



ONTARIO CAMPS ASSOCIATION

Community. Leadership. Life.

Property Checklist for Summer 2020

This season, maintenance of your property may look a bit different than a typical year. This document is a jumping-off point for creating your own property maintenance plan for Summer 2020. Please consult with your staff team and vendors that help keep your property in great shape!

Property

If your property isn't receiving its normal use from campers, or hasn't yet been opened for the season, below are some areas that may require attention right away:

Trees

- Have any trees come down during the winter months or recent storms?
- Is there new growth interfering with hydro lines?
- Are there tree limbs which may come down in the next storm?

Roofs

- Roofs should be inspected from the outside for damage caused by snow, ice, water or trees
- Top floor ceilings should be inspected to ensure no signs of water damage
- Ensure eavestroughs and downspouts are properly connected to buildings and not blocked
- Clean eavestroughs to ensure flow of water throughout the season

Roads

- Have recent storms damaged the roads?
- Are roads draining as they should be?
- Make sure buildings and emergency routes are accessible

Culverts

- Check for blockages/over growth
- Ensure no structural damage

Pathways/Trails

- Check for structural damage to any bridges/railings/stairs
- Assess trail growth and what capacity will be to address this in 2021. Some basic trail work may need to be completed to ensure trails don't become overgrown

Water Damage

- Check buildings near the water for any damage from spring flooding
- Check shoreline for any debris
- Inspect docks or anything left in/near the water for damage

Outdoor Hydro

- Do security lights work?
- Are there any downed wires or wires pulling away from buildings?

Animal Damage

- Check basements for signs of animals
- Consider calling your pest control vendor to come in and do an inspection and set traps/bait if necessary

Ongoing Property Upkeep:

If your property will not be occupied, or not fully occupied this year, it's important to ensure that the property doesn't look abandoned. Make sure you check with your insurance company to ensure you are meeting their minimum requirements.

Grass cutting

- Ensure the grass is kept at a manageable level during the summer so it isn't overgrown for 2021
- Trim public-facing areas such as around signage to ensure the property looks cared for

Security

- If possible, have a presence on-site at all times to prevent trespassers
- Prepare a list of contacts in case of an emergency
- Check with your insurance to know your obligations under your policy
- Consider communicating with neighbours and letting them know that the camp is closed for "normal" operations. Neighbours are often allies and can help to keep an eye on things.

Check windows/doors

- Ensure water isn't leaking in windows
- Make sure they lock (if applicable) and aren't broken

Check for water damage

- Particularly after heavy storms or strong winds

On-going Maintenance:

Vehicles (including tractors, lawnmowers)

General upkeep - for stored vehicles

- If vehicles are going to sit all season ensure they are stored appropriately. Consult your local mechanic or vendor
- Check for animal damage
- Ensure motors are safely and appropriately. Consult your marina or vendor

General upkeep - vehicles being lightly used

- Try to run vehicles once a week to ensure batteries stay charged
- Change fluids as recommended in the owners manual
- Sharpen blades as needed

Mechanical Systems

Be sure to consult with your maintenance team or vendors for best practices for your systems. Here are a few systems that you may have to check-in about:

- Run and maintain pumps on a regular basis
- Run compressors on a regular basis
- Maintain and run generator if applicable
- Refrigeration /Freezer systems
- Water system
- Check and maintain filters systems
- Check and maintain UV
- Check and maintain chlorination systems
- Maintain distribution lines if required
- Check hot water tanks

Emergency Systems

Fire/Emergency Alarms

- Book appropriate inspections as required by your local fire inspector
- Ensure systems are up and running if required

Smoke detectors

- If buildings will not be occupied, remove batteries and store safely

Suppression systems

- Contact vendor

Fire Extinguishers

- Ensure they are stored appropriately for the season if not in use

Other areas to assess:

Insurance

- Communicate camp closure to insurance company
- Be clear regarding occupancy levels and use of site for the summer

Challenge Courses

- Notify vendor and follow guidance regarding storage of equipment and care of the course

Docks

- If docks are in water, ensure they are free of damage
- Make a plan for removal/installation of docks as required

Overall site security

- Create security plan for site. Will someone live on site? Will someone inspect the property on a regular basis?
- Who is contacted in the event of an emergency on site?

Swimming pools

- Communicate with vendor
- Inform health unit they won't be opening

Telecommunications

- Contact service providers to suspend services if they won't be used
- Consider scaling back plans if usage will be lighter than normal

Health unit & emergency services

- Inform health units of plans to close
- Communicate plans for site and who will be present
- While province is under emergency orders, communicate with police department status of the site

Vendors

- Communicate with vendors so they know whether to expect/not expect your business this year
- Discuss current contracts/commitments with vendors
- Order any supplies you may require for this year. Remember that shipping may be delayed