

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 _____