

# Section IV

## Site, Facilities & Equipment

**A. Site and Buildings**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do all buildings have screening or other protective measures to guard against insects and rodents?</b>			
<b>b. Is there a building permit for any construction, renovation or addition to facilities currently underway?</b>			
<b>c. Are all facilities constructed and maintained in good condition in accordance with government regulations?</b>			
<b>d. Does the camp comply with accessibility standards that are deemed necessary to be incorporated into new camp buildings (any building permit that was obtained after April 30, 1997)?</b>			
<b>e. Do assembly areas have a certificate of approved occupant capacity?</b>			
<b>f. Are the living areas in the campsite located on properly drained land?</b>			
g. Is the site free from unnecessary hazards (i.e. abandoned wells, derelict cabins, and unused equipment)?			
h. Are existing hazards clearly identified and, if serious, fenced off?			
i. Are all buildings, including equipment and activity sites constructed properly and maintained in a safe condition?			
j. Are all buildings checked on a regular (daily, weekly, seasonally) basis as required to identify areas requiring maintenance in order to keep them safe?			

**B. Environmental Protection**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are laundry operations carried out away from natural waters adjacent to or within the waters used for swimming or personal washing?</b>			
b. Are there set limits on the maximum number of people that the camp environment, both base and wilderness, can handle?			
c. Are there developed traffic patterns (i.e. parking lots, marked hiking trails, etc.) to minimize environmental impact?			
d. Does the camp protect the natural condition of any adjacent wilderness area?			
e. Are there maintained greenbelts between buildings and nearby bodies of water?			
f. Is planting trees and shrubs a regular part of campsite development?			
g. Does the camp avoid the use of weed and algae control?			
h. Do the site or accessible areas provide natural resources that are utilized in the camp program to provide for and enrich the campers outdoor living experience?			

i. Does the camp have a policy regarding the preservation of natural flora and fauna through observation and without random picking of flowers or stripping of bark?			
j. Is a plan in practice to help campers and staff understand and control human impact on the environment?			
k. Does the camp follow a no trace camping program?			
l. Does the camp refrain from having campers or staff wash with soap in any lake or river?			
m. Are food scrapings packed out of wilderness areas or burned and not scraped into lakes, streams, etc.?			
n. Does the camp have a composting program?			
o. Does the camp recycle all possible materials?			

### C. Water Supply

General	YES	NO	N/A
<b>a. Has the Department of Health approved the source(s) of water?</b>			
<b>c. Has the water supply been tested for bacterial content at least two weeks before the camp opens?</b>			
<b>d. If the camp has a water distribution system, does the Department of Health approve the system, and does it have sufficient pressure and volume to operate properly?</b>			
<b>e. Are records of water quality tests maintained?</b>			
<b>f. Where a well is used is it located more than 10m away from any water tight septic tank, pump out tank or other water tight compartment of a sewage or waste water system?</b>			
g. If treatment is required to make water potable is one person knowledgeable of and responsible for an acceptable treatment operation?			
h. Is the treated water tested at least once a month during camp operation for bacterial content?			
i. Is chlorinated water tested daily to assess chlorine residual?			
j. Does the camp have an alternative water source in case of contamination or if the well runs dry?			

**D. Sewage Disposal**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is all sewage disposed of in a public sewage system or in a manner approved by health authorities?</b>			
<b>b. Does the design, operation, and installation of the camp's sewage disposal or treatment system meet the approval of a level 1 or 2 inspector, or another qualified person?</b>			
<b>c. Is there evidence that a systematic maintenance routine is in effect that provides clean, safe and sanitary conditions throughout camp?</b>			
<b>d. Is the septic tank/bed located:</b> i) At least 3m away from the lot boundary? ii) At least 9m from the lot boundary down slope from the disposal field? iii) At least 15.2m from a drilled well where the casing extends to a depth of not less than 6.1m below the surface? iv) At least 30.5m from a dug well or other water supply? v) At least 30.5m from water course or wetland? vi) At least 15m from down slope drain or ditch that flows intermittently except for drains or ditches that form an integral part of the system? vii) At least 7.6m from municipal or private distribution systems?			
<b>e. Does the septic tank meet design specifications established by or adopted by the Department of the Environment?</b>			
<b>f. Is the septic tank watertight and non-corrodible?</b>			
<b>g. Is the pump or siphon chamber watertight and equipped with an alarm, a level control, and other accessories required by an inspector?</b>			
<b>h. Is the septic pipe a minimum of 3 cm in diameter from the pump to the disposal field?</b>			
<b>i. Does the camp have a plan of the septic system?</b>			
<b>j. Does the director or designate understand the operation of the septic system?</b>			
<b>k. Is the earth above the septic bed dry?</b>			
<b>l. Is the area around the septic bed free from unpleasant odors?</b>			
<b>m. Is the camp free from observable evidence of a sewage disposal problem?</b>			
<b>n. Is the septic tank or holding area pumped out every three to five years depending upon capacity and use?</b>			
<b>o. Is the septic tank inspected every two years to see if it needs to be pumped by a knowledgeable person?</b>			

**E. Waste Disposal**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are garbage and refuse deposited in leak-proof, durable containers equipped with tight fitting and self-closing tops?</b>			
<b>b. Are all receptacles thoroughly cleaned after being emptied?</b>			
<b>c. Is garbage and refuse removed after each meal from any room in which food is prepared, served or stored?</b>			
<b>d. Is garbage and refuse collected daily and stored in a sanitary manner until final disposal?</b>			
<b>e. Is the garbage stored in a manner that prevents odours, insects and rodents from spreading to sleeping accommodations and food service areas?</b>			
<b>f. Is waste taken to an approved landfill site?</b>			
<b>g. Are all garbage containers kept in such a place and manner as to preclude odours on the premises?</b>			
<b>h. Is all garbage and waste removed from eating areas as often as necessary to maintain sanitary conditions?</b>			
<b>i. Are containers of garbage or waste, when full, removed from any room in which food is prepared, served or stored and stored in a sanitary manner?</b>			
<b>j. Are all garbage containers and covers maintained in good physical condition and kept clean?</b>			

**F. Sanitation Facilities**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are the buildings housing sanitary facilities clean, in good repair, well-ventilated and free of insects, rodents and vermin?</b>			
<b>b. Are the buildings housing sanitary facilities and outhouses provided with toilet paper and adequate means of hand washing and garbage disposal?</b>			
<b>c. Are the following standards being adhered to:</b> <b>i) Two toilets or two outhouses for every twenty-five females?</b> <b>ii) Two toilets and two urinals or four outhouses for every fifty males?</b> <b>iii) Properly maintained trench latrines and urinals in pioneer camps?</b> <b>iv) Are facilities located, constructed and maintained so that they are not offensive breeding places for flies or cause pollution of any adjacent waters?</b>			

<b>d. When outhouses are in use, is lime or another suitable disinfectant applied daily or more often when necessary?</b>			
e. Does the camp have an on-site chart indicating the location of sanitation lines and all utilities?			
f. Are washrooms equipped with exterior lighting so campers can locate them at night?			
g. Are facilities located less than 70m (200 ft) from living quarters?			
h. Are walls and floors made of impervious material?			
i. Are toilets and lavatories adequately ventilated and properly lighted?			
j. In each toilet facility is there at least one toilet with a door or curtain for privacy available to all persons?			
k. Are hand washing facilities near the toilets?			
l. Are hand washing facilities adequate (i.e. one washbasin or equivalent per ten people)?			
m. Does the camp have hot water bathing facilities in either bath or shower form?			
n. Is the maximum water temperature 41 degrees Celsius?			
o. Is access to all thermostats on hot water tanks restricted to authorized personnel?			

**G. Sleeping Quarters**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is each camper provided with a single bed or single double-tiered bunk bed?</b>			
<b>b. Are beds arranged to permit free movement of campers and avoid crowding?</b>			
<b>c. If bunk beds are used is the ceiling height at least eight feet and is there three feet of unobstructed clearance between the top bunk and the ceiling?</b>			
<b>d. Do permanent sleeping quarters provide cross ventilation?</b>			
<b>e. Are all exterior openings screened?</b>			
<b>f. Is there sufficient, natural or artificial, lighting to allow normal activities such as reading to be carried out without discomfort?</b>			
<b>g. Are all permanent sleeping areas equipped with a minimum of two possible exits, including windows?</b>			

h. When tents are used, do the number of occupants conform to the manufacturers recommended limits?			
i. Has a suitable escape route been identified for accommodation above the first floor or at ground level?			
j. Do the heating facilities maintain an indoor temperature of no less than 22 degrees Celsius in the winter months?			

**H. Kitchen and Dining Areas**

<b>Refrigeration</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does adequate refrigerated space exist for the safe storage of perishable food?			
b. Is the refrigerated space in operation at all times when food is in storage?			
c. Are the refrigeration and other perishable or hazardous foods maintained at not over 5 degrees Celsius?			
d. Is the refrigerated space kept clean and tidy at all times?			
e. Is all frozen food stored at a temperature of -18 degrees Celsius or lower?			
f. Are adequate thermometers that can be easily read available to test temperatures in facilities storing frozen foods?			
g. Are all racks and trays in refrigerators and refrigerated spaces removable?			
h. Is perishable food maintained at a temperature not higher than 60 degrees Celsius, except for such a period as may be necessary for the preparation of the food?			
i. Are the shelves in a refrigerator or freezer constructed of durable, non-absorbent and washable material, and so that air circulation through the shelves can be achieved?			

<b>Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Are all shelves or racks for food storage placed no less than 10 inches above the floor?			
b. Are suitable racks or shelves provided for the storage of food?			
c. Are all kitchen and freezer light fixtures covered with protective globes to prevent broken glass from contaminating food articles?			
d. Are toxic or poisonous substances stored in a separate area from food and in sturdy containers that are clearly labeled?			

e. Are there sufficient metal or plastic reusable and readily washable containers with metal or plastic covers for storing garbage and wastes in a sanitary manner?			
f. Are the metal and plastic containers kept covered at all times except when being emptied or filled?			
g. Is the food storage area kept clean and tidy at all times?			
h. Are foods not requiring refrigeration stored in closed containers and in areas designated for food storage only?			

Equipment	YES	NO	N/A
a. Are all articles and equipment used in the preparation, service, storage or display of food of good construction, kept in good repair, and of such form and material that they can be cleaned and disinfected?			
b. Is there a supply of potable hot and cold water sufficient in volume and pressure for the sanitary operation of the camp?			
c. Are all towels and cloths, used for cleaning or drying in the kitchen, clean and used for no other purpose?			
d. Are all tablecloths, napkins and serviettes used in the camp clean and in good condition?			
e. Are all napkins and serviettes, except single service items, laundered prior to each use?			
f. Are dispensing scoops and dippers for ice cream, frozen confections or desserts kept between servings in a dipper-well serviced with continuous running water or washed and sanitized after each use?			
g. Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible?			
h. Are separate, cleaned and disinfected cutting boards used for raw, cooked and ready to serve foods?			
i. Are cutting boards, blocks, and tables kept in good repair and sanitized between each use?			
j. Is there an ample supply of hot and cold potable water for cleansing and sanitizing utensils?			
k. Do you follow the “three sinks” method of washing and sanitizing all utensils (Appendix D)?			
l. Before washing, are all utensils pre-rinsed or pre-scraped to remove food particles and soils?			

<b>m. Where chemical sanitizing is employed to clean utensils, does the operator use suitable testing equipment and conduct tests often enough to ensure that the correct amount of chemical are in the solution?</b>			
<b>n. Is the sanitizing solution changed often enough to prevent soiling of the utensils?</b>			
<b>o. Where mechanical equipment is used, does it effectively disinfect all surfaces of utensils in accordance with bacterial standards?</b>			
<b>p. If mechanical equipment is used to clean and sanitize utensils: i) Is the equipment constructed, designed, and maintained so that the wash water is reasonably clean at all times? ii) Is the water maintained at a temperature between 60 and 71 degrees Celsius? iii) Are utensils rinsed at a temperature of at least 82 degrees Celsius for at least 10 seconds, or subjected to a disinfecting solution of appropriate strength?</b>			
<b>q. If mechanical equipment is used to sanitize utensils, is it constructed so that the machines are accurately timed to provide cycles that ensure exposure to disinfecting solutions?</b>			
<b>r. If mechanical equipment is used to sanitize utensils, are thermometers attached to the wash tank and rinse line to indicate the temperature of the water in the wash tank and to indicate the temperature of the rinse water?</b>			
<b>s. Are all utensils air-dried?</b>			
<b>t. After cleansing and sanitizing, are all utensils kept in a place and manner that prevents contamination?</b>			
<b>u. Are shut-off valves provided on all propane/gas equipment?</b>			
<b>v. Are cups, glasses and dishes used in the preparation, service or storage of food free from chips and cracks?</b>			
<b>w. Are all utensils used in the preparation, service or storage of food able to be cleaned and sanitized effectively?</b>			
<b>x. Is the use of wooden serving boards, plates and bowls prohibited?</b>			
<b>y. Are all single-service containers, cones and straws covered or kept in such a manner and place as to prevent contamination?</b>			

<b>Food Service Personnel</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is smoking prohibited in food service areas?</b>			
<b>b. Are food service personnel clean and do they wear clean outer garments used for no other purpose than their work in the food service area?</b>			
<b>c. Is there a separate room, compartment, locker or cupboard provided for keeping the work apparel of employees?</b>			

<b>d. Do food service personnel wash their hands with soap and hot water before starting work, after every use of the toilet or urinal, and as often as necessary while cooking?</b>			
<b>e. Are there separate hand-washing facilities for employees, located in the food preparation area?</b>			
<b>f. Are food service personnel free from any skin diseases or uncovered hand wounds?</b>			
<b>g. Do food service personnel wear headgear that confines their hair?</b>			

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is all food protected from contamination, foreign substances and adulteration?</b>			
<b>b. Once thawed, are frozen foods not refrozen?</b>			
<b>c. Is all ice used in the preparation or serving of food or drink manufactured from a safe, potable water supply and stored and handled in a sanitary manner?</b>			
<b>d. Are the areas for food storage, preparation and service and any food equipment kept clean and free from insects, rodents, vermin, dust and fumes?</b>			
<b>e. Are all floors dry or wet mopped only?</b>			
<b>f. Are the floors and floor coverings tight, smooth and non-absorbent in rooms where food is prepared or stored, utensils are washed, or washing and toilet fixtures are located?</b>			
<b>g. Are the floors and floor coverings in serving areas tight, smooth, non-absorbent material, or wall to wall carpet material?</b>			
<b>h. Are walls and ceilings of rooms where food is prepared or stored and where utensils are washed made of material that is smooth, non-absorbent, free from cracks and crevices, easily cleaned and maintained in a sanitary condition?</b>			
<b>i. Are all openings to the outside screened or fitted with other devices to repel or prevent the entrance of flies, insects, rodents and vermin?</b>			
<b>j. Is all furniture, equipment and appliances in any room in which food is prepared, served or stored constructed and arranged to permit thorough cleaning and maintenance of the room?</b>			
<b>k. Are walls, ceilings and equipment protected from grease or food particles by placing cooking equipment in a suitable location?</b>			
<b>l. Are all screens or other devices to keep out insects maintained in proper working condition?</b>			
<b>m. Are the walls and ceilings of passageways and of rooms where food is served maintained in sanitary condition?</b>			

<b>n. Are all rooms or passageways adequately ventilated?</b>			
<b>o. Is every room where food is cooked or prepared provided with adequate means for the removal of smoke, gases and odours to the outside atmosphere in a manner such that the smoke, gases and odours are drawn away from any areas where an employee may be working?</b>			
<b>p. Are the air duct system and hood filters cleaned regularly and steam cleaned annually?</b>			
<b>q. Are walls, ceilings and equipment protected from grease and food particles by equipping exhaust fans used over cooking equipment with metal filters which are cleaned and replaced as frequently as necessary?</b>			
<b>r. Is the water supply used in any room where food is prepared, served or stored potable?</b>			
<b>s. Is every room where food is prepared, served or stored kept free from materials and equipment not regularly used in the room?</b>			
<b>t. Are insecticide strips or fly trapping devices avoided in areas where food is being prepared, served or consumed?</b>			
<b>u. Are frozen foods thawed under refrigeration, thawed in cold water, or immediately cooked?</b>			

Sanitary Facilities	YES	NO	N/A
<b>a. If the kitchen and dining area is less than 800ft<sup>2</sup> is at least one washroom or toilet room provided for the use of employees and campers?</b>			
<b>b. If the kitchen and dining area is greater than 800ft<sup>2</sup> are there separate washrooms for employees and campers?</b>			
<b>c. Is each washroom equipped with a basin, an adequate supply of potable hot and cold water, a constant supply of liquid or powdered soap in a suitable dispenser, clean single-service disposable towels in a suitable dispenser and a suitable receptacle for used towels and waste material?</b>			
<b>d. Is each toilet room equipped with a toilet in good working order and a supply of toilet paper in a suitable dispenser?</b>			
<b>e. Is every washroom and toilet room conveniently located and easily accessible, provided with mechanical ventilation for the removal of odours and vented to the outside, adequately lit, kept clean and sanitary and in good repair?</b>			
<b>f. Are all wash basins and toilet facilities maintained in a clean and sanitary condition?</b>			

**I. General**

General	YES	NO	N/A
a. Does the camp have a long-range (3-5 years or more) plan for the lands owned or leased by it including projected usage compatible with the environmental characteristics of the property?			
b. Is the director informed of the long-range plan?			