Camp Closure Checklist

Important – this check list is intended to assist councils manage camps during short term closures. Each property will be different. This list is a “living” document and will be updated as best practices are collected from the field. Please send recommendations to: outdoorprograms@scouting.org and include “Camp Closure Checklist” in the subject line.

General
☐ Use Pre/Post Camp Checklist to capture important tasks. Click here
☐ Permits – keep current
☐ Inspections – COPE, health department
☐ Notify insurance broker
☐ Notify properties committee
☐ Utilities – pause autofill propane, turn off appliances
☐ Advanced – hard shuttering (board up windows)
☐ Phones and communications – halt summer contracts, adjust Internet
☐ Radios – off chargers, store or return if leased
☐ Other____________________________________________
☐ Other____________________________________________
☐ Other____________________________________________

Security
☐ Perimeter, gates secure
☐ No trespassing signs posted
☐ Inventory and equipment
☐ Security – consider remote monitoring of high value structures (cameras, alarms, etc.)
☐ Smoke detectors, fire extinguishers
☐ Notify local fire and law enforcement that the property will be on a reduced schedule
☐ Other____________________________________________
☐ Other____________________________________________
☐ Other____________________________________________
Program Areas
☐ Pools, protect pipes, pumps and deck equipment
☐ Secure remote program areas (equipment and inventory)
☐ Secure COPE course, climbing towers
☐ Secure shooting ranges and store supplies
☐ Other____________________________________________
☐ Other____________________________________________
☐ Other____________________________________________

Vehicles/Machinery
☐ Store clean and in secure area
☐ Vehicles/boats– fuel additives
☐ Other____________________________________________
☐ Other____________________________________________
☐ Other____________________________________________

Grounds
☐ Pest control
   ☐ Rodent
   ☐ Insect
☐ Trash – reduce schedule
☐ Mowing and weed control – Maintain the brand and fire break protection
☐ Monitor water system for leaks
☐ Monitor wastewater
☐ Other____________________________________________
☐ Other____________________________________________
☐ Other____________________________________________
Buildings

☐ Is the roof watertight?

☐ Do the gutters retain their proper pitch and are they clean?

☐ Are downspout joints intact?

☐ Are drains unobstructed?

☐ Are windows and doors and their frames in good condition?

☐ Are masonry walls in good condition to seal out moisture?

☐ Is wood siding in good condition?

☐ Is the site properly graded for water runoff?

☐ Ventilation and moisture control, including drainage

☐ Refrigeration – turn off and/or pump down and recycle

☐ Water shut offs to protect from leaks

☐ Refrigeration – shut off if possible

☐ Other____________________________________________

☐ Other____________________________________________

☐ Other____________________________________________