



Camp Endobanah Handbook

This manual is intended to provide you with an overview of safety procedures, operational information and rules while you are using Camp Endobanah.

This manual should be reviewed before every camp. Your comments are welcome.

Camp Endobanah is maintained and operated by volunteers. This keeps rental costs low. Please do your part to allow this tradition to continue.

DO NOT REMOVE FROM CAMP

PLEASE RETURN MANUAL TO KITCHEN HOLDER

**Camp Endobanah
3672 Monck Road East
Norland ON K0M 2L0
T: 705-790-6808**

Updated Aug 2026

I. What we provide

Bunk Cabins:

- Bunk beds with mattresses

Kitchen:

- Plates, glasses, mugs and cutlery
- Cooking utensils, pots and pans
- Commercial fridges and freezers
- Commercial grill, 10 burner stove with 2 ovens, convection oven, conveyor toaster, microwave, coffee makers (cone 4 filters), kettle
- Dishwasher chemicals (no winter use)
- You are welcome to use items such as salt and pepper, vegetable oil, cleansers etc. that you find when you arrive at camp. We don't guarantee their availability
- Charcoal and Propane BBQs. BBQ propane tanks can be exchanged at stores in Norland and Coboconk if required.

Janitorial Supplies:

- Brooms and dustpans
- Shop-Vac
- Mops and mop buckets
- Toilet brushes

Waterfront Safety Devices:

- Buoyant rescue aid with a shoulder loop and a line at least 1.60 meters long
- Reaching pole at least 3 meters long
- Buoyant throwing aid with a line at least 8 meters long
- Spine board
- First aid kit
- Emergency phone inside kitchen

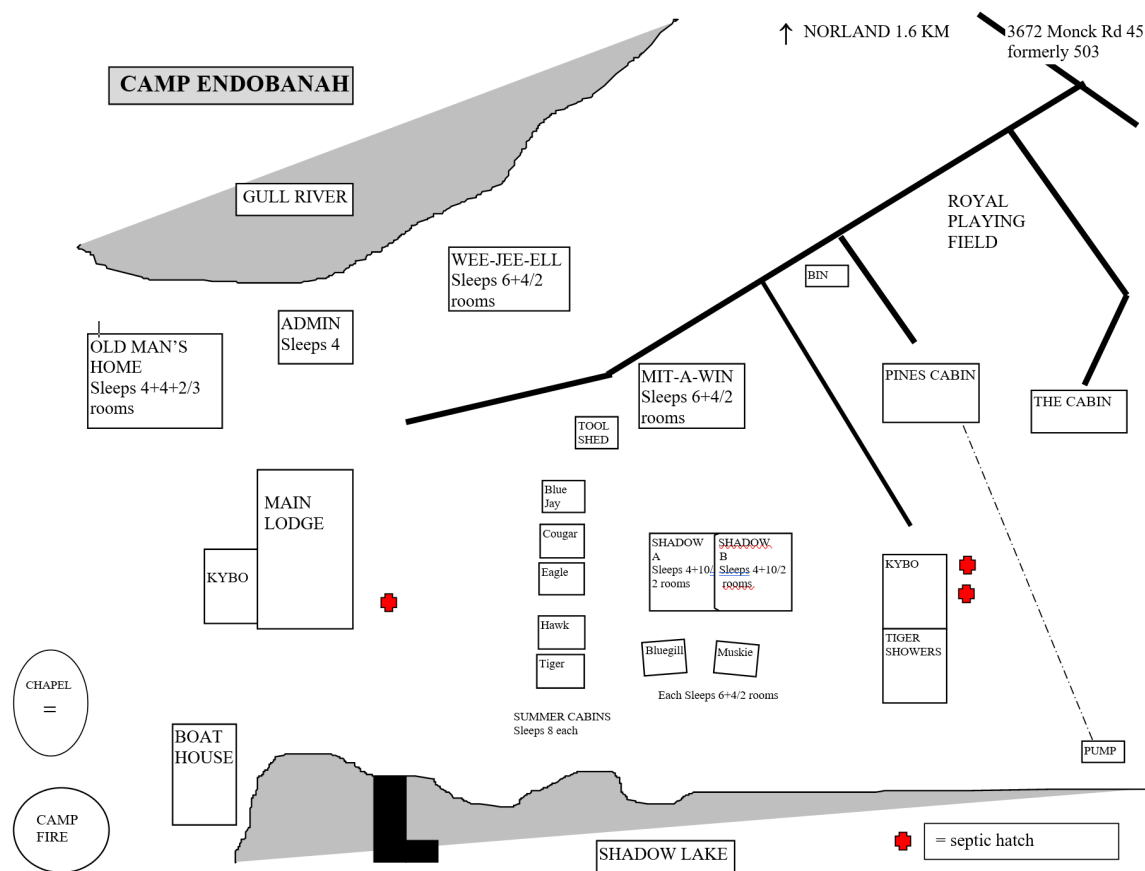
II. What you provide

- All food items
- Bedding/sleeping bags/pillows/towels
- Dish soap and hand soap
- Cleansers for cleanup, toilet bowl cleaner
- Dish cloths and drying towels
- Toilet paper, hand towels, paper towels
- Garbage bags, large and drum sizes
- All Staff, including lifeguards and kitchen help

III. Lodging & Cabin Layout

The camp has 6 heated bunk cabins and 7 unheated summer cabins. All cabins have lights and electricity. The sleeping accommodations are:

Admin	-	4
Old Man's Home	-	10 in 3 rooms (2-4-4)
Wee-Jee-Ell	-	10 in 2 rooms (4-6)
Mit-A-Win	-	10 in 2 rooms (4-6)
Shadow A	-	14 in 2 rooms (4-10)
Shadow B	-	14 in 2 rooms (4-10)
Muskie Summer Cabin	-	10 in 2 rooms (4-6)
Bluegill Summer Cabin	-	10 in 2 rooms (4-6)
Summer Cabins (Blue Jay, Cougar, Tiger, Hawk, Eagle)	-	8 in each *2 cabins don't have mattresses as we transition to using Muskie and Bluegill



IV. Campfires

Outdoor fires are only allowed at the campfire circle on the point during any time of the year. It is both unsafe and a mess to clean up if they are lit anywhere else. All campfires should be supervised by an adult. Double check to make sure your campfires are out before you leave

camp. Please check with the Coboconk Kawartha Lakes Office or website for local fire bans and permits before having outdoor fires. There is a fire ban during the month of April. We provide firewood on site. The firepit ashes once completely extinguished, can be shoveled into a wheelbarrow and disposed of in the woods behind Tiger cabin.

V. Safety

A. *Fire Extinguishers*

All the cabins are equipped with at least one fire extinguisher. The extinguishers are professionally inspected on an annual basis. Please note their location when you arrive at camp. Inspect their condition to ensure they are in working order. If an extinguisher is discharged or indicates low pressure, please notify the Camp Management.

The kitchen exhaust hood suppression system will be self-activated in the event of a fire and a manual pull station is located by the kitchen door. Inadvertent or willful tampering resulting in a false alarm discharge will result in a \$500 refill charge plus cleaning costs for your group.

B. *Smoke Detectors*

All the cabins are equipped with at least one smoke detector. Please inspect their condition and test them to ensure they are in working order when you arrive at camp. Replace the 9-volt battery if it is dead. The batteries are changed bi-annually by Camp Management in April and October. Detectors that go into a nuisance alarm may need a battery change (check that the battery is installed with the correct polarity) or a vacuum cleaning. The smoke detectors in the main lodge may go into alarm when the furnace first starts on a weekend. They normally turn off after 10-15 minutes once the dust is out of the air.

This equipment will ensure the safety of your campers in the event of an emergency. Please stress to your campers the importance of not tampering with the safety equipment.

C. *Fire Plan*

Notices are posted about what to do in the event of a fire. Please review these with your campers before each camp. The Camp Fire Plan is maintained in a separate binder. Please review the Fire Plan and assign a Fire Safety Officer before each camp.

D. *Other*

Routinely inspect and remove any ropes that are found hanging from elevated objects such as the tree fort and bunk beds. They are a potential strangulation hazard.

VI. Check-Out Procedure

Please reserve enough time at the end of your camp to thoroughly clean and prepare the camp for the next group using it. It will be very appreciated by the next campers.

- clean all tables, chairs and counter surfaces
- collect and dispose of all trash
- remove all recyclables
- clean and return all equipment back to its original storage position
- check that the campfire is out and the fireplace insert is closed properly
- clean all toilets
- clean all sinks
- sweep and mop all floors
- wipe the stove and grill clean, apply a light coating of oil to the grill
- ensure the stove, grill and ovens are off, the main propane supply should be left on
- dispose of full grease cans. Placing them in the freezer to solidify eases disposal
- empty refrigerators and freezers and wipe clean
- mop the Kybo and Shower floors
- unless otherwise directed by camp management, turn off the breakers located in each cabin including the main kybo and shower building. Turn off the individual circuit breakers on the panel in the kitchen ***BUT as indicated leave the main, emergency lights, new washroom and kitchen light breakers on. Leave the new washroom sub-panel on (located in mop room).***
- prop the refrigerators and freezers open after the power is switched off
- follow the indicated water system shutdown procedures
- check that *all* cabin doors and windows are locked. The lodge, Muskie and Bluegill windows are double hung so the top window may need pushing up to lock
- lock the gate
- put the key back in the lock box

VII. Power

The main circuit breaker panel is located on the inside wall to the left of the kitchen door. Switch the individual breakers to ON to power the camp. Additional individual breaker boxes and light switches are in the various cabins. These may need to be switched on for interior power and exterior lighting. The main kybo and shower building have a separate power supply from the Pines cabin. The power feed to the kybo/showers should be on when you arrive at camp. Power to the summer cabins is supplied from the Mit-A-Win breaker panel. Power to Muskie and Bluegill is supplied by the Kybo/Shower building. The boathouse is supplied from the panel in the kitchen mop room.

Conserve Power: Please turn interior and exterior lights off when not in use!

VIII. Water Supply

The water in the Kitchen, Staff Kybos, Main Kybo and Showers is drinkable well water. It is tested monthly for purity.

We have posted the water system maintenance schedule in the basement by the water treatment equipment. If you find you have to perform any maintenance such as changing a filter or refilling the water softener tank, please record it on the water system maintenance log sheet located in the binder on a shelf in the basement.

Table 6 Maintenance Schedule

Equipment	Task	Frequency
Pressure tanks	Inspect and pressure check	Monthly
Softener	Inspect and operational check	Monthly
	Replenish supply tank	As required (not less than 1/3 full)
Cartridge Filters	Operational check	Monthly
	Cartridge replacement	As required to ensure continued operation If pressure differential >10 psi
UV units	Operational check	Monthly
	Quartz sleeve cleaning	As required for continued operation
	Bulb replacement	After 18,000 hours (2 years) of continuous use or when prompted
	UV solenoid valve operational test	Monthly

A. Kitchen

1. Low Water Pressure

Low water pressure in the kitchen is usually a result of material accumulating on the 5-micron filter in the basement:

- Follow the directions posted in the basement to replace the filter element

2. Hot Water Heaters

The hot water heaters are located in the basement. If you do not have hot water:

- Check the circuit breaker in the new washroom mop room
- Each tank has a local ON/OFF switch on the wall, one supplies the sinks/showers, one supplies the dishwasher
- Contact Camp Management

B. Main Kybo Toilets

All the circuit breaker controls are located in the utility room between the showers and kybo. If the toilets stop flushing contact Camp Management to have the main kybo septic tanks pumped out. Water is supplied to this building from the main well. If there is no water, check to ensure the valve located on the lake-facing wall in the basement is open. The urinals are no-flush so please do not put large amounts of water down the drains.

1. Hot Water Heater, Main Kybo and Shower Building

The propane water heater is located in the utility room. If there is a lack of hot water check the pilot lights on the heater. Follow these steps to re-light:

- follow pilot light directions
- Contact Camp Management and British Empire Fuels for service if it won't re-light

C. UV Water Filter

The UV water filter is located in the basement and in the Main Kybo utility room. They provide purification in the event of contamination of the well water.

The UV water filter beeps in alarm, switches the remote indicator light off and will cut off the water supply when it malfunctions. If the filter goes into alarm, follow the reset directions posted in the basement. High humidity conditions can create heavy condensation on the quartz sleeve resulting in false alarms on the UV intensity sensor. UV sensor alarms are sometimes caused by poor electrical connection and can be fixed by pulling the sensor's blue electrical connector gently out of its socket on the UV system. Contact the Camp Management if the problems persist.

D. Showers

The shower building is supplied with water from the well. If there is low pressure check the following in the utility room:

- Ensure the filter in the housing to the left of the hot water tank is clean.
- The main showers are turned on/off with individual valves. The water temperature for these showers is controlled with 3 temperature valves located in the main shower utility room. You may need to adjust these three valves to obtain a comfortable water temperature.

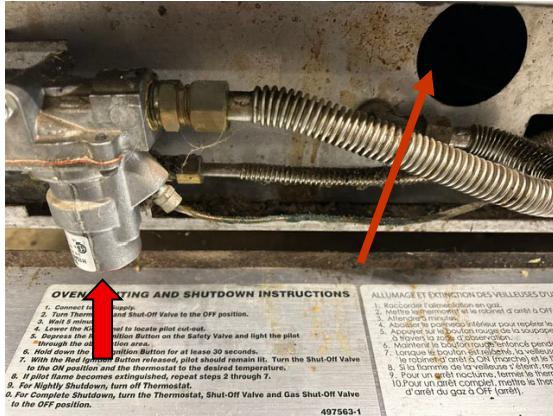
IX. Kitchen Grill and Stove

Please dispose of grill grease cans before they overflow. Cans can be placed in the freezer to solidify before disposing them in a garbage bag. Replacement cans are in the kitchen, and additional spares are in the mudroom. Please clean up any spills. Please empty and clean the small grease drip container located on the exhaust hood before you leave camp.

Ensure the grill, burners and ovens are turned off when leaving camp!

If the oven is not heating the pilot light may be out. To relight:

- Lower the panel at the bottom of the oven to reveal the safety valve, pilot lighting hole and directions
- Depress the button on the bottom of the safety valve up and light the pilot through the hole using a BBQ lighter. The pilot is about 6" inside the opening. Hold the button for 30s and gently release. The pilot should stay lit.



X. Dishwasher

Daily Dishwasher Operating Instructions

1. Pre-Operation Setup

- Power: Ensure the main power switch is turned “ON”.



- Chemical Check:
 - Check chemical levels and replace pails if necessary.
 - Ensure the feed lines are filled with chemicals.



If the lines are empty from draining a pail: Turn on the priming switches until lines are full Note: The priming switches are marked “Do not touch” to avoid unnecessary use. Do not alter them once the lines are filled.

2. Preparing the Machine

1. Clear the Drain: Ensure the drain is completely empty of water.
2. Clean the Screen: Remove and clean the drain screen, then place it back into the drain.
3. Insert Plunger: Place the plunger into the drain.
4. Fill the Machine: Press and hold the “Fill” switch until the water level reaches approximately 1 finger width below the corner of the machine.



3. Dishwashing Operation

1. Load: Open the door and slide in a tray of dirty dishes.
2. Wash: Close the door completely. Closing the door will automatically start the cleaning cycle.
3. Unload: Open the door at the end of the cycle and remove the clean tray.
4. Important Door Rule:
 - Do not close the door unless you are immediately continuing to wash another load.
 - Closing the door on an empty machine will trigger an unnecessary empty cycle.



4. End-of-Day Shutdown

- Run one final empty cycle at the end of the day to rinse the machine.
- Pull the plunger from the drain to allow the machine to empty fully overnight.

Please contact camp management once the last set of chemical pails are half full so we can reorder.

XI. Coffee Maker

The commercial coffee maker has a water reservoir which heats up when plugged in and turned on. Fill the machine with carafes of water until water flows out of the spout. The machine is now ready for use. Place grinds in a filter in the basket and pour cold water into the machine. An equal volume of coffee will be made. The insulated containers can be used to serve the coffee in. Large filters are supplied.

XII. Septic/Holding tanks

There are 2 holding tanks for the Main Kybo and 1 holding tank for the Kitchen and Staff Washrooms.

If the toilets back up contact Camp Management and Shepherd Environmental to arrange a pump out.

Conserve Water! Help keep our Septic service bill low.

XIII. Lodge Tables & Chairs

Please refrain from taking the tables and metal lodge chairs outdoors. They are not designed for outdoor use. Please clean and stack in their storage locations on departure.

XIV. Graffiti

Please stress to your campers that there should be no graffiti put on any of the camp property.

XV. Lost & Found

We do try to keep items left behind at camp. Please contact camp bookings to report on lost items. Unfortunately, we cannot guarantee items left behind will be located or held for pickup.

XVI. Telephone & Wi-Fi

There is a cellular telephone located in the Kitchen. It is locked but can be used to make emergency calls. Report any trouble with the phone equipment to the Camp Management. Camp phone number is 705-790-6808.

Wi-Fi is available in the lodge. The login information is shared with the individual camp organizers only.

A contact telephone list is in Admin, the kitchen and in this manual.

XVII. Windows, Screens and Floor Mats

If a window or screen is broken, please make the effort to replace it. Glass and screening can be purchased from the Hardware store in Coboconk. Inform camp management of any breakage.

Floor mats should only be installed inside the cabins to protect the floors. They are not meant for outdoor use.

XVIII. Playing Fields at ball diamond and front of main lodge

Do not drive on the playing field surface. No fires in these locations please.

XIX. Waterfront

The camp provides all of the waterfront safety devices required by the Health Department. Each group should ensure the devices are present at the dock and in working order. Report any deficiency to Camp Management. Included are:

- Buoyant rescue aid with a shoulder loop and a line at least 1.60 meters long
- Reaching pole at least 3 meters long
- Buoyant throwing aid with a line at least 8 meters long
- Spine board
- First aid kit
- Emergency phone inside kitchen

XX. Furnace

There are 2 wall furnaces located in the main lodge. They may need to be plugged in to the receptacle to operate.

Step

1:

Press the ON/OFF button to operate the furnace. The ON indicator will glow green. Once the burner ignites the ON indicator will glow red. When the furnace warms up, the fan will automatically start.

To turn the furnace off, press the ON/OFF button. The ON indicator light will go out. The fan will continue to operate for several minutes after the burner has gone out in order to cool the furnace. Do not unplug the furnace while the fan is running.

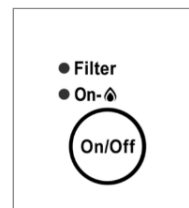


Figure 31

Step 2:

Press the up or down arrows to set the temperature. The left side of the display shows the temperature setting. The right side of the display shows the room temperature.

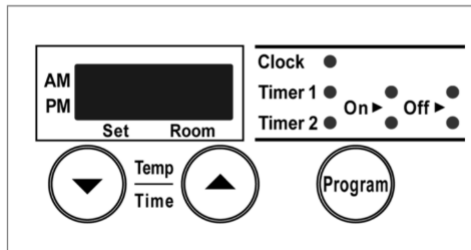


Figure 36

Please lower the temperature 4° at night to conserve fuel and lower operating costs

IMPORTANT:

- **Do not place combustibles or clothing on or near the furnace**
- **Turn the furnace “Off” and wait until the fan turns off before turning the breaker off in the kitchen**

- Check the filters and clean if dirty

XXI. Propane

Propane is used to heat water for the Main Kybo and Tiger Showers, run the kitchen stove and griddle, and heat the main lodge. Propane levels are remotely monitored by British Empire Fuels so should always be sufficiently full.

A strong rotten egg odor could be a result of:

- the propane tanks getting close to being empty
- gas line leak or rupture

Extinguish all open flames. Ventilate the building. Contact British Empire Fuels.

XXII. Garden Tools

Rakes, shovels and other garden tools are available in the tool shed located by Mit-A-Win cabin.

XXIII. Garbage and Recycling

All garbage is to be bagged and placed in the garbage bin located by the playing field. Garbage pick-up is every second Monday (every Monday in July and August). DO NOT leave bags outside of the bin as they will be opened by animals. Keep the bin latched at all times to discourage raccoons and bears. Keep the grounds clean and garbage free.

Do not leave any cardboard boxes behind. Either burn them or place them in the garbage bin.

We do not recycle as there is no one to bring the empty bins back to camp during the week. You have the option of taking any recyclables home or placing them in the garbage bin.

XXIV. Neighbours & Noise

We share Shadow Lake with many neighbours and to allow them to enjoy their cottages please:

- Keep late night and loud noises to a minimum, remember sound travels across water – Local noise bylaws for stereos is 11PM-11AM
- Please do not use megaphones or any noise amplifying device outside and kept to a low volume inside
- Turn off unnecessary outdoor lights when not needed, especially at the lakefront
- Minimize using the kitchen hood fan, it should only be on when the stove or griddle are in use

XXV. Rules

No firearms or fireworks.

Respect the neighbours, be aware of your noise level. Please do not run the kitchen exhaust fans unnecessarily.

Outdoor fires are to be lit in the campfire circle only. Check local fire-ban regulations on the City of Kawartha Lakes website.

Leave the camp cleaner than you found it. Follow camp check-out procedures.

Repair and report all damages that occur while you are at camp.

No food, beverages or cooking apparatus in sleeping cabins.

Dogs are allowed and must have proof of rabies vaccinations. Owners are responsible for cleaning up after them and for any damages they may cause.

Observe all standard safety procedures and practices including those pertaining to watercraft and swimming.

No smoking in any camp building.

Do not tamper with smoke detectors, fire extinguishers or lifesaving equipment.

No Graffiti.

No alcohol or drugs.

Read and follow the guidelines of the camp Fire Safety Manual.

It is your responsibility to ensure your leaders, staff and campers understand and comply with the Rules and Regulations of Camp Endobanah.

XXVI. Other users of the camp

A. *The Cabin and the Pines Cabin*

These buildings and the vicinity around them are not included in the rental of Camp Endobanah. Please respect their privacy. If extra sleeping space is required, the Pines cabin is available to rent at additional cost.

XXVII. Vandalism

Report any signs of vandalism to the Camp Management.

XXVIII. Winter Camp

A. *Water Supply*

The camp water supply for the Main Kybo and Tiger Showers is turned off from November until the end of April. **DO NOT USE THESE BUILDINGS.** Please follow the shutdown/start-up procedures posted for the water system for the Kitchen and Staff Washroom.

B. *Lake ice*

The ice on the river and at the river mouth is very thin. **Stay away from these areas!** Always check ice conditions before going on to the frozen lake.

XXIX.Hazards Caution

- IT IS EACH GROUP'S RESPONSIBILITY TO ENSURE THE SAFETY AND WELL-BEING OF THEIR CAMPERS.
- SNOW AND ICE REMOVAL FROM STEPS, PORCHES AND PATHWAYS IS YOUR RESPONSIBILITY WHEN YOU ARE USING THE CAMP. CAMPERS SHOULD BE MADE AWARE THAT SLIPPERY CONDITIONS MAY EXIST.
- PATHWAYS BETWEEN AND AROUND CABINS ARE MAINTAINED IN THEIR NATURAL FOREST STATE. ACCORDINGLY, TRIP HAZARDS MAY BE PRESENT DUE TO ACCUMULATION OF MATERIAL AND/OR EROSION. CAMPERS SHOULD BE MADE AWARE THAT UNSTABLE GROUND CONDITIONS MAY EXIST. USER GROUPS MUST TAKE CORRECTIVE ACTION IF HAZARDS ARE KNOWN TO EXIST.
- CAMPERS SHOULD BE INSTRUCTED TO EXERCISE CAUTION IN AND AROUND THE RIVER, LAKE AND SHORELINES. STAY OFF LAKE ICE.
- THE TREE FORT AND PLAYGROUND EQUIPMENT SHOULD BE USED UNDER ADULT SUPERVISION ONLY.
- A PROPERLY SIZED LIFE JACKET MUST BE WORN WHEN CANOEING. USAGE OF THE CANOES IS AT YOUR OWN RISK.
- PLEASE REPORT ANY HAZARDOUS CONDITIONS TO CAMP MANAGEMENT.

XXX. Camp Phone Directory

The camp cellular phone is located in the kitchen beside the lake-side door. It will only work to make emergency calls.

EMERGENCY PHONE NUMBERS:

FIRE DEPT. NORLAND (NON-EMERGENCY 454-1538)	911
AMBULANCE	911
OPP, LINDSAY	705-324-6741
HOSPITAL Emergency Room, LINDSAY	705-324-6111
HEALTH INSPECTOR, LINDSAY	705-324-3569
After hours emergency:	
Communicable disease (meningitis), food poisoning	888-819-4151
Chemical Spill	800-268-6060
Animal Bite/Natural Disaster	888-233-7158
POISON INFORMATION	1-800-268-9017
MARINE & AIR SEARCH & RESCUE	1-800-267-7270
FIRE EXTINGUISHERS, GEORGIAN BAY FIRE	800-265-3197
FOODLAND, NORLAND	705-454-3411
GARBAGE DISPOSAL SERVICE	888-557-4711
LUMBER, JOHN AUSTIN LUMBER, KINMOUNT	705-488-2961
ONTARIO HYDRO	800-434-1235
PLUMBING & UV, SCOTT BENSON	705-328-4436
PLUMBING, PAUL GODWIN (alternate)	705-324-1544
PROPANE & REPAIRS, BRITISH EMPIRE	888-472-6006
REFRIGERATION, CLIMATE CONTROL	705-324-7500
RENTALL, MINDEN EQUIPMENT RENTAL	705-286-6000
SEPTIC SERVICE/PUMPING, SHEPHERD	705-454-3744
SNOW PLOWING, JOHN HILLIARD	705-454-9048
TOWING/BATTERY BOOST (CAA AFFILIATED)	705-286-4010/705-750-9866

OTHER OTHER THEN EMERGENCIES, OBTAIN AUTHORIZATION FROM AN INDIVIDUAL LISTED BELOW BEFORE ARRANGING SERVICE CALLS. QUESTIONS OR PROBLEMS CALL:

MATT WELLAND	M: 416-985-8661	SIMON YAN	M: 647-529-6368
ROB MILNE	M: 519-476-6245	PAUL RITCHI	M: 416-435-6593

CAMP PHONE NUMBER (705) 790-6808

LOCATION: 3672 MONCK ROAD HWY 45 EAST
NORLAND, CITY OF KAWARTHA LAKES K0M 2L0
1ST DRIVEWAY ON RIGHT PAST BULLER ROAD ON SHADOW LAKE

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