

Michigan Department of Agriculture and Rural Development

Migrant Labor Housing Pre-Inspection Worksheet

Please use this worksheet to evaluate the condition of each camp and each living unit prior to requesting an inspection. A license will not be issued unless your camp is in substantial compliance with the rules established under Part 124 of the Public Health Code. **Keep this information with your camp files.**

Camp Name

Camp ID #

Checklist Date

Rule	Checklist Item For Evaluation Prior to Requesting Inspection	Yes	No
7	Have I submitted my Agricultural Labor Camp License Application and fee?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all living units identified with a visible number on outside of living unit?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are old appliances and unused cars removed from camp area?	<input type="checkbox"/>	<input type="checkbox"/>
	Are grass and weeds cut around all the living units?	<input type="checkbox"/>	<input type="checkbox"/>
13	Has a seasonal well/water system been properly chlorinated prior to being put into operation?	<input type="checkbox"/>	<input type="checkbox"/>
	If camp uses a Type III water supply, has MDARD been provided with water sample test results for nitrate and bacteria for the 2013 license?	<input type="checkbox"/>	<input type="checkbox"/>
15	Is the structure of the living unit in good repair – floors, walls, ceiling surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
	Do doors have proper latching hardware and functional interior locks for security?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the living unit interiors clean?	<input type="checkbox"/>	<input type="checkbox"/>
	Are drains and water supply lines free of leaks in the kitchen and / or bathroom?	<input type="checkbox"/>	<input type="checkbox"/>
17	Is there a working smoke detector with a new battery in each living unit?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a charged type 2A-10BC or larger fire extinguisher available within 100 feet of each living unit?	<input type="checkbox"/>	<input type="checkbox"/>
19	Do windows open and close properly in all rooms to provide ventilation, including the bathroom?	<input type="checkbox"/>	<input type="checkbox"/>
	Do windows have crank out handles where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
	Do windows have proper screening in good condition and free of rips and tears?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the entrance of each living unit have a screen door or window screen in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all lighting and receptacle circuits work?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all receptacles and switches have covers?	<input type="checkbox"/>	<input type="checkbox"/>
	Do GFCI receptacles in bathroom, kitchen and laundry locations test properly when pushing test button?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all light fixtures have working light bulbs?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there adequate outdoor lighting provided for camp and common areas?	<input type="checkbox"/>	<input type="checkbox"/>
21	If camp is open before June 1 or after August 31, Are furnace pilots lit?	<input type="checkbox"/>	<input type="checkbox"/>
	Is heating operable and controllable from the thermostat?	<input type="checkbox"/>	<input type="checkbox"/>
23	Does the stove work properly?	<input type="checkbox"/>	<input type="checkbox"/>
	Are burners and stove valve knobs in place?	<input type="checkbox"/>	<input type="checkbox"/>
	Does each living unit have the required refrigerator, table, and chairs?	<input type="checkbox"/>	<input type="checkbox"/>
25	Does water heater work properly at each living unit or shower building?	<input type="checkbox"/>	<input type="checkbox"/>
27	Do all toilets work properly?	<input type="checkbox"/>	<input type="checkbox"/>
29	Does septic system work properly?	<input type="checkbox"/>	<input type="checkbox"/>
	Have all items from the previous year's Inspection Report been resolved?	<input type="checkbox"/>	<input type="checkbox"/>

Notes