected from contamination Foods not requiring refrigeration are kept in closed containers and stored in designated food storage areas. Foods are stored on shelves and at least 6 inches above the floor	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigeration space is adequate for the proper storage of all potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Raw and ready to eat foods separated in refrigerator to prevent cross contamination	<input type="checkbox"/>	<input type="checkbox"/>	
Foods are kept at 4°C and temperatures are checked daily with a thermometer and recorded	<input type="checkbox"/>	<input type="checkbox"/>	
All foods are from approved sources; not from bulging or dented cans or home preparation	<input type="checkbox"/>	<input type="checkbox"/>	
Meat / poultry and other foods cooked to proper internal temperature. Temperature checked using a food thermometer	<input type="checkbox"/>	<input type="checkbox"/>	
Frozen foods are defrosted in the refrigerator, microwave, or by cooking (not at room temperature)	<input type="checkbox"/>	<input type="checkbox"/>	
Foods (meals) are served immediately after preparation or refrigerated immediately at 4°C (40°F) until mealtime	<input type="checkbox"/>	<input type="checkbox"/>	
Hot foods are reheated to 74°C (165°F)	<input type="checkbox"/>	<input type="checkbox"/>	
Leftover foods are refrigerated immediately following the meal and used within 2 days; uneaten food from plates is discarded	<input type="checkbox"/>	<input type="checkbox"/>	
Hands, utensils, work surfaces cleaned and disinfected after handling raw meat or poultry	<input type="checkbox"/>	<input type="checkbox"/>	
A separate hand wash sink is available for hand	<input type="checkbox"/>	<input type="checkbox"/>	

washing by the food handlers. The sink is provided with hot and cold water, soap and single service disposable towels			
Equipment and utensils are washed in mechanical dishwasher or are washed/rinsed/sanitized by 3 step method	<input type="checkbox"/>	<input type="checkbox"/>	
Foodservice staff do not smoke when in the kitchen; are clean and wear clean outer garments; wear hair restraints that confine the hair; and wash their hands before starting work, after every use of a toilet, after handling garbage or soiled utensils and at other times when hands become soiled	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage and refuse is removed after each meal from any room in which food is prepared, served or stored?	<input type="checkbox"/>	<input type="checkbox"/>	
Any changes to the menu are noted on the menu plan and menus for each camp filed and retained for a period of 1 year	<input type="checkbox"/>	<input type="checkbox"/>	
Any toxic or poisonous substance required to cleaning or sanitizing in the kitchen is kept in a container that is labeled as to contents, stored in a separate compartment from food and used according to the manufactures directions	<input type="checkbox"/>	<input type="checkbox"/>	
Waterfront / Swimming Pool			
Waterfront/pool staff are present whenever the waterfront/pool are being used	<input type="checkbox"/>	<input type="checkbox"/>	
Areas used for waterfront activities are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	
Basic rules for use of the waterfront/pool are posted at the waterfront and campers are aware of these rules	<input type="checkbox"/>	<input type="checkbox"/>	
The waterfront/pool area has the basic equipment accessible at the waterfront in case of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	
A log is kept of all incidents that occur at the waterfront/pool	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical Hazards			

Chemicals, flammables and other hazardous substances are only used for their intended purpose and according to manufacturer's instructions	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical and other hazardous substances stored in their original, covered and labeled containers in a separate, secure area accessible only to appropriate staff	<input type="checkbox"/>	<input type="checkbox"/>	

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The check list is divided into two parts. Part A list things the operator should do prior to opening the summer camp. Part B is a self inspection of the camp that should be conducted weekly by a responsible member of the camp staff while the camp is in operation. The check list should be kept as part of the summer camp records and be available to the Inspector for review during their inspection.

PART A - What should be done prior to opening of a summer camp	O K ✓	ACTION REQUIRED	
	✓	Please Specify	
The water supply has been registered with the Department of Environment & Labour	<input type="checkbox"/>	<input type="checkbox"/>	
Water sample collected at least 15 days prior to opening. Samples to be taken from all sources.	<input type="checkbox"/>	<input type="checkbox"/>	
Dept Agriculture & Fisheries notified of opening at least 4 weeks prior to opening	<input type="checkbox"/>	<input type="checkbox"/>	
A site plan provided (with initial application for permit & if changes have occurred) showing location of buildings, toilets or privies, kitchen, sleeping areas, water sources, swimming pool or waterfront	<input type="checkbox"/>	<input type="checkbox"/>	
Camp facilities meet requirements of any applicable municipal or provincial fire, building and plumbing codes and have all necessary permits to operate	<input type="checkbox"/>	<input type="checkbox"/>	
The camp has current and appropriate insurance coverage including liability, injury, fire and motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
Camp Staff: The Camping Association of Nova Scotia as a member of the Canadian			

Camping Association established standards for staff qualifications and staff to camper ratios. Summer camp operators should refer to these standards when staffing summer camps.		
Director: The camp will be under continuous supervision of an operator or attendant	<input type="checkbox"/>	<input type="checkbox"/>
Medical/First Aid: A person suitably trained in first aid is available for the camp	<input type="checkbox"/>	<input type="checkbox"/>
Provisions are made to provide reasonable medical care at or conveniently available to the camp	<input type="checkbox"/>	<input type="checkbox"/>
Water Front/Swimming Pool: Director and staff hold certification from a nationally recognized certifying body	<input type="checkbox"/>	<input type="checkbox"/>
Food Service: Kitchen staff have taken a food safety course recognized by Department of Agriculture & Fisheries	<input type="checkbox"/>	<input type="checkbox"/>
Counselors/Activity Leaders/Instructors in charge of supervised activities posses competence in skills specific to that activity.	<input type="checkbox"/>	<input type="checkbox"/>
Health Services / First Aid / Emergency Plan		
First Aid Equipment: The camp has a first aid kit - OH&S Regulations Kit # 3 or better	<input type="checkbox"/>	<input type="checkbox"/>
An infirmary or other designated area for the temporary isolation of sick or injured campers or staff available	<input type="checkbox"/>	<input type="checkbox"/>
The camp has a written health care policy in place that has been reviewed by the camp medical staff and includes but not be limited to daily health supervision, infection control, handling of health emergencies and accidents and the provision of medical, nursing and first aid services.	<input type="checkbox"/>	<input type="checkbox"/>
The summer camp has a written plan for dealing with circumstances such as communicable disease outbreaks, natural disaster, fire, severe weather or other emergency	<input type="checkbox"/>	<input type="checkbox"/>
Camp staff are instructed in the emergency plan and in procedures for contacting emergency personal. Emergency contact numbers are posted	<input type="checkbox"/>	<input type="checkbox"/>

In the event of a foodborne illness or other outbreak involving campers & staff, the camp has an emergency plan in place to provide back up staff and to notify parents/guardians of campers	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Protection			
All fire extinguishers and other fire protection devices are approved for use by local Fire Marshall's Office and installed to meet local fire codes.	<input type="checkbox"/>	<input type="checkbox"/>	
A response plan on how to deal with a fire emergency has been prepared in cooperation with the local fire fighting authorities or Fire Marshall's office	<input type="checkbox"/>	<input type="checkbox"/>	
Site/Facilities:			
Facilities constructed and maintained in good condition and meeting municipal and provincial building requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Outside openings to buildings (including toilets or privies and sleeping) have screening or other protective measures to guard against insects and rodents	<input type="checkbox"/>	<input type="checkbox"/>	
All permanent sleeping areas are provided with 2 possible exits	<input type="checkbox"/>	<input type="checkbox"/>	
All buildings housing toilets are provided with hand washing facilities providing with warm water (recommended 41°C - maximum 49°C) soap and single use towels.	<input type="checkbox"/>	<input type="checkbox"/>	
Where privies are used and hot water is not available for hand washing, suitable hand washing must be provided consisting of cold running water, or a container of water containing chlorine which is emptied frequently; a waterless hand cleaning/ sanitizing gel. Hands should be washed first and then waterless gel applied			
Suitable containers are provided for storage of garbage and refuse in a sanitary manner until final disposal	<input type="checkbox"/>	<input type="checkbox"/>	
Foodservice			

Camp has a written menu plan that has been reviewed by a Registered Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate refrigerated space is provided, is working and is capable of keeping foods at 4°C or lower. Refrigerators are provided with thermometers	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen and food preparation area is provided with a separate hand washing sink equipped with hot and cold water, soap and single use towels	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen, food storage areas, equipment and utensils have been thoroughly cleaned prior to opening	<input type="checkbox"/>	<input type="checkbox"/>	
Floors and floor coverings are tight, smooth, and in good repair t in rooms where food is prepared and served and utensils washed	<input type="checkbox"/>	<input type="checkbox"/>	
Walls and ceilings in areas where food is prepared and served are tight, easily cleanable and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	
All cooking equipment is located under a hood or canopy equipped with filters, exhausted to the outside	<input type="checkbox"/>	<input type="checkbox"/>	
Waterfront / Swimming Pool: The Nova Scotia Lifeguard Service have produced Safety Supervision Guidelines for Waterfronts in Nova Scotia. These guidelines should be followed by summer camp operators providing waterfront activities			
Waterfront areas and swimming pools are provided with necessary emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Areas used for swimming and other waterfront activities clearly marked and basic rules for use of the waterfront are posted	<input type="checkbox"/>	<input type="checkbox"/>	
Written instructions for emergency and operational procedures that should be used in the event of an emergency have been established	<input type="checkbox"/>	<input type="checkbox"/>	
Water quality of the waterfront area meets requirements of the Canadian Recreational Water Quality	<input type="checkbox"/>	<input type="checkbox"/>	
PART B - a self inspection of the camp that should be conducted weekly by a responsible member of the camp staff while the camp is in operation. The check list should be kept as	O K ✓	✓	ACTION REQUIRED Please Specify

part of the summer camp records and be available to the Inspector for review during their inspection.			
Records and Record Keeping			
Camp registration record listing all campers and staff complete with name, home address, contact and phone # is up to date	<input type="checkbox"/>	<input type="checkbox"/>	
Registrar is maintained of campers leaving camp with reasons, and of visitors to camp	<input type="checkbox"/>	<input type="checkbox"/>	
Health records current for campers and staff that includes information about allergies, immunizations, required medications, significant illness and any activity that would affect activity in camp	<input type="checkbox"/>	<input type="checkbox"/>	
Health / First Aid			
Daily log maintained recording health complaints of campers / staff and includes date/time when illness started; symptoms; date/time when illness resolved or person left camp	<input type="checkbox"/>	<input type="checkbox"/>	
Log maintained of all medications (including non prescription drugs) given to campers and staff	<input type="checkbox"/>	<input type="checkbox"/>	
Any suspected food related illness or unusual prevalence of illness in which fever, diarrhea, vomiting, sore throat, or rash is a prominent symptom and carnivorous animal bites reported promptly to the local Medical Officer of Health	<input type="checkbox"/>	<input type="checkbox"/>	
Campers and staff are encouraged at all times to reduce exposure to ultraviolet exposure from the sun	<input type="checkbox"/>	<input type="checkbox"/>	
If any camper has been in direct contact with a bat or has been bitten by an animal it was reported immediately to the local office of Public Health Services.	<input type="checkbox"/>	<input type="checkbox"/>	
Water Supply			
Results of all water sample reports are available for review by the Food Safety Specialist	<input type="checkbox"/>	<input type="checkbox"/>	
If water supply is chlorinated, chlorine residual is tested daily and results recorded in a daily log. Any difficulty with chlorination is recorded in the	<input type="checkbox"/>	<input type="checkbox"/>	

log. If other treatment is used, records of the kind and method of treatment are kept			
Toilets / Washrooms			
Toilet and lavatory facilities and privies are cleaned daily and disinfected using a disinfectant solution	<input type="checkbox"/>	<input type="checkbox"/>	
Lavatories are provided with hot (recommended 41°C - maximum 49°C) and cold water. Where campers do not provide their own soap and towels, soap and single service towels are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Where privies are used and hot water is not available for hand washing, suitable handwashing alternatives are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Sleeping Accommodations			
Beds are arranged to permit easy movement of campers and to avoid overcrowding	<input type="checkbox"/>	<input type="checkbox"/>	
Screens are maintained on all openings to the outside	<input type="checkbox"/>	<input type="checkbox"/>	
Clean mattress covers are provided for all mattresses and any bedding is laundered weekly	<input type="checkbox"/>	<input type="checkbox"/>	
Bedding and sleeping bags are aired at least once a week	<input type="checkbox"/>	<input type="checkbox"/>	
Waste Disposal			
Garbage and refuse is collected daily and stored in a sanitary manner until final disposal	<input type="checkbox"/>	<input type="checkbox"/>	
After being emptied, containers for garbage, compostables and recyclables are cleaned and disinfected	<input type="checkbox"/>	<input type="checkbox"/>	
There are a sufficient number of containers to hold all of the garbage, compostables and recyclables which accumulates between periods of removal from the premises. Storage is inaccessible to insects, rodents and other pests.	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage, compostables and recyclables are removed from rooms daily and from the premises weekly or at other acceptable frequencies	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen and Dining Areas			

All foods are protected from contamination Foods not requiring refrigeration are kept in closed containers and stored in designated food storage areas. Foods are stored on shelves and at least 6 inches above the floor	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigeration space is adequate for the proper storage of all potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Raw and ready to eat foods separated in refrigerator to prevent cross contamination	<input type="checkbox"/>	<input type="checkbox"/>	
Foods are kept at 4°C and temperatures are checked daily with a thermometer and recorded	<input type="checkbox"/>	<input type="checkbox"/>	
All foods are from approved sources; not from bulging or dented cans or home preparation	<input type="checkbox"/>	<input type="checkbox"/>	
Meat / poultry and other foods cooked to proper internal temperature. Temperature checked using a food thermometer	<input type="checkbox"/>	<input type="checkbox"/>	
Frozen foods are defrosted in the refrigerator, microwave, or by cooking (not at room temperature)	<input type="checkbox"/>	<input type="checkbox"/>	
Foods (meals) are served immediately after preparation or refrigerated immediately at 4°C (40°F) until mealtime	<input type="checkbox"/>	<input type="checkbox"/>	
Hot foods are reheated to 74°C (165°F)2523	<input type="checkbox"/>	<input type="checkbox"/>	
Leftover foods are refrigerated immediately following the meal and used within 2 days; uneaten food from plates is discarded	<input type="checkbox"/>	<input type="checkbox"/>	
Hands, utensils, work surfaces cleaned and disinfected after handling raw meat or poultry	<input type="checkbox"/>	<input type="checkbox"/>	
A seperate hand wash sink is available for hand washing by the food handlers. The sink is provided with hot and cold water, soap and single service disposable towels	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment and utensils are washed in mechanical dishwasher or are washed/rinsed/sanitized by 3 step method	<input type="checkbox"/>	<input type="checkbox"/>	
Foodservice staff do not smoke when in the kitchen; are clean and wear clean outer garments; wear hair restraints that confine the hair; and	<input type="checkbox"/>	<input type="checkbox"/>	

washed their hands before starting work, after every use of a toilet, after handling garbage or soiled utensils and at other times when hands become soiled			
Garbage and refuse is removed after each meal from any room in which food is prepared, served or stored?	<input type="checkbox"/>	<input type="checkbox"/>	
Any changes to the menu are noted on the menu plan and menus for each camp filed and retained for a period of 1 year	<input type="checkbox"/>	<input type="checkbox"/>	
Any toxic or poisonous substance required to cleaning or sanitizing in the kitchen is kept in a container that is labeled as to contents, stored in a separate compartment from food and used according to the manufacturer's directions	<input type="checkbox"/>	<input type="checkbox"/>	
Waterfront / Swimming Pool			
Waterfront/pool staff are present whenever the waterfront/pool are being used	<input type="checkbox"/>	<input type="checkbox"/>	
Areas used for waterfront activities are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	
Basic rules for use of the waterfront/pool are posted at the waterfront and campers are aware of these rules	<input type="checkbox"/>	<input type="checkbox"/>	
The waterfront/pool area has the basic equipment accessible at the waterfront in case of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	
A log is kept of all incidents that occur at the waterfront/pool	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical Hazards			
Chemicals, flammables and other hazardous substances are only used for their intended purpose and according to manufacturer's instructions	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical and other hazardous substances stored in their original, covered and labeled containers in a separate, secure area accessible only to appropriate staff	<input type="checkbox"/>	<input type="checkbox"/>	