

Child Care Facility \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Time of Inspection

## **SAFETY INSPECTION CHECKLIST**

### **INSTRUCTIONS**

1. Use the checklist to go through the facility both indoors and out to find any potential hazards.
2. Please add any potential hazards to the list you observed during this inspection.
3. Check the playground every morning for hazards.
4. When needed, complete a HAZARD REPORT form to accompany the checklist.
5. Signatures are required by staff completing this form and director receiving the completed form.

**SAFETY INSPECTION CHECKLIST**

**GENERAL: ALL INDOOR AREAS**

- Ceilings, vents, and walls are clean and in good repair with no peeling paint
- Floors and carpets are clean and in good repair
- Floors are smooth and have non-skid surfaces
- Rugs have skid proof backing
- Exterior doors and windows fit snugly to prevent entrance of rodents and insects
- All windows have closed, permanent screens that are in good repair
- Windows cannot be opened more than 6 inches from the bottom
- Doors are not blocked and they open properly so they do not prevent passing
- Lighting is bright enough for good visibility in each room
- Emergency lighting equipment works
- Smoke detectors work
- Safety covers are present at every outlet (including power strips)
- All medications are locked up and stored separate from food, food-contact surfaces, and chemicals
- All chemicals are locked up and stored separate from food and food-contact surfaces
- All chemicals are in original containers
- Diluted chemicals that are not in original containers are properly labeled
- All labeling for chemicals is present at the center
- Waste baskets, trash cans, and dumpsters are kept clean and covered
- Hot water temperature is between 100° F and 120° F
- There is no evidence of rodents in the building (droppings, chewed up or shredded materials)
- There is no evidence of insects in the building (droppings, egg cases, etc.)
- Check water fountain pressure
- Fire extinguishers are serviced yearly
- Staff know where fire pulls and fire exits are

**NOTE!**

A certified pest control operator is required to handle evidence of rodents or insects.

\* Excellent housekeeping is the best way to control pests.

**KITCHEN: FOOD PREPARATION AND STORAGE AREAS**

- Lights in food preparation, storage, and service areas are shatterproof or protected
- All food and food utensils are stored on shelves at least 6 inches above the floor
- All stored food is in its original package or in tightly covered containers that are insect and rodent proof
- All stored foods that are not in original package are properly labeled with identity and date
- Visible thermometers are present in every refrigerator and freezer
- Refrigerator temperature is 40° F or lower
- Freezer temperature is 0° F or lower
- Raw meats are stored below ready-to-eat foods that will not be cooked further
- Dishes and pans are stored covered, upside down, or enclosed in a cabinet
- Utensils are stored with handles up all facing the same direction
- Items that are not sanitized (extension cords, flashlights, tools etc.) are stored separate from dishes and utensils.
- Teflon pans that are worn and peeling are thrown away
- Any dishes, pans, or utensils that are cracked, chipped, peeling, or otherwise in poor conditions are thrown away
- Dishwashing machine is clean and working properly
- If dishwashing machine sanitizes by heat, a maximum registering thermometer is used to check that temperature is high enough (170°F)
- All dishes, utensils, and other food contact surfaces are cleaned and sanitized properly
- All mouthing and teething toys are cleaned and sanitized like dishes or other food contact surfaces
- If dishes are sanitized by food grade sanitizers the concentration is checked (chlorine 50 – 200 ppm Quaternary ammonia – 200 ppm)
- Appropriate test kit is present and used to check sanitizer concentration
- Wiping cloth for sanitizing food-contact surfaces such as counters, tables, and high chair trays is stored in bucket of food grade sanitizer
- A separate handwashing sink that is not used for dishwashing, food preparation, or drinking water is designated in the kitchen
- Fire extinguisher works
- All handwashing sinks have:
  - hot and cold running water
  - drains that work properly
  - faucet handles that can be turned off without recontaminating your hands
  - liquid soap and paper towels
- \_\_\_\_\_
- \_\_\_\_\_

**BATHROOM AREAS**

- Toilets flush properly
- Toilet paper is located where children can reach it without having to get up from the toilet
- Bathroom fixtures are clean
- Stable step stools are available as needed in the bathrooms
- Drinking water is not taken from the bathrooms or any other handwashing sink
- A covered trash can is available and clean
- Bathrooms are not used as storage rooms
- Diaper changing area has a handwashing sink that is fully supplied with liquid soap, paper towels, and disinfectant for the pad
- Pad or mat on the changing table is non-absorbent and is not torn
- Diaper changing surface is disinfected between uses
- Bathroom doors are self-closing
- Cleaning supplies are stored in locked cabinets
- \_\_\_\_\_
- \_\_\_\_\_

**NAPPING AREAS**

- Children's bedding and other personal belongings are stored separately and are not shared
- Occupied mats, cots, or cribs are spaced 3 feet apart
- Nap mats or cots are non-absorbent and disinfected between uses
- Sleeping surfaces are firm
- No waterbeds, quilts, comforters and granular material (i.e. plastic foam beads or pellets in bean bags) are accessible to children - especially infants
- Pillows are not used for infants
- Crib slats are no more than 2 3/8 inches apart and have no corner posts or peeling paint
- There are no hanging toys that could lead to strangulation
- Sheets and mattress pads are tight fitting
- Cribs are in working order
- Crib mattresses are adjusted to the lowest level when an infant can stand up
- Children may not sleep on the floor
- Crib sides are in "up" position when child is in the crib
- Individually assigned cribs and bedding are cleaned and disinfected weekly or more often as needed
- Cribs and bedding that are used by more than one child and are cleaned and disinfected after each use
- \_\_\_\_\_
- \_\_\_\_\_

**OUTDOOR AND PLAYGROUND AREAS**

- Playground fence is in good repair
- Playground is free of trash, nuisances and hazards
- There are no broken toys, equipment or furnishings inside or outside the child care center
- There is no standing water or insect hazard
- There is no broken glass, chipping paint, or animal waste
- There are no sharp edges, exposed nails, jagged or splintered surfaces
- Any exposed bolts do not protrude more than two threads beyond the face of the nut
- Anchoring devices such as footings and bars are below the surface
- There are no exposed plant or tree roots
- There are no equipment pieces that could catch clothing
- There are no openings in any pieces of play equipment or fencing between 3 1/2 and 9 inches that could cause head entrapment
- There are no ropes that are not anchored at both ends
- Play equipment pieces are spaced at least 12 feet apart
- Trash cans and dumpsters are outside the play area and lids are kept closed
- Surface under and around play equipment is an impact-absorbing material

**See MEASURING DEPTH OF PLAYGROUND SURFACES**

- If building was constructed before 1978, there is no peeling or chipping paint indoors or outdoors that could cause a lead exposure hazard
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date