



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Camp Echo Maintenance Manual 2011

McGaw YMCA
Camp Echo
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Fremont, MI 49412
231-924-0829



Camp Echo Maintenance Manual 2011

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Property Manager: Brian McGinn
All Summer Senior Maintenance Staff: Tony Marshall & Tom Scullion

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Edited in 2010 by Rob Grierson
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Section 1: Maintenance Team Creed

Members of the maintenance team shall work in concert with the Camp Director, Facility Director, Property Manager, and the entire Camp Echo community to create and maintain a safe, clean, state of the art residential camping facility where the core values of caring, honesty, respect and responsibility are actively demonstrated and infused in the daily teaching of work ethic, facility responsibility, and safe and effective tool skills.

Section 2: Maintenance Glossary

The Gate House: House where Rob Johnston Lives. Not open to you unless the resident invites you. Bebe cannot invite you in.

The Big House: House where Rob and Louie Grierson live. Same rules apply as at the Gate House. Cats may not invite you in.

Lindner Lodge: House where Brian and Julie McGinn live. Same rules apply, Zach or Sarah may invite you in, but you cannot stay.

The Shop: Winterized maintenance building with two metal garage doors. One big, on the north side of the building and one small, on the east side of the building. Work done there includes carpentry, woodworking, vehicle maintenance, and painting or varnishing of small items. Items stored there include paint and varnish, chain saws and fuel, hardware supplies, painting supplies, rags, lumber, saw horses, welder, compressor and weed whackers, Shop should be locked at all times unless someone is there working. Never leave the shop unlocked. Never lose the keys to the shop.

The Barn: Large red building closest to 32nd Street. Looks like a barn. Non-winterized storage for lots of things. Items stored there include: Birches and Outpost tents, John Deere mower, surplus mattresses and furniture, home improvement materials, extra ski boats, fuel oil drum, lumber, exercise equipment, and lots of stuff you can't believe anyone would save. Same rules apply as to the shop.

The Maintenance Shed: Small red maintenance storage facility just to the south of the horse stables in camp. This is the most common meeting place for maintenance crew after a meal. Also the most common place to retrieve and return tools and maintenance supplies unless you are instructed to return them to one of the previous listed locations. Items stored here include: cleaning and sanitation supplies, paint and painting supplies, hand tools, post hole diggers, insecticides and herbicides, work gloves, new brooms, rags, newspaper, brush trimmers, hand tools, surplus hardware, backpack vacuum cleaners, toilet paper, paper towels, kerosene, burlap, wire, window screening and screen kit.

The Screened Shed a.k.a. **The Container Shed:** small screened shed located beside the Maintenance Shed: Items stored here include: rakes (hard and leaf), shovels (pointed and flat), hoes, grass whips, tarps, coffee cans, 5 gallon buckets, empty plastic containers, and dust pans. Burning Triangle form hangs from a hook on the front left corner of the screen shed. But it doesn't look like a triangle.

The Orange Van: orange (formerly Cahill) vehicle driven by Brian. Carries many of the tools and equipment needed for daily tasks. Do not take anything from the van without permission from Brian. Return anything that you take as soon as you are finished with it. Items stored in the van include: Power tools, hand tools, plumbing tools, level, T-square, tape measure, yard stick, tamp iron, nail gun, nails, screws, nuts, bolts and hardware, mouse traps, garden sprayer for hoses. Light bulbs, smoke detectors, batteries, tape, permanent markers, keys to everything, scissors, eye and ear protection, first aid kit, extension cords, rope, twine, string, and glue.

The Camp Truck: Silver 1998 Chevy Pickup. Used to haul stuff around.

The Clown Car: Toyota Corolla driven by Rob Johnston full of personal tools and stuff. Keep out.

The John Deere: The green 1958-era John Deere tractor used for specific work projects.

The International: The rust 1950-era International Harvester tractor used for hauling on the peninsula.

Section 3: Expectations

- Be where you are supposed to be.
- Be on time, all the time.
- Be ready to work.
- Follow directions.
- Ask questions.
- Wear appropriate clothing for the task.
- Wear appropriate footwear for the task.
- Wear head protection, eye protection and ear protection when necessary.
- Return all tools, keys, etc. to the proper place or person.
- Clean up all worksites and leave them in better condition than you found them.
- Learn to see potential maintenance problems.
- Make note of these potential problems and bring them to the attention of your supervisor.
- Do a quality job; do not rush through things just to be finished.
- Do not lollygag or procrastinate, finish job in a timely fashion
- Take pride in your work.

Section 4: Daily Schedule

8:00 a.m. Maintenance Breakfast.

This is mandatory for all crew members. You will be given the expectations for the day and this is meeting time with key administrative staff.

8:30 Crew Briefing

Instructions will be given on what to wear for the morning project. Morning projects will be reviewed. Meeting place and time are set.

8:40 Begin Morning Project

1:15 p.m. Break for Lunch

2:20 Immediately following lunch – reassemble for afternoon projects

High school age maintenance staff members are done with maintenance for the day. Take your time off during Saska as you will be working both Fun Swim and Twilight Fun in the Trading Post. You may have either Cabin Group time or Evening Program off depending on other Main Camp program needs.

6:00 Break for Dinner

7:00 Twilight Fun Assignments

8:30 Evening Program Responsibilities

10:30 Staff Snacks

12:00 midnight: Lights Out!

Section 5: Safety and Safety Precautions

In General:

The safety of crew members is everyone's responsibility. If you see anything that seems out of compliance with safe operating standards do not let it continue. Stop the project and notify a supervisor of your concerns. Follow all safety instructions and ask questions if there is anything you are not sure of.

Safe Operation of Power Tools:

Before use of any power tool, all appropriate safety equipment must be employed and in use at all times. Keep all guards and shields in place. Before operating any power tool you will be instructed in its proper use and safety precautions by the maintenance supervisor. Ask questions if there is anything you do not understand. While operating a power tool if malfunction occurs, turn off and unplug the tool before attempting any inspection or remedy of the situation. **(ACA SF-11)**

Workshop Safety Precautions:

Be sure electrical cords are undamaged and not wet. Is there a working and appropriately sized fire extinguisher present and operable? Is a fully supplied first aid kit available? Are your guards and shields in place? Are walkways cleared of debris? Are chemicals stored in a locked cabinet?

Vehicle Operation Safety Precautions:

- Develop a safety first attitude. Follow safe driving practices all the time and set a good example for others.
- Be physically and mentally fit when operating any vehicle. Fatigue, stress, medication, alcohol and drugs can detract from safe vehicle operation. Take breaks when needed.
- Inspect the vehicle for any hazards and correct them before operating.
- Make sure everyone who operates a tractor has received training and is physically able to operate it safely.
- Follow camp speed limit of 15 mph on camp road, slower if others are present on the road.
- Keep bystanders and other away from tractor operation area. Do not allow "extra riders" especially campers.
- When driving along camp roads with campers present. Do not pass campers as they are walking. Stop the vehicle, ask campers to stop at the side of the road and look at you, slowly proceed until you are a safe distance past campers.

Tractor Operation Safety Precautions:

- Follow all of the safety precautions listed above in the vehicle operation section plus each of the following things.
- Check to be sure a PTO master shield is in place
- Check the operator's platform to be sure it is clear of debris.
- Check tires for proper inflation
- Check to be sure brakes are working.
- Check the hydraulics, are they free from leaks?
- Remember to keep tractor's center of gravity as low to the ground as possible.
- Drive no faster than conditions will permit
- Lock your brakes before traveling at transport speed and, if possible, use the engine as a braking mechanism when going downhill.
- Avoid crossing steep slopes. If you must, drive slowly and position side-mounted equipment on the uphill side of the tractor.

Proper Lifting Technique:

The goal of proper lifting technique is to eliminate loading stresses on three categories of soft tissues: the muscles of the lower back, the ligaments that hold the lumbar vertebrae together, and the ligaments that hold the sacroiliac joints together. These soft tissue structures (muscles and ligaments), although certainly not weak in most of us, are subject to re-injury if an injury has previously occurred. Remember, the function of the lower back musculature is not to lift weights, but rather to move the spine. Proper lifting technique involves several steps:

- a. **Bend at the knees.** This shortens the distance between the lower back muscles and ligaments and the object that will be lifted (e.g., box of books, suitcase, bag of heavy groceries).
- b. **Keep the lower back straight.** This does not mean that the lower back should be rigid. It merely emphasizes that lifting should not be done with the lower back either rounded or extended. Some people will benefit by a slight rounding of the lower back when lifting.
- c. **Activate the abdominal muscles.** The stomach muscles perform two functions: They support weight and stabilize the lower back. If your stomach is weak the lifting forces are transmitted to the lower back soft tissues and these structures are likely to be injured. Pulling the stomach in and up activates abdominal muscles. Remember to keep breathing while keeping the stomach muscles strong. Also think of the stomach muscles as being long, running straight up from the groin to the base of the breastbone.
- d. **Keep the object close to your body.** The farther away the object is from you, the more stress there is on the back muscles. Get close to the object before lifting it.
- e. **Straighten up slowly and with control.**
- f. **Continue to use the abdominal muscles while moving the object.**

Ladder Safety:

- Never climb a ladder when you are by yourself; always work in pairs.
- Never climb to the top rung or stand on the very top of a stepladder.
- Check the angle and stability of all ladders before beginning to ascend.
- Have partner anchor ladder and hold it steady while you ascend or descend.
- Never walk beneath a ladder with someone on it.
- Never leave a ladder unattended anywhere around camp.

Eye Protection:

Safety glasses recommended, eyeglasses or sunglasses might be acceptable in some situations. Must be worn in any situation where projectiles are possible.

Ear Protection:

Foam Ear Plugs and/or Construction Ear Muffs must be worn any time you are operating machinery or subject to sudden loud noises.

Hands and Feet:

Protective Work gloves are recommended for any task involving chemical use or use of hand tools. Work boots are recommended footwear for most tasks. Check with supervisor if you are not sure what you should wear.

Chemical Spills:

Clean up all spills immediately. Follow instructions on label for proper clean-up procedure. Dispose of any waste used in clean up in the dumpster or in the refuse containers located next to the maintenance shed. Do not leave any waste with chemical saturation in barrels located where campers may come into contact with them.

Flammable Fluids:

Store and carry flammable fluids only in proper containers specifically designed for this purpose. Clearly mark all flammable fluid containers with name of specific type of flammable fluid. Use only under the direct supervision of Senior Maintenance staff. Follow specific instructions for disposal.

First Aid:

All members of the maintenance crew must have current first aid certification. First aid kits are located in each maintenance vehicle and in each maintenance building. Camp program areas and cabins each contain their own first aid kits. In the event of an accident or illness, administer first aid and contact the Health Officer for assistance. Follow camp emergency procedures.

Fire:

Follow all campfire procedures as established in your staff manual. Pay attention to local fire ban limitations. In the event of a fire, make an attempt to extinguish the fire using the proper technique. Do not attempt to extinguish the fire if it has grown beyond your control. Notify camp personnel of location and description of fire. Determine whether sounding of fire alarm is needed. Activate Emergency response if necessary. Remain a safe distance from fire until help arrives. Do not leave area unattended until all heat and fire is fully extinguished.

Section 6: Vehicle Operation Qualifications

Not everyone will be allowed to drive a vehicle, work truck or tractor. The Facility Director or Property Manager will designate who may drive which vehicle and then will provide full instruction for the safe operation of that vehicle. You may not drive any camp vehicle for which you have not received prior clearance from the Facility Director or the Property Manager.

All vehicles, work trucks, and tractors must be driven with extreme care on, and off, Camp Echo property. Camp Echo speed limit is 15 MPH. This speed limit must be observed at all times. Speed should be reduced when in proximity to pedestrians anywhere on camp. **(ACA TR-2)**

Section 7: Power Tool Operation Qualifications

In General:

Not everyone will be allowed to operate a power tool. The Facility Director or Property Manager will designate who may operate which power tool and then will provide full instruction for the safe operation of that power tool. You may not operate any power tool for which you have not received prior clearance from the Facility Director or Property Manager. **(ACA SF-11)**

Hand Tools

Hand tools can be just as dangerous as power tools if proper precautions are not in place. Tools should only be used for their specific purpose. Do not improvise. Senior maintenance staff will provide proper instruction for tool usage. Follow instructions. Return all tools to their proper storage area immediately after you finish using them even if the job is not finished. Never leave hand tools lying around where campers may find them. Clean off any tool before storing it.

Lawnmowers and Weed Whackers

Protective safety gear must be worn at all times while mowing or weed whacking. Protective gear includes eye protection, ear protection and proper clothing: long Pants, long sleeved shirt, work gloves, and close toed shoes or boots. Be aware of campers or staff in close proximity. Stop what you are doing to allow them to pass by you at a safe distance. Use caution when operating a lawn mower on a hill. Follow all instructions given by senior maintenance staff.

Vacuum Cleaners

- A. **Upright vacuum** cleaners are located in the clinic, the Program Office, Lakeside, and every other Peak cabin (two peaks share one vacuum). Empty the contents of each vacuum after every use. Methods for emptying vary with each machine. Ask for help if you do not know how to operate or empty the machine you are using.
- B. **Backpack vacuum cleaners** are stored in the Maintenance Shed. These are used for camper cabin cleaning and for leaf blowing. Protective safety gear should be worn when operating these machines. Protective safety gear includes eye protection, ear protection, and proper clothing.

Cleaning Fluids and Compounds:

Cleaning fluids and compounds must be kept in properly marked containers. Read all instructions and precautions on label before using. Never mix cleaning fluids unless instructed to do so by Senior Maintenance Staff. Use only as directed. Wash your hands immediately after using any cleaning fluid or compounds.

Painting and Staining:

When you paint anything you are leaving a lasting impression of your work. Do a job you are proud of. Prepare all surfaces to be painted by washing or wiping them clean. Read instructions and precautions on paint label before beginning to paint. Assemble all equipment needed before you begin. Never leave painting supplies unattended. Have clean-up supplies ready if you need them. Follow the instructions of the Senior Maintenance Staff. Stir or mix paint thoroughly so that the color and texture are consistent all the way through before you begin. As a general rule start to paint up high and finish down low. Paint the detailed brushwork before you paint with a roller on any area where both tools will be used. Use proper ladder placement and technique. Do not drip or spill paint. Do not paint anything that you have not been instructed to paint. Clean up all tools and equipment immediately so that paint does not dry on them. Return everything to its proper storage place. Be sure to rope off and leave a "Wet Paint" sign on any project that campers may come into contact with.

Herbicides and Pesticides:

Herbicides kill plants and pesticides kill pests. Use caution, read and follow all instructions on container before using these poisonous products. Use these products only with proper protective equipment, eye protection, mask, long sleeved shirt and pants, close-toed shoes. Take care not to get any of the chemicals on your skin or in your lungs. Use only as directed by Senior Maintenance Staff. Wash your hands immediately after you are finished. Return product to proper storage. Never leave these chemicals in an area where campers may find them.

Section 8: Routine Maintenance Procedures

Garbage Run Procedures:

- Wear proper protective clothing, gloves and boots recommended
- Round 1: Begin at Maintenance Shed and collect full barrels from:
 - a. Maintenance Area
 - b. Horse Stable Area
 - c. Kybo Way North (enter Kybo and empty trash into barrel)
 - d. North Village
 - e. Trip Center
 - f. Kybo North (enter building and empty trash into barrel)
 - g. The Big House as requested
 - h. Archery as needed
- Separate cardboard from waste.
- Dispose of cardboard in Cardboard Dumpster.
- Empty barrels into dumpsters.
Be sure that all refuse remains below the rim of the dumpster and that lids can close.
- Return empty barrels to their previous locations.
- Round 2: Continue, and pick up full barrels from:
 - a. Nurses Cabin (enter building and empty trash into barrel)
 - b. Program Office (enter building and empty trash into barrel)
 - c. Lakeside (enter building and empty trash into barrel)
 - d. Kybo West (enter Kybo and empty trash into barrel)
 - e. Social Lodge (enter building and empty trash into barrel)
 - f. Arts and Crafts (enter building and empty trash into barrel)
 - g. Kybo East (enter Kybo and empty trash into barrel)
 - h. Front of Dining Hall
- Separate cardboard from waste.
- Dispose of cardboard in Cardboard Dumpster.
- Empty barrels into dumpsters.
Be sure that all refuse remains below the rim of the dumpster and that lids can close.
- Return empty barrels to their previous locations.
- Return vehicle to usual parking place.

Bathroom Cleaning and Sanitation:

- Load the following supplies and equipment into vehicle:
 - a. Floor scrubbers
 - b. Toilet brushes
 - c. 2 Garden nozzles for hoses
 - d. Bucket
 - e. Toilet Paper
 - f. Brown Paper Towels
 - g. White Paper Towels
 - h. Hand Soap
 - q. Bathroom Keys including Toilet Paper and Paper Towel dispenser keys
 - i. Sani – bags
 - j. Urinal cakes
 - k. Bottles of High Acid (6 full)
 - l. Bottles of Non-Acid (6)
 - m. Floor Sanitizer
 - n. Windex
 - o. All Surface Cleaner
 - p. Comet Cleanser

- For a **simple cleaning**, tasks include:
 - a. Sweeping floors in stalls, sinks and shower areas
 - b. Cleaning toilets with non-acid cleaner
 - c. Scrubbing Sinks
 - d. Cleaning Mirrors
 - e. Clearing Cobwebs inside and outside
 - f. Picking up trash around building
 - g. Emptying wastebasket into outside barrel
 - h. Collecting Lost and Found
 - i. Replacing Toilet Paper and Paper Towels
 - j. Replacing sanitary bags in Women's Kybos
 - k. Replacing Urinal cakes in Men's Kybos
 - l. Restocking cabinet if needed

- For **bathroom sanitation**, tasks include all of the above plus:

a. Sanitize floors (stall area, sink area and shower area):

- Wet all floors with hose and sprayer.
- Mix floor Sanitizer with hot water in bucket. (One ounce of sanitizer to one bucket of water)
- Splash floor Sanitizer on floor and scrub vigorously.
- Floor cleanser should stay in contact with floor for at least 10 minutes.
- Rinse floor with sprayer and hose. Clean out floor drains by pulling all debris from drain.

b. Clean toilets with high acid cleanser:

Flush toilet; push water over s curve in pipe to empty toilet. Carefully squirt high acid cleanser on porcelain in bowl; do not get full strength acid on seat. Flush toilet second time dip toilet brush in clear water and wash off seat, lid and back of toilet. Flush toilet third time, use this clear water to rinse seat, lid, back of toilet and any area that may come into contact with camper's skin. Take extra care to wash away any left over acid. Do not spill acid on floor or anywhere else. When bottle is empty, do not discard in wastebasket or trash barrel. Throw away high acid bottles only in the dumpsters or in the barrels at the maintenance shed.

c. In Kybos East and West clean trough sinks and urinals with high acid to remove rust stains. Rinse thoroughly to remove all acid.

Dining Hall Floor Cleaning

- Have breakfast waiters and Dining Hall Steward assist with moving chairs from East side of Dining Hall to the West side.
- Maintenance crew moves all tables and the stage from East side to West side.
- Retrieve two coffee cans of green floor sweep from the cabinet behind the dining hall. Spread floor sweep in an even line across the northeast end of the dining hall about one foot from the wall. Sweep and mop from north to south on east side of dining hall. Have crew of 4 or 5 spread out evenly and sweep in a line to the south end of the dining hall. Sweep all debris into a pile on the west side of dining hall.
- Fill a mop bucket with hot water and Murphy's Oil Soap. Each crew member gets a floor mop from rack at back of dining hall and proceeds to mop in a line from the north east end to the south east end of the dining hall.
- Turn on ceiling fans to hasten drying time for the floor. When floor is dry, reset tables and chairs on east side of Dining Hall. Move all tables and chairs from the west side of dining hall to the east side. Repeat sweeping and mopping process using the same floor sweep and clean mop water. Sweep and mop from south to north on west side of dining hall.
- Wait for floor to dry completely before resetting tables and chairs on west side.
- Restock and Replace napkins, salt and pepper, clean table markers, replace on tables according to Dining Hall map.

Fixing and Replacing Screens in Buildings:

- The maintenance crew must repeatedly inspect screens for holes in screens throughout the summer. Urge cabin counselors and area heads to report damaged screens immediately. Screen repair is necessary to keep insects and pests out of buildings for the health and well being of campers and staff.
- Small holes in screens should be patched by cutting a piece of screen roughly half an inch larger in circumference than the hole it is patching. Use wire thread to sew the patch in place. This works best when one team member is on the inside of the screen and one team member is on the outside of the screen with the patch. Start the thread at one corner of the patch and pass the thread back and forth through the screen making stitches no bigger than ¼ inch long.
- Sewing together the two ripped edges in the same manner as patching described above can repair rips in screens. Screens with large or numerous holes must be replaced. Notify senior maintenance staff if a screen needs to be completely replaced.

Clinic Sanitation:

On occasion if there is a particularly virulent virus spreading through the camp community, the health officers will request the maintenance crew sanitize the clinic. This involves the use of high acid to clean the toilets and the porcelain sinks as well as going over each surface in the clinic with a bleach mixture of ¼ cup bleach to one gallon of hot water. Every surface should be scrubbed and allowed to air dry. Use the same mixture of bleach to water to clean up spills of any bodily fluid.

Grass Cutting:

Riding mowers are considered camp vehicles and can only be operated by qualified maintenance crew members. Crew members must wear protective eye wear, hearing protection as well as long sleeves, long pants and close-toed shoes. Mow only in the area you are instructed to mow. Mowing beyond outlined area may result in getting the mower stuck in soft ground or underbrush. If campers are in the area, stop the mower until they have moved away.

First Day of Camp – Camper Arrival

- Maintenance Crew members are stationed at the fork of the bus loop along the main road in anticipation of bus and car arrivals.
- Cars are directed to park in trip center field. Campers and parents who arrive in cars are instructed to report to the camp administrator wearing the red apron in the vicinity of the clinic picnic table.
- Buses are directed around bus loop. First three buses travel completely around loop and back into place along main road next to dining hall. Last two buses park on loop.
- Maintenance crew and support staff unloads buses and leave luggage at side of road at a safe distance from bus.
- Maintenance crew members check overhead bins and seats inside bus and luggage compartments underneath to be sure all luggage has been unloaded.
- Maintenance crew also checks to be sure buses have been cleaned thoroughly by the staff bus captains.
- Maintenance crew and support staff assists campers in finding their luggage. Outpost and Birches campers pile their luggage in two separate specific locations to be carted on the tractor to their respective campsites.

Last Day of Camp – Bus Departure

- Maintenance Crew members who are riding the buses back to Evanston must be packed and ready to leave before reporting to duty on the last morning. Bring luggage to departure area when you report to work. You will not have time to go back to your cabin before the buses leave.
- Maintenance Crew assists Property Manager in picking up luggage from The Birches and Outpost before breakfast. Luggage is piled at side of road corresponding to location of appropriate bus.
- After breakfast Maintenance crew assists with the loading of buses. Best loading practices dictate that largest luggage is loaded first. Compartments should be packed tightly from one direction, back of compartment to the front.
- Small items that can fit in overhead bins should be loaded on bus. Remind staff riding the bus that there is luggage in the overhead compartments so that they get unloaded when the bus arrives at the YMCA.
- Bus loaders remain with their buses until all luggage is loaded. Make sure that all lunches for the bus get loaded on the front seat of the passenger compartment before the bus departs.
- Maintenance Crew members who are not leaving on the bus will report to staff meeting immediately after buses depart.

Olympics Set Up:

The Olympic program typically runs the Friday evening and Saturday of each two-week session. By Thursday morning of the first week, senior maintenance staff should meet with Olympics program managers to agree on set up and maintenance crew involvement with the Olympic program. A typical Olympics involves the set up of the Olympic Circle, Eternal Flame, Olympic Rings and Flag Poles for the opening ceremonies on Friday evening. Closing ceremonies sometimes include a trail of smudge pots from the Chapel to the waterfront area. The set up of each of these is detailed below.

- A. **Olympic Circle:** Created by spreading a thin line of ground lime around the flagpole area large enough to allow the entire camp to stand around the outside of the circle. Eternal Flame, Flag Poles and Olympic Rings are located within the circle.
- B. **Eternal Flame:** Created by piling a 3-foot high pile of sand from the sand pit. Sand is piled in a cone shape on the East side of the permanent flagpole. Oil burning lamp is placed on top of the cone and the sand is sprinkled with lime. A torch typically lights flame during the opening ceremonies. Consult with Olympic program managers to determine placement of torch. Torch handler must be given specific instructions on lighting and handling of torch.
- C. **Olympic Rings and Flag Poles:** Four postholes must be dug to at least 18-inch depth at the south end of Olympic Circle. The length of the Olympic Rings dictates length between holes. Be sure to measure before you dig postholes. Flagpoles are stored under the Social Lodge. Rings are stored in the Hole. Once the poles have been planted Olympic rings are hung between two middle posts. A 16-foot stepladder and a very tall maintenance crew member are needed to attach rings to poles.
- D. **Smudge Pots:** #10 tin cans are located under the social lodge. Replace any cans that have holes that might create a fire hazard, cut a 6-inch square of burlap to go in each can. Pour just enough kerosene in each can to saturate the burlap. Set cans in two rows evenly spaced no closer than 10 feet apart along route from Chapel to Waterfront or route dictated by Olympic Program managers. Be sure to carefully time the lighting of the smudge pots, as they will burn no longer than 5 – 10 minutes. Maintenance crew members with torches should light smudge pots. Crew members must watch pots as they burn and be ready to put out grass fires if they occur. Smudge pots should burn themselves out within 5 – 10 minutes. They are still too hot to pick up. Let them sit for another 10 – 15 minutes before you pick them up. Return cool cans to the space underneath the Social Lodge.

Burning Triangle:

On the closing night of each camp session the maintenance crew will assist the senior maintenance staff with the lighting of the burning triangle. Senior maintenance staff will agree on a time for the triangle with the Main Camp Director. At least one hour before the triangle, maintenance crew will meet at the maintenance shed to load equipment and leave for the triangle. Crew members should wear dark clothing, close-toed shoes and bug repellent. The following equipment will be needed:

- | | |
|----------------------------------|--|
| Kerosene | Rags for wiping hands and cleaning tools |
| Cup for pouring Kerosene | Six foot ladder |
| Wire | Lighter |
| Wire cutters | Bug Repellent |
| Burlap Wrapped Triangle | 3 shovels |
| Plastic barrel to store triangle | 4 five gallon buckets |

Directions for Triangle Preparation, Display and Retrieval:

- Upon arrival at triangle area remain as quiet as possible, sound carries easily across the lake.
- Fill all buckets with water from the lake.
- Dig out the sand and ashes from the triangle pit and pile next to poles for re-use.
- Attach wrapped triangle to clips and practice raising and lowering triangle.
- About 15 minutes before triangle time, pour kerosene onto burlap to thoroughly soak the fabric.
- Wait for signal to light triangle.
- Light and raise the triangle upon the signal.
- Remain out of sight after triangle has been lit.
- Use shovels and sand to put out any fire on the ground after triangle is lit.
- When triangle is almost completely extinguished lower it into pit and douse it with water from all four buckets.
- When Triangle has cooled completely, remove it from the pit and place in the barrel.
- Quietly load all equipment in box trailer.
- Depart from triangle area as quietly as possible. Return all equipment to maintenance shed.

Fourth of July Fireworks Display:

- Property manager shall direct all activity with regard to fireworks display.
- Set up for display includes:
 - Sorting fireworks by size and color.
 - Preparing the beach area by digging trenches and burying launch pipes at appropriate depth.
 - Beach crew members will be identified and trained in their specific tasks.
 - Fire crews will be identified, trained and located in their specific positions.
- Campers and visitors will be confined to a specific viewing area a safe distance from the beach.
- Property manager will orchestrate and direct fireworks display.
- Maintenance staff will clean debris from beach and waterfront in the morning after the display.