



## Camp Operator Weekly Inspection Checklist Instructions

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### **Objective**

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 Act 368.

### **Authority**

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.

### **Submittal**

MDRAD doesn't require submittal of the completed checklist to any of its staff. However, it is highly recommended to keep the completed form with other related camp documents. Keeping operation and maintenance records will help growers reduce the risk of legal litigation and fines by other enforcement agencies.

### **General Instructions**

1. Housing provider to complete the checklist weekly
2. If statement is correct, circle Y = YES
3. If statement is incorrect, circle N= NO and briefly state corrective action taken to fix or repair the violation.
4. If statement is not applicable, write NA under the corrective action plan box.
5. If more than 10 living units, continue on a new form.
6. Do not send completed form to MDARD.
7. Retain checklists until after the camp closes for the season as documentation of your oversight of camp conditions.

