

BUILDING SAFETY FORM INSTRUCTIONS

How to Complete the Form

STEP 1:

Section I. Camp Operator

This section is to be completed by the College or Department.

An individual form needs to be completed for each camp, not per session.

Additional information: Send the following information along with completed PDF (editable) form to isisco@umd.edu and gbowman@umd.edu

- List all buildings and room numbers on the form or outdoor areas for camp activities.
- Dates are critical.

STEP 2:

Section II. Building Owner

This section will be completed by UMD FM after receiving your completed section and additional information.

FM will gather information from various units on campus and others according to form inquiries, including WSSC and Fire Marshal.

FM will sign as Building Official.

The Building Official will return the form to the College or Department initiating the request.

STEP 3:

Camp Operator Responsibility

Camp Operator saves the form for their records and places a copy in their camp binders. MDH Inspectors will ask to see the form. FM does not retain a copy, as the documentation is the responsibility of each Camp Operator.

BUILDING SAFETY

*For Youth Camps using a School (Public or Private)
or a Government Owned Building or Property*

Maryland Department of Health (MDH)
Center for Recreation and Community Environmental Health
Services (CRCEHS)
6 St. Paul Street, Suite 1301
Baltimore, Maryland 21202-1608
(410) 767-8417 FAX (410) 333-8928
Toll Free 1-877-463-3464 ext. 78417

I. CAMP OPERATOR If your youth camp is operating at a school (public or private) or a government owned building or property that is used by the public more than 170 days, complete the information in this section and forward this form to the building owner or the building owner's authorized representative.			
CAMP OPERATOR NAME		PHONE	
CAMP NAME	SITE OWNER		
MAILING ADDRESS	SITE ADDRESS		
BUILDING NAME AND ROOMS USED		DATES OF USE	
CITY	STATE	ZIP	CITY ZIP
II. BUILDING OWNER This facility is seeking a youth camp certificate or letter of compliance from the Maryland Department of Health, Center for Healthy Homes and Community Services. Please complete the information below and return the form to the camp operator listed above. <input type="checkbox"/> The water supply is adequate, easily accessible to the campers, of a safe and sanitary quality and from an approved water supply system which is constructed, protected, operated, and maintained in conformance with applicable State codes and local subdivision ordinances. <input type="checkbox"/> The sewage disposal system is installed, operated, and maintained in conformance with applicable State codes and local subdivision ordinances. <input type="checkbox"/> The plumbing at this building is installed, protected and maintained in conformance with applicable State codes and local subdivision ordinances. <input type="checkbox"/> The electrical system at this building is installed and maintained in conformance with applicable State codes and local subdivision ordinances. <input type="checkbox"/> The building is constructed and maintained in conformance with all fire and safety code requirements and is approved by the State or county fire authority. <input type="checkbox"/> The building or property meets applicable local building and zoning approvals. The camp operator should be aware of the following problems. Water Supply: _____ Sewage Disposal: _____ Plumbing: _____ Electrical: _____ Fire Safety: _____ Zoning: _____ Other: _____			
BUILDING OFFICIAL'S SIGNATURE		TITLE	DATE
			PHONE

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