

SITE SAFETY CHECKLIST

To be completed and attached to the monthly report in October, January and April

CENTER:

DATE INSPECTION WAS MADE

Person Performing Inspection:

			CORRECTIONS	DATE
	SATISFACTORY		NEEDED	MADE
ROOMS AND UNITS				
Floors are smooth, clean & have a nonskid surface	OK	NOT OK		
Medicines, cleaning agents & tools are inaccessible to children. There are no aerosols in the room. Art supplies are non-toxic	OK	NOT OK		
First aid kit is present and adequately supplied. No medicines are unlocked	OK	NOT OK		
Walls, ceiling clean & in repair. No peeling paint, damaged plaster. Less than 20% of wall surface covered by hangings.	OK	NOT OK		
Children are never unattended, always supervised by enough staff to evacuate.	OK	NOT OK		
Lighting and electricity: Brightness is OK, no bugs in light covers, outlets are covered, no dangling or covered extension cords.	OK	NOT OK		
No free standing space heater.	OK	NOT OK		
Heating & ventilation systems are working to spec. Pipes and radiators are inaccessible or covered to prevent body contact if 110 deg. F or above.	OK	NOT OK		
Humidity level is comfortable.	OK	NOT OK		
Hand washing facility: hot water temperature should not exceed 110 deg F. (43 deg. C), facility is easily accessible, soap and towel supplies are adequate.	OK	NOT OK		
No disease-bearing animals, vermin, or poisonous plants (no turtles, hamsters, or harmful pets).	OK	NOT OK		
Trash storage is covered. Sanitation adequate, especially in food service areas, cots, or mats, and dust traps.	OK	NOT OK		
Exits are clearly marked and unobstructed. Easy access to emergency phone. Emergency contact information is current.	OK	NOT OK		
Locked doors to closed spaces can be opened by an adult	OK	NOT OK		
No smoking in child care area.	OK	NOT OK		
No precariously placed small or sharp or otherwise hazardous objects. Plastic bags are safely used	OK	NOT OK		

	SATISFACTORY		CORRECTIONS	DATE
	OK	NOT OK	NEEDED	MADE
Rest equipment is labeled. Linens, mats, cribs, cots, and blankets appear clean	OK	NOT OK		
Toys and furnishings are in repair and free of pinch or crush points.	OK	NOT OK		
Décor is pleasant, nonflammable materials are used	OK	NOT OK		
Windows securely screened and opening limited to 6 inches.	OK	NOT OK		
Fans in use have covers or guards with openings smaller than 1/2 inch	OK	NOT OK		
HALLWAYS AND STAIRS				
Smoke detectors in working condition	OK	NOT OK		
Exits are neither obstructed nor cluttered. Clear exit routes are marked. Alarm system is working. Fire extinguishers OK. Emergency lighting working properly	OK	NOT OK		
Monitoring for entrance of strangers is consistently done. Emergency phone numbers (police, fire, rescue, poison control) are posted by phone.	OK	NOT OK		
Doors open in direction of exit travel.	OK	NOT OK		
Doors are operational with panic hardware on emergency exits. Windows are screened.	OK	NOT OK		
Floors are smooth, clean and have a non-skid surface. Rugs are attached.	OK	NOT OK		
Walls are painted with lead free paint. Plaster is intact. No loose nails or other hazards.	OK	NOT OK		
No disease-bearing animals, vermin, or poisonous plants (no turtles, hamsters, or harmful pets).	OK	NOT OK		
Heating and ventilation are working OK. Pipes and radiators are inaccessible or covered to prevent body contact. Humidity level is comfortable.	OK	NOT OK		
Lighting electricity: brightness OK, no bugs in light covers, outlets covered, no dangling or covered extension cords.	OK	NOT OK		
Safeguards to prevent children from entering unsupervised or hazardous areas.	OK	NOT OK		
Clear glass panels used in traffic areas are safety glass or equivalent and are clearly marked to avoid accidental impact.	OK	NOT OK		
Fans in use have covers or guards with openings smaller than 1/2 inch	OK	NOT OK		

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	OK	NOT OK	NEEDED	MADE
KITCHEN AND STORAGE AREAS				
Plumbing & water temperature: at least 170 deg. Water or wanitizing agent is used for sanitazation. Plumbing is working properly.	OK	NOT OK		
Trash storage covered & litter minimum. Trash is kept away from potential food storage & preparation areas. No storage near furnace or hot water heaters.	OK	NOT OK		
Heating & ventilation working OK. Pipes & radiators are inaccessible or covered to prevent body contact. Humidity level is comfortable.	OK	NOT OK		
No animals or vermin are present. Insects are controlled by screens. No pesticides are used on food, food prep or storage surfaces.	OK	NOT OK		
No pest strips or pesticides used where possible contact with food can occur.	OK	NOT OK		
Cleaning agents & tools & utensils including matches are stored away from food storage & used safely. Toxic materials are in original containers separately stored away from food.	OK	NOT OK		
Lighting electricity: brightness OK, no bugs in light covers, outlets covered, no dangling or covered extension cords.	OK	NOT OK		
Fire extinguishers in safe working order, charaged & staff know how to use	OK	NOT OK		
Food storage: inventory & dated rotation methods used. Refrigerator temp. less than 45 deg. F. Frozen foods stored at 0 deg. F or below. Handled leftovers are discarded.	OK	NOT OK		
Food is stored on shelves; containers are labeled; containers made of metal or plastic (no plastic bags)	OK	NOT OK		
First aid kit is available and adequately stocked.	OK	NOT OK		
Personnel are healthy & perform appropriate, frequent, handwashing, use hair restraints, wear clean clothing. No smoking in food prep area	OK	NOT OK		
Sanitation: Surfaces are clean, free of cracks or crevices. Wood cutting boards are not used.	OK	NOT OK		
Eating utensils are free of cracks & chips.	OK	NOT OK		
Pot handles on stove are turned inward where they cannot be knocked over and contents spilled.	OK	NOT OK		

	SATISFACTORY		CORRECTIONS	DATE
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OUTDOORS				
Free of litter & sharp objects.	OK	NOT OK		
Play equipment is smooth, well anchored & free of rust, splinters, & sharp corners. Wood is sealed. No exposed, uncapped screws or bolts. Size appropriate to child users. Bars stay in place when grasped. Maximum height 6 feet. Safe way out of all climbers.	OK	NOT OK		
No "S" hooks or other open hooks. Swing seats are light-weight, flexible & noncutting. Equipment is placed in safe location (away from where other children would play).	OK	NOT OK		
Slides have horizontal steps & good tread. Rim on slide to prevent falls, flat bottom to slow down. Metal beds are shaded from sun. Steps 7 inches apart, flat (not tubular).	OK	NOT OK		
Rings do not permit entry of child's head or they are large enough for whole body.	OK	NOT OK		
No pinch or crush points on equipment.	OK	NOT OK		
Fences or natural barriers prohibit access to hazardous areas & keep animals out.	OK	NOT OK		
No stagnant pools of water.	OK	NOT OK		
Playground surface is nonabrasive & impact-absorbing, free of litter & concealed debris; no animal excrement.	OK	NOT OK		
Poisonous plants & stinging insect nests removed.	OK	NOT OK		
Street traffic controlled. Pick-up & drop-off procedures are safe.	OK	NOT OK		
VEHICLES				
School bus signs are in place.	OK	NOT OK		
Vehicles are mechanically in order.	OK	NOT OK		
Safety restraints are adequate in number & type and are used correctly	OK	NOT OK		
Safety locks or child door-opening restraints present.	OK	NOT OK		
Driver training for school bus safety is up-to date.	OK	NOT OK		
Attendants present as required.	OK	NOT OK		
First aid kit is adequately stocked.	OK	NOT OK		
Current emergency contact & medical information is in vehicle when in use.	OK	NOT OK		

