

**Rock Lake United Church Camp
Site Inspection Report**

This form is an aid to the Camp Director to be used during the pre and post camp inspections with the on-site Camp Caretaker. The inspection is designed to point out potential problems to the Camp Director & to protect him/her from blame for things that happened prior to his/her camp.

Location	Item	Pre	Post	Notes
General (All Buildings)	Smoke alarms are working			
	Fire Extinguisher certifications are current			
	Windows have no broken glass or damaged screens			
	Mattresses are not damaged			
	Buildings are clean			
	Any hazardous or dangerous areas clearly marked			
Kitchen	Coolers are clean, have thermometers & work			
	Freezers are clean & working			
	Ovens have thermometers & pilot lights lit			
	Cooking utensils are clean & stored properly			
	Microwave is clean & working			
	Kitchen has been sanitized			
Dining Hall	Refrigerator is clean & working			
	Tables are clean & in good repair			
Dishwashing Area	Dishes are washed & put away			
Director's Cabin	Deck furniture is in good repair			
	Refrigerator & microwave are in good working order			
Wood Shed/ Pump House	Wood Shed is tidy			
	Pump House is locked			
	Axe & other tools are locked up			
	Fire pump works & enough hose is available			
First Aid Station	First Aid Station door locks			
	There is a locked cupboard to store medicines			
	Cabin has running water & functioning toilet			
	Refrigerator & stove unit are clean & working			

Location	Item	Pre	Post	Notes
Washhouse	All washrooms are clean & have been sanitized			
	Showers work			
Laundry Room	Washer & dryer are clean & in working order			
	Adequate supply of mops, buckets, brooms & dustpans			
Grounds	Patio tables are clean & in good repair			
	Picnic tables are clean & in good repair			
	Fire pit area is clean & benches are in good repair			
	Chapel area is clean & in good repair			
	Trail to chapel is in good repair			
Playground	Basketball net, Bocce Pit, Tetherball Area & Volleyball Area all inspected as per (5.3.12)			
Waterfront & Equipment	(Form 14) gives a good outline			

Please note: This form is a guideline only, and not necessarily a complete checklist. Both the Camp Director and the Camp Caretaker are expected to be vigilant noting any potential hazard or problem during the site inspection.

Pre-Camp Inspection dated: _____

Camp Director

Camp Caretaker

Post-Camp Inspection dated: _____

Camp Director

Camp Caretaker