



Campground and Camp Cabin Inspection Guide



Production of Records

- ☐ **Registration of Person Accommodated (Required)**
Operator must keep a register of guests accommodated in the establishment. Items that are required in the register for each guest: guest's name, usual place of residence, including street and number, town, province, territory, or state, and country. Which rental unit the guest occupied, and the arrival and departure dates. **If an initial inspection**, inform the operator that a register is required to be kept with these items.
- ☐ **License Displayed (Renewal) (Required)**
Operator must keep a register of guests accommodated in the establishment. Items that are required in the register for each guest: guest's name, usual place of residence, including street and number, town, province, territory, or state, and country. Which rental unit the guest occupied, and the arrival and departure dates. **If an initial inspection**, inform the operator that a register is required to be kept with these items.
- ☐ **UV Light (Not Required)**
If applicable, Document if the establishment is required to have an UV Light.
- ☐ **Water Supply (Required)**
A tourism operator shall provide a water supply sufficient in quantity to meet the requirements of the maximum number of guests who can be accommodated in the tourism establishment. Must be able to provide hot and cold water.
- ☐ **Number of Wells (Not Required)**
If applicable, Document the Number of wells.
- ☐ **Waste Watch Sorting Guide (Required)**
Operator provides guests with an up-to-date version of a waste sorting guide.
- ☐ **Civic Number Posted (Required)**
Confirm that the posted civic number matches the number submitted with the application.
- ☐ **Unit Name/Number(s) Posted (Required)**
Confirm that each unit has a unique name or number.
- ☐ **On Municipal Water (Not Required)**
If applicable, Document if the establishment is on municipal water.

- ☐ **Water Test Report Number (Not Required)**
If applicable, Document the water test report number if the establishment is not on municipal water.
- ☐ **Fire Extinguisher(s) (2.5 lb ABC) Serviced (Required)**
Confirm that all fire extinguishers in the establishment have been serviced. Document the date of service.
- ☐ **Star Rating (Not Required)**
If applicable, Document the star rating if the operator participates in the star rating program.
- ☐ **Management On Site or Posted (Required)**
Document that the establishment has management on site or if it is posted.
- ☐ **Hot and Cold Water (Required)**
Confirm that the establishment has running hot and cold water.
- ☐ **Hot Tub/Pool License (Not Required)**
If applicable, Item is required if the establishment has a hot tub and/or a pool. Document the date of the inspection.
- ☐ **Food Premises License (Not Required)**
If applicable, Item is required if the establishment serves food. Document the date of the inspection.



Washrooms

- ☐ **Cleaning Schedule (Required)**
Cleaned at least once every 24 hours.
- ☐ **Stalls/Locks (Required)**
In a state of good repair, equipped with a functional lock, no significant gaps. clean.
- ☐ **Air Circulation (Required)**
In a state of good repair, clean, each bathroom must include either a window that opens, a vent, or a bathroom fan.
- ☐ **Windows (Not Required)**
If applicable, In a state of good repair, no broken panes, clean.
 - ☐ **Windows (Required)**
If the bathroom is not equipped with a vent or bathroom fan, the bathroom must have a window with a minimum of 3 square feet of glass that can open to the outside.
- ☐ **Window Coverage (Required)**
In a state of good repair, cannot see through, examples of coverage include but are not limited to frosting, curtains, or shades.
- ☐ **Flooring (Required)**
In a state of good repair, constructed from water impervious material, clean.
- ☐ **Flush Toilet (Required)**
In a state of good repair, not broken, flushes well, no stains, clean, no evidence of leaking around the piping.
- ☐ **Toilet Tissue Dispenser (Required)**
In a state of good repair, not broken.
- ☐ **Shower Curtin/Door (Required)**
In a state of good repair, not broken, fully closes, rubber seal(s) is clean, no stains, mildew, mold, or dirt, clean.
- ☐ **Shower (Required)**
In a state of good repair, drains well, no stains, equipped with hooks, clean.

- ☐ **Sink/Basin (Required)**
In a state of good repair, not broken, drains well, no mildew or mold, overflow hole is clean, no odor, clean, no evidence of leaking around the piping.
- ☐ **Soap (Required)**
Bathroom must be equipped with a soap dispenser in a state of good repair.
- ☐ **Paper Towel/Hand Dryer (Required)**
In a state of good repair, not broken, clean.
- ☐ **Safe Storage of Hazardous Substances (Required)**
Locked and stored safely out of the reach of children.

Exterior/Sites

- ☐ **Landscaping (Required)**
Grass is cut, flower beds are weeded, whipper snipping is complete, shrubbery is trimmed, walkways are complete, level, and clear.
- ☐ **Roads/Driveways/Walkways/Parking (Required)**
No significant potholes and/or cracks that will cause damage or injury to individuals and/or their vehicles. Clearance of the roadways should be a minimum of 12 feet.
- ☐ **Signs (Not Required)**
If applicable, In a state of good repair, sign is clear and identifies the property.
- ☐ **Picnic Table (Required)**
In a state of good repair, no rotten wood, no exposed nails, safe and clean.
- ☐ **Site Identification/Number (Required)**
In a state of good repair, each site entrance is easily identifiable using stakes or posts, site numbers are clearly visible and unique.
- ☐ **Electrical Connections (Required)**
In a state of good repair, no loose wiring, safe.
- ☐ **Water Connections (Required)**
In a state of good repair, no leaks, minimal rusting, clean.

Camp Cabins *(If Applicable)*

☐ Exterior *(Required)*

In a state of good repair, wood isn't rotting, no missing or lifting shingle or damage to metal roofing, sides of the unit are in good condition and clean. If elevated, fully supported and level..

☐ Deck/Stair/Railings *(Not Required)*

If applicable, In a state of good repair, no rotten or missing boards, no exposed nails, minimal rust if there are metal items, clean.

☐ Door(s) *(Required)*

In a state of good repair, no significant gaps, lock is functional and does not stick, metal trimming has minimal rust and is secure. One (1) lock is required on the exterior door. If a screen door is applicable, fully closes, no major holes in the screen and equipped with a locking device.

☐ Exterior Lighting *(Required)*

In a state of good repair, not burnt out, no bugs, clean.

☐ Window(s)/Screen(s)/Coverage *(Required)*

In a state of good repair, no glass panes are cracked, glass is clean, window frame isn't rotting, insect screens are provided if windows can open, no holes in the screens, coverage provides adequate privacy.

☐ Bedroom Window *(If Applicable) (Required)*

If a camp cabin has a separate bedroom with a door, that bedroom must contain an Egress window.

☐ Egress Window Bedroom - 3.77 square feet *(Required)*

In a state of good repair, at least one bedroom window that meets egress - minimum of 15 inches wide. Length multiplied by width must be over 542.88 sq inches (3.77 sq feet) minimum opening. The window must be able to stay open.

☐ Screens

If the window can open it must be equipped with an insect screen in good repair, no holes, clean, and fits.

☐ Measurements

All bedroom window measurements shall be recorded in the comment section.

☐ Flooring/Coverings *(Required)*

In a state of good repair, vinyl flooring is not lifting or ripped, tiles aren't broken or loose, carpet isn't ripped, laminate flooring isn't disconnecting. All flooring is clean with no stains or evidence of rodents.

☐ Furnishings *(Required)*

In a state of good repair, not broken, level, no tears, no stains, no musty smell, clean. Examples of furnishings include but are not limited to tables, chairs, and bedside tables.

☐ Hook(s) *(Required)*

In a state of good repair, minimum of 2 hooks per unit.

☐ Picnic Table *(Required)*

In a state of good repair, no rotten wood, no exposed nails, safe and clean.

☐ Walls/Ceiling Area(s) *(Required)*

In a state of good repair, no holes or cracks, wallpaper isn't peeling, no cobwebs, no stains or mold, clean.

☐ Interior Lighting *(Required)*

In a state of good repair, not burnt out, no bugs, clean.

☐ Sleeping Surfaces *(Required)*

In a state of good repair, no stains, no odor, no bed bugs, ensure mattress is not too worn (no body indents), clean.

☐ Pillows (Protectors) *(Not Required)*

If applicable, In a state of good repair, no stains, no odor, clean, ensure each pillow has a protector.

☐ Linens *(Not Required)*

If applicable, In a state of good repair, no tears, no stains, fresh and clean.

☐ Garbage Containers *(Required)*

In a state of good repair, not broken, lined bins, clean, sorting guide is provided.

☐ **Fire Extinguisher (2.5 lb ABC) (Required)**

Fire extinguisher must be 2.5lb ABC, tagged every year, kept in areas that are visible, if not, signage saying where the fire extinguisher is located.

☐ **Smoke Detector (Required)**

1 smoke detector in each common area, each hallway that leads to a bedroom must have a smoke detector. Each closed room (sectioned by walls and a door) used for sleeping is required to have a smoke detector. Expiry date will be documented in the Production of Records. Smoke detectors cannot be older than 10 years from the manufacture date.

☐ **Wood Stove (Not Required)**

If applicable, In a state of good repair, ashes are cleaned regularly, item is CSA approved.

☐ **CO Alarm (If Applicable) (Required)**

Placed near bedrooms if gas/oil/wood heat.

Playground Equipment

☐ **Ground Surface (Required)**

Constructed using pea gravel, sand, or rubber surface.

☐ **Protrusion Hazards (Required)**

No screws, wood, etc. sticking out.

☐ **Head and Neck Entrapment (Required)**

Equipment should have no opening(s) between 3.5 – 9 inches.

☐ **Platforms with Guardrails (Required)**

Ensure that all elevated surfaces have guardrails.

☐ **Stability and Overall Structure (Required)**

In a state of good repair, no rotten wood or rusted metal.

Buildings/Equipment

All of the below building's exteriors will be evaluated on the "Building Exterior" description.

☐ **Building Exteriors (Required)**

In a state of good repair, wood isn't rotting, no missing or lifting shingle or damage to metal roofing, sides of the building are in good condition and clean. **If elevated**, fully supported and level.

☐ **Decks/Fences (Not Required)**

If applicable, In a state of good repair, no missing or rotten deck boards or stairs, deck/stair railings are secure, no exposed nails, no rotten or missing boards in the fence, minimal rust if the fence is metal, no jagged points or exposed nails.

☐ **Reception Area(s) (Required)**

In a state of a good repair, minimal clutter, clean.

☐ **Kitchen Shelters (Not Required)**

If applicable, In a state of good repair, equipment provide is clean and functional, seating and tables aren't broken, clean.

☐ **Laundry (Not Required)**

If applicable, Machines and room is in a state of good repair, safe storage of detergents, clean, dryer lint is cleaned frequently.

☐ **Recreational Area(s) (Not Required)**

If applicable, In a state of good repair, no broken equipment, clean.

☐ **Pool Area(s) (Not Required)**

If applicable, In a state of good repair, no broken tiles, no mold or mildew between tiles, no missing or rotten deck boards, no exposed nails, clean.

☐ **First Aid Kit (Required)**

No specific size, examples of items included but is not limited to bandages, ice packs, gauze, medical tape, alcohol wipes.