NYC Department of Health & Mental Hygiene

Summer Camp Self-Certification Checklist

(for permit renewal only)

Record ID#: | | | | | | | | |

Camp Name

Camp Address

Borough:

Zip Code

INSTRUCTIONS: Please answer each question by checking (✓) **Yes, No** or not applicable (**N/A**). For each item checked No, you must describe the unsatisfactory conditions and how you fixed it. Refer to the New York City Health Code (NYCHC) section listed for each item.

	Category/Condition	Yes	No	N/A	Unsatisfactory Condition Description
Building/Facility Maintenance					
1.	Is facility used to house campers safe, adequate in size for its use, clean, with watertight roof and sides?	☐	☐	☐	
2.	Is adequate surface drainage provided to allow for proper installation and operation of sewage disposal system and/or water system?	☐	☐	☐	
3.	Is pest and weed control adequate? Are refuse, pesticides and toxic chemicals properly stored to prevent hazardous conditions?	☐	☐	☐	
4.	Are water fountains properly maintained?	☐	☐	☐	
5.	Is toilet, privy, lavatory or shower in camp for developmentally disabled equipped with specialized fixtures, grab bars, controls?	☐	☐	☐	
6.	Are toilets/urinals/lavatories adequate in number, properly located, and maintained?	☐	☐	☐	
7.	Are there no cross-connections in water supply, sewage system, pool water system which may contaminate water supply? Are food preparation/storage areas, areas accessible to children or employees free of sewage?	☐	☐	☐	
8.	Is the water system serving camp within the acceptable contaminant levels? If required, is the treatment of the water system for disinfection or removal of contaminants continuous? Is potable (drinkable) water supply adequate and from an approved source?	☐	☐	☐	

	Category/Condition	Yes	No	N/A	Unsatisfactory Condition Description
Building/Facility Maintenance *(Continued)*					
9.	Are showers adequate in number, have adequate water pressure and maintenance at the proper temperature?	☐	☐	☐	
10.	Are windows safely guarded in camp that houses children 10 years of age and under?	☐	☐	☐	
11.	Is there no peeling paint of unknown lead content on any surface accessible to children under 6 years of age?	☐	☐	☐	
12.	Is lighting and ventilation adequate?	☐	☐	☐	
13.	Are sleeping quarters properly constructed or maintained? Are floor to ceiling, bed to ceiling, or bed to bed clearances adequate and is the area sufficient?	☐	☐	☐	
14.	Are sleeping quarters for non- ambulatory campers located only on the ground floor?	☐	☐	☐	
15.	Are campers under 6 years of age prohibited from occupying rooms, areas, and spaces above the 3rd floor?	☐	☐	☐	
16.	Are campers under the age of 24 months prohibited from occupying rooms, areas, and spaces above and below ground level?	☐	☐	☐	

	Category/Condition	Yes	No	N/A	Unsatisfactory Condition Description
Fire Safety					
17.	Are stoves or other heat sources properly installed? Flammable materials (gasoline, kerosene, etc.) properly marked and stored?	☐	☐	☐	
18.	Are two means of egress (exit) provided for all assemblage areas where campers gather?	☐	☐	☐	

	Category/Condition	Yes	No	N/A	Unsatisfactory Condition Description
Fire Safety *(Continued)*					
19.	Are there an adequate number of exits provided as required? Are fire exits unobstructed and free of locking devices?	☐	☐	☐	
20.	Is there a fire alarm system provided in a multi-story building used as sleeping quarters for 50 or more campers?	☐	☐	☐	
21.	In buildings used for sleeping quarters by 30 or more persons, is there a means of egress (exit) protected by a minimum of three-quarter hour fire-resistant construction?	☐	☐	☐	
22.	Are fire extinguishers provided, placed in strategic and easily accessible points, inspected, tagged and in working order?	☐	☐	☐	
23.	In buildings used for sleeping quarters 3 stories or more in height, is an automatic fire detection system with adequate smoke detectors provided in?	☐	☐	☐	
24.	Are lighted exit signs provided in rooms occupied by 15 or more people or where exits are not readily visible?	☐	☐	☐	
25.	Is emergency lighting provided for halls and stairways where required?	☐	☐	☐	
26.	Are all existing electrical wiring and fixtures in good repair and safe condition?	☐	☐	☐	
27.	Are tents housing five or more persons made of fiber-impregnated flame-retardant variety or equivalent?	☐	☐	☐	
Camp Equipment					
28.	Are all indoor and outdoor summer camp equipment used by campers (play equipment and/or furniture) properly installed, maintained, in good repair and of safe design?	☐	☐	☐	
Vehicles					
29.	Will all vehicles used by campers be provided with a DOT inspection sticker, equipped with a first aid kit, tools, fire extinguishers, and flares or emergency warning triangles?	☐	☐	☐	

	Category/Condition	Yes	No	N/A	Unsatisfactory Condition Description
Water Safety					
30.	Is the main drain grate of the pool securely in place and in good repair?	☐	☐	☐	
31.	Is the pool bottom clearly visible?	☐	☐	☐	
32.	Is the pool or deck area free of glass, sharp objects, or hidden dangers?	☐	☐	☐	
33.	Are proper depth markings provided at swimming pools or at piers, floats and platforms used for diving?	☐	☐	☐	
34.	Is the minimum lifesaving equipment provided at the swimming pool or waterfront as required? • Two rescue tubes with six feet of line or two U.S. Coast Guard-approved ring buoys at least 18 inches in diameter fitted with a quarter-inch diameter line with a length of 1.5 times the maximum width of the pool or 50 feet, whichever is less; • One reaching pole 15 feet long; • Any commercially prepared 24-unit first aid kit or, a minimum supply of band aids, bandage compresses and self- adhering gauze bandages; • A spine board, minimum size 6-foot- long and 16 inches wide, with at least 10 hand holds, and straps to hold and immobilize a victim; • A pocket face mask to assist with CPR.	☐	☐	☐	
35.	Is there a 20 feet horizontal clearance between pool and overhead electrical wires? Are unprotected circuits or wiring at least 10' from pool? Is adequate emergency lighting provided?	☐	☐	☐	
36.	Is an emergency exit from pool room provided and clearly marked?	☐	☐	☐	
37.	Is the pool area properly enclosed, secured during non-use, and equipped with sufficient elevated towers or lookout stations?	☐	☐	☐	

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Food Preparation Facilities					
38.	Are kitchens, dining areas and food service operations in compliance with the applicable provisions of NYC Health Code? NYCHC §48.15(g)	☐	☐	☐	
39.	Are facilities provided for proper storage of food where campers are allowed to bring food from home?	☐	☐	☐	
40.	Is plumbing properly maintained: hand-washing facilities provided, hot and cold running water provided?	☐	☐	☐	
41.	Are the floors, walls and ceilings of food preparation area(s) clean, free from peeling paint?	☐	☐	☐	
42.	Are the ventilation and lighting in the food preparation area(s) properly maintained?	☐	☐	☐	
43.	Are food contact surfaces (counter, cutting boards, etc.) properly constructed, installed or located?	☐	☐	☐	

I certify that, to the best of my knowledge, that the above information is true and accurate. I acknowledge that it is my responsibility to promptly notify the New York City Department of Health and Mental Hygiene Summer Camp Program of any changes in the status of my facility.

Operator/Director Name (Print)	Operator/Director Signature	Date of Self-Inspection (mm/dd/yy)

A COMPLETED SELF-INSPECTION CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION TO YOUR RESPECTIVE BOROUGH OFFICE.