

# Michigan Department of Agriculture and Rural Development

## Migrant Labor Housing Program - Camp Operator Weekly Inspection Checklist

Camp Name: \_\_\_\_\_

Camp ID: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

General Site Exterior	Corrective Action											
Camp license posted in clearly visible location	Y	N										
Lawn cut and yard free of debris	Y	N										
Lid(s) on garbage dumpster(s) secure and emptied weekly	Y	N										
Fire suppression working and within 100 ft. of living units	Y	N										
Hazards are NOT stored under/around living units	Y	N										
Outdoor lights are working	Y	N										
Common bath facilities clean and functioning properly	Y	N										
Common dining areas are clean and sanitary	Y	N										
Laundry tubs/machines properly connected to septic system	Y	N										
Septic drain field is free of standing/ponding water	Y	N										
Living Unit Inspection Points	Living Unit Number										Corrective Action	
Occupancy known and consistent with license capacity	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Roof in good condition and water tight	N	N	N	N	N	N	N	N	N	N	N	
Plumbing functional with no leaks	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Stairs, rails, and landings structurally sound and safe	N	N	N	N	N	N	N	N	N	N	N	
Screen and exterior doors functioning properly	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Door knobs are functioning properly	N	N	N	N	N	N	N	N	N	N	N	
Windows and window screens in good repair	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Egress windows are not blocked	N	N	N	N	N	N	N	N	N	N	N	
Electrical outlets including GFCI functioning properly	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Refrigerator(s) functioning properly	N	N	N	N	N	N	N	N	N	N	N	
Stove(s) functioning properly	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Kitchen and counter tops in acceptable condition	N	N	N	N	N	N	N	N	N	N	N	
Mattresses elevated from floor and free from damage	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Showers and sinks operating/draining properly	N	N	N	N	N	N	N	N	N	N	N	
Hot water available and under pressure	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Smoke detectors present and functioning properly	N	N	N	N	N	N	N	N	N	N	N	
Lights are functioning properly	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Unit appears free of insects/vermin/pests	N	N	N	N	N	N	N	N	N	N	N	
Laundry facilities adequate and functioning properly	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	N	N	N	N	N	N	N	N	N	N	N	

The primary objective of the Camp Operator Weekly Inspection Checklist is to provide growers with a tool to improve camp management and comply with Rule 9 of Part 124 of Public Act 368.

R 325.3609 of Part 124 of Act 368 requires that an agricultural labor camp owner or camp operator or his or her agent to inspect the camp area, structures, toilets, showers, and other facilities at least once a week and ensure that each is maintained in a clean and orderly condition and that broken or damaged property is repaired. The camp owner or operator shall number the shelters or sites. With the exception of the interior of individual family living and sleeping units during occupancy, the camp operator should maintain the entire camp in a clean and orderly condition.

Operators are encouraged to keep the completed form with other related camp documents. Operators are not required to send the completed forms to MDARD.

#### General Instructions:

1. If statement is correct, circle **Y = YES**
2. If statement is incorrect, circle **N = NO** and briefly state corrective action taken to fix or repair the violation.
3. If statement is not applicable, write **NA** in the corrective action plan box.
4. If there are more than 10 living units in the camp or additional space is needed, continue on a new form.