

Annual Health and Safety Checklist

Center Name _____ **Date:** _____

CD: _____

Area #1 Classroom (General)

• Non-porous gloves are available for use when dealing with bloody bodily fluids. 1304.22 (e)(3)	Yes	No
• Staff promote effective dental hygiene procedures 1304.23(b)(3)	Yes	No
• Toys are stored in a "safe and orderly fashion" e.g. in their assigned place, not out where people can trip over them 1304.53 (b)(l)(viii)	Yes	No
• The indoor and outdoor space for infants and toddlers is separated from general walkways and areas used by preschoolers. 1304.53(a)(4)	Yes	No
• Toys, materials, and furniture are safe, durable, and kept in good condition (e.g. materials free of sharp edges and loose pieces, balloons and/or plastic bags not used, no choking hazards.) 1304.53(b)(l)(vii)	Yes	No
• Center space is organized into functional areas that are recognized by children and that allow for individual activities and social interactions. 1304.53 (a)(3)	Yes	No
• Staffing patterns support regulations regarding class size and number of adults per class 1306.20	Yes	No
• Staff volunteers and children wash their hands with soap and running water at appropriate times 1304.22	Yes	No

Area #2: Kitchen or Classroom

• All medications are properly labeled (i.e. name of child/staff, name of medication, dosage, name/number of pharmacy/physician)	Yes	No
• Medications are under lock and key and out of reach of children 1304.53(a)(10)(iii), 1304.22(c)(l)	Yes	No
• Medications in need of refrigeration are refrigerated (1304.22(c)(l))	Yes	No
• A well supplied first aid kit is available, accessible to staff, and out of reach of children (1304.22(f)(l))	Yes	No

Area #3 Kitchen of Classroom

• Refrigerator(s) are cold enough (e.g., meet state licensing requirements) and things that belong in the refrigerator are appropriately stored there (1304.23(e)(1); 1304.23(e)(2))	Yes	No
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Area #4 Bathrooms

• Bathroom facilities are clean, in good repair, and easily reached by children. (1304.53(a)(10)(xiv))	Yes	No
• Bathroom facilities are separated from areas used for cooking, eating or children's activities ((1304.53(a)(10)(xiv))	Yes	No
• A utility sink is specifically used to clean potties (1304.22(e) 96)	Yes	No

Area #5 General/Throughout Facility

• Facilities are maintained at an adequate temperature. (Note: Take into account the difference between the inside and outside temperatures.)	Yes	No
• 1304.53(a)(10)(i)		

Observation /Comments

Area #5 General/Throughout Facility (cont.)

• The facility has approved working fire extinguishers, and an appropriate number of smoke detectors that are tested regularly. 1304.53(a)(10)(v); 1304.53(a)(10)(vi)	Yes	No
• Electrical plugs are covered 1304.53(a)(10)(xi)	Yes	No
• Rooms are well lit 1304.53(a)(10)(iv)	Yes	No
• Exits and/or evacuation routes are clearly marked. 1304.22(a)(3); 1304.53(a)(10)(vii)	Yes	No
• Emergency lighting is available. 1304.53(a)(10)(iv)	Yes	No
• Window and glass doors are sufficiently marked or they have sufficient barriers to prevent injury to children 1304.53(a)(10)(xii)	Yes	No
• Facilities enable the safe and effective participation of persons with disabilities 1308.4(a)(4)	Yes	No
• Emergency telephone numbers (e.g. EMS, Fire, Police, Poison Control) are placed at each telephone. 1304.22(a)(2)	Yes	No
• Policies on handling medical and health emergencies are posted clearly and visibly. 1304.22(a)(l)	Yes	No
• There is at least 35 sq. ft. of usable (i.e., not including bathroom, halls, kitchen, staff rooms, and storage places) indoor space per child. 1304.53(a)(5)	Yes	No
• The heating/cooling system is adequately insulated. (Note: Look at pipes and/or radiators) (1304.53(a)(10)(i)	Yes	No
• There is an absence of highly flammable furnishings, decoration, or materials that emit toxic fumes. 1304.53 (a)(10)(ii)	Yes	No
• Flammable and other dangerous materials/poisons are stored in locked cabinets or facilities separate from medications and food, and accessible only to authorized persons. 1304.53 (a)(10)(iii)	Yes	No
• Appropriate cleaning supplies are available to staff but out of reach of children 1304.22(e)(6), 1304.53 (a)(10)(iii)	Yes	No
• Garbage and trash are stored and disposed of in a safe, sanitary manner. 1304.53(a)(10)(xvi)	Yes	No
• Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. 1304.53(a)(10)(viii)	Yes	No
• Appropriate licenses (water/sewage, food/sanitation, fire codes, appropriate transportation licenses, Indian Environmental Health, if applicable, and vendor/contractor licensees) are seen. 1304.53(a)(6) and (10)(xiii), 1304.23 (e)(1), 1306.30 (e)	Yes	No
Area #6 Outdoors	Yes	No
• There is at least 75 Square Feet of usable outdoor space per child. (1304.53 (a)(5)	Yes	No
• The playground equipment is in good repair and safe condition (e.g., adequately secured to the ground, free of sharp edges and/or splinter, soft falling surface. 1304.53 (a)(7), 1304.53(a)(10)(viii), 1304.53 (a)(10)(x)	Yes	No
• The outdoor play area is arranged such that no child can leave the premises or get into unsafe or unsupervised areas 1304.53(a)(9)	Yes	No

Observation /Comments