

Program \_\_\_\_\_ Year \_\_\_\_\_

Director \_\_\_\_\_

Safety Inspector(s) \_\_\_\_\_

Conference \_\_\_\_\_

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

**Directions:**

Place an X in the correct column or N/A if the item is Not-Applicable.

When you have completed the safety report, send the original to your local conference ECE Liaison and keep a copy for your records. Check with your ECE Liaison to find out when this report is due.

**FACILITY INTERIOR**

ITEM	Acceptable	Correction Needed	Correction in progress	Correction completed on
<b>1. Building Systems</b>				
<b>A. Heating/AC/Plumbing/Electrical</b>				
1. Heating/air conditioning equipment is properly insulated, vented, cleaned, and serviced yearly by a licensed contractor				
2. Filters are changed/cleaned regularly				
3. Automatic limit controls are on heating equipment				
4. The furnace room has a self-closing door which is locked at all times				
5. All edges of heat registers are smooth and rounded with no sharp edges				
6. Condensation pans drain properly				
7. Thermostats are in good working condition				
8. Water heaters are equipped with a temperature and pressure relief valve and are in an area free of combustible storage				
9. Water temperature for hand washing is maintained at 120°F or less or scald guards are installed on faucets				
10. All sinks and toilets drain properly				
11. All electrical outlets are covered with safety caps				
12. Power strips and extension cords are maintained properly; cords are kept clear of walkways and not placed under rugs				

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13. Ground fault interrupter protection (GFCI) is provided at all outlets within six (6) feet of sinks in bathrooms, kitchens, and other similar areas, in garages, sheds, and for exterior electrical outlets				
14. All electrical appliances are free of cut, frayed, or taped cords or plugs, properly maintained and grounded, and in safe operating condition				
15. All electrical panels and junction boxes are covered and accessible (check with your local fire department)				
16. Staff members are familiar with location of electrical circuit breakers and fuse boxes				
17. Gas cylinder tanks are secured to a stable support and protected from damage				
<b>B. Life Safety</b>				
1. The local fire department has inspected the premises. Date of last inspection:				
2. Emergency drills are conducted as per state regulations				
3. Smoke and carbon monoxide detectors and the alarm system are in place, working and properly maintained. Batteries are replaced every six months				
4. Sufficient numbers and proper types of fire extinguishers are provided. Fire extinguishers have been serviced within a period of one year				
5. Automated sprinklers are properly maintained and inspected				
6. Emergency lighting is installed, tested, and maintained in good working order				
7. Each room and hallway has two escape routes posted in clear view				
8. Emergency exits are clearly marked, free of clutter, meets local fire department requirements. Doors open in the direction of exit travel and are not locked				
9. First aid and CPR posters are prominently posted				
10. First aid kits are readily available and adequately stocked				

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11. Local emergency numbers and dialing directions are prominently displayed in every classroom, play area, and by all land-line telephones				
12. Children's emergency contact information and attendance/census sheets are readily available in the event of an evacuation				
13. A medication policy is in place requiring original containers and signed parental authorization				
14. Medications are kept in locked boxes/cabinets out of reach of children				
15. Emergency evacuation plans and individual duty designation lists for staff and volunteers are complete and posted in all buildings and by all exits				
16. Emergency procedures for lockdown are in place and drills are practiced				
<b>C. Janitorial/Laundry/Chemicals</b>				
1. Janitor and storage/supply rooms are kept neat, orderly, and free of all unnecessary items				
2. Safety catches are placed on all doors, cabinets, and drawers				
3. All hardware is in place and well-fitting				
4. Facility is free of toxic materials such as lead-based paints and asbestos (See your local conference requirements and/or licensing agency)				
5. Exposed fluorescent lights are enclosed in protective sleeve				
6. Major cleaning takes place only when children are not present				
7. Combustible trash is collected regularly, stored in covered metal containers outside the building and disposed of frequently				
8. Entrances to crawl spaces are securely protected from entry				
9. Laundry supplies are kept in a locked storage area				
10. Dryer vents are cleaned on a frequent basis				
11. Dryer lint filter is cleaned before each use				
12. Laundry equipment is turned off when program is closed				

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13. Hazardous areas are fenced or marked with appropriate warnings				
14. Material Safety Data Sheet (MSDS) information is kept on file for all chemical products used within the program				
15. All staff members have signed an acknowledgement statement regarding the contents and location of MSD Sheets				
16. All cleaning supplies, equipment, and solutions are stored in a locked area out of children's reach				
17. All flammable liquids/materials are stored in UL approved safety cans and stored outside the building in a vented and locked area				
<b>2. Support Areas</b>				
<b>A. Classrooms/Materials</b>				
1. A list of children and their allergies are posted in each classroom and in the kitchen out of sight of clientele				
2. Artwork and teaching materials on wall shall not exceed 20% of the wall area				
3. Walkways are clear for evacuation in an emergency				
4. All sharp edges on corners of counters are covered				
5. Mechanical communication devices are in working order				
6. Children do not play with plastic bags, balloons, or cardboard boxes with staples				
7. Teaching materials/toys with small parts are not accessible to children				
8. Toy boxes are not used at facility				
9. Materials/toys are in working order and in good repair				
10. Materials/toys are sanitized daily and stored properly				
11. Safety glass/mirrors are used in areas accessible to children				
12. Mobile computers, televisions and other equipment are securely mounted on carts designed for such use				
13. Cribs, play lofts, and high chairs meet federal safety and local licensing child care guidelines				

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14. Staff and/or visitors wear soft-soled shoes or slippers while in the infant room				
15. Refrigerator and bottle warmers are available in infant rooms				
16. Children are never left alone in an infant seat or on high surfaces				
<b>3. Food Safety/Personal Hygiene</b>				
<b>A. Kitchen/Food Preparation</b>				
1. Only authorized personnel are allowed in the kitchen				
2. Food service personnel have obtained and maintained a current Food Handler's Permit and are at least 18				
3. Flooring is in good repair				
4. Work stations for standing have anti-fatigue floor mats				
5. Rubber anti-skid mats are used in front of sink areas				
6. Food service areas and equipment are thoroughly cleaned before and after meals and snacks				
7. Food preparation surfaces are clean and free of cracks and chips				
8. Sharp utensils are kept out of reach of children and in a locked storage area when not in use				
9. All utensils and equipment are stored in a clean, dry place free from insects, dust, and contamination				
10. At least three sinks are present in meal preparation areas				
11. Separate sinks are used for hand washing and food preparation				
12. Dishwashing machines are kept in working order according to manufacturer's recommendations				
13. Hand washed dishes are air dried				
14. Sanitizing machines reach the manufacturer's recommended temperatures and time limits				
15. Refrigerators/freezers are monitored for proper temperature. Check with your local health department.				
16. Cooking range is installed at a safe distance from combustible material and the floor below is protected				

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17. A hood is installed above the range, equipped with an exhaust duct to the outside and is at an adequate distant from combustible materials				
18. All exhaust systems for cooking equipment, including hoods, grease removal devices, fan ducts, and other apparatus are cleaned at frequent intervals to remove grease and oily sludge				
19. Commercial cooking equipment is provided with an approved fire suppression system in the vent hood and over cooking surfaces and when activated, shuts off the source of power (electricity, gas, etc.) to the equipment beneath the hood				
20. When the suppression system is activated, it is inspected and recharged before the equipment beneath the hood is put back into service				
21. The fire suppression system is inspected and checked biannually				
22. Food served meets USDA and local state health agency standards for nutrition, serving, and storage				
23. All containers with food are clearly marked, dated, have secure lids, and are properly stored				
24. In keeping with the Adventist health message, prepared foods are vegetarian, nutritionally well-balanced, and attractive in presentation				
25. Food which is of great choking risk is not served				
26. Waste containers used for the disposal of food have tight fitting lids that are kept on, in good repair, leak and rodent proof, and stored away from food preparation areas and heat sources				
27. Food waste is to be placed in a separate, designated refuse bin with a secure lid				
28. High chairs are used properly and according to manufacturer's recommendations				

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29. High chairs are kept away from open windows, cabinet doors, drapery and electrical cords				
<b>B. Bathroom/Toileting and Diaper Changing Practices</b>				
1. Portable toilets are not used				
2. Changing tables have all necessary materials readily accessible				
3. Changing table pads are secured and have sides and a belt to prevent infants from rolling off				
4. Diaper changing procedures are posted and staff never leave children on the changing table unattended				
5. Diapering areas are properly disinfected immediately after each use				
6. Diapers and all used items (i.e. paper, pads, wipes, gloves) are properly disposed of after each use; and placed in individual plastic bags for clientele retrieval and out of children's reach				
7. Waste baskets/diaper pails are covered, secured, and stored away from heat sources				
8. Children and staff always wash their hands with soap and water after toileting and diapering changes				
9. Toilets and sinks are appropriate for use by children; anti-skid step stools are provided				
10. Floors have anti-skid surfaces				
<b>FACILITY EXTERIOR</b>				
ITEM	Acceptable	Correction Needed	Correction in progress	Correction completed on
<b>1. Grounds</b>				
<b>A. Exits/Sidewalks</b>				
1. Sidewalks are kept free from tripping hazards and slippery spots				
<b>B. Parking Area</b>				
1. Pavement is in good condition, free from cracks or holes				
2. The parking area is free of slip hazards (loose gravel, ice, snow, etc.) or slip prevention materials are used				

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3. Traffic and school zone signs are in good condition				
4. Safe drop-off and pick-up procedures are practiced				
5. The drop-off and pick-up area is designed with clearly posted, one-way traffic signs				
6. School bus/van parking is isolated from the flow of traffic and parking				
7. School bus/van drop-off and pick-up times are adequately supervised				
<b>C. Lighting</b>				
1. Parking area is well lit				
<b>D. Drainage</b>				
1. Drainage grates are properly secured and do not pose a hazard				
<b>E. Debris Containers</b>				
1. Waste containers located outside the program building are covered with properly fitting lids and are free of food, paper waste, and large refuse items				
2. Refuse service is frequent enough to minimize odors and insect infestation				
<b>F. Landscaping</b>				
1. Landscaping plants are not hazardous due to thorns, stickers, or toxicity				
2. Landscaping, maintenance, and use of hazardous chemicals do not occur during hours of operation				
3. Existing trees and shrubs are kept pruned and grounds are free from debris				
<b>G. Playground and Equipment</b>				
1. A current copy of the Handbook for Public Playground Safety is kept on hand and reviewed by all staff ( <a href="http://www.cpsc.gov">www.cpsc.gov</a> )				
2. Staff are evenly spaced around the outdoor play area				
3. All play areas are visible to deter inappropriate behavior				
4. A written schedule is maintained for play area use				
5. Older children use the playground at different times than the younger children				
6. There are written guidelines for playground and equipment use				



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7. All children are provided instruction in the use of playground materials and equipment				
8. The outdoor activity space is accessible so children reach the area safely				
9. An energy absorbent surface is in adequate supply around and under equipment. Loose material surfacing is maintained at 12-14 inch depth				
10. Loose-fill surfacing material is free of foreign objects or debris				
11. Sandboxes are covered when not in use and inspected daily for hazardous foreign materials				
12. Sports equipment is safe and soft				
13. Riding toys are stable, well-balanced, without broken or missing parts, and of the appropriate size				
14. Children are instructed on "traffic" rules				
15. Eating is not allowed while children are on play equipment				
16. Commercial playground equipment is securely anchored to the ground				
17. Playground equipment is inspected annually				
18. Barriers on stairs are adequate to prevent children from falling				
19. There are no spaces 3 1/2 -9 inches where a child's head, leg, or arm could be trapped				
20. Equipment does not have pinch, crush, or shearing points or any exposed moving parts				
21. Swings are not attached to climbing structures				
22. Swing sets are placed nine or more feet from other equipment and at least eight feet from walls, fences, walkways, and other play areas				
23. Swings are hung at least one-and-a-half feet apart from each other				
24. Swings have no "S" or open-ended hooks				
25. Slides are enclosed or have handrails				
26. Tripping hazards have been eliminated (exposed footing/anchoring devices, rocks, roots, etc.)				

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27. All fences, benches, signs, and equipment on the playground are in good condition (free of splinters, protrusions, missing hardware or slats, etc.)				
28. Outdoor play areas are enclosed by a fence at least four feet high, gates have safety latches, and both are in good repair and work properly				
29. Perimeter gates are secured to prevent unauthorized access or exit				
30. Perimeter fence has no gaps between bottom rail and ground				
31. Trampolines, mini trampolines, or other spring board type equipment are not on the premises				
32. Metal slides, wooden slides, seesaws, or merry-go-rounds are not on the premises				
33. The entire play area has satisfactory drainage				
34. All pipe ends are covered with undamaged protective caps or plugs				
35. Trash receptacles are available, lined, and emptied daily				
36. Infant/toddler seats are available on swing sets				
<b>2. Building Exterior</b>				
<b>A. Roofing/Gutters</b>				
1. Gutters are cleaned at least annually to ensure proper drainage				
2. Gutter downspout does not create water or ice hazards				
<b>B. Siding/Foundation Vents</b>				
1. All siding materials are securely fastened with no protruding nails or edges				
2. Foundation vents are designed to prevent entrapment				
<b>C. Windows</b>				
1. All window panes are intact, not broken or cracked				
2. Window screens are in good repair and properly secured				
3. Window hardware is in good repair				
4. Windows can be secured in open or closed position				

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5. When open, windows do not present a hazard to children				
6. Every room/space subject to client occupancy, other than bathrooms, shall have no less than one outside window for emergency rescue unless the building has automatic sprinklers or the room has a door which leads directly to the outside (See NFPA 16.2.11.1.1 or 17.2.11.1 for operation and size requirements.)				
<b>D. Exterior Doors</b>				
1. Exterior doors with glass are clearly marked and meet all safety glass/fire requirements				
2. Entrances and exits are monitored or secured during all hours of operation				
3. Entrances have a floor mat or other anti-skid surface				
4. Exterior door swing zone is clearly marked				
5. Exterior doors close and latch properly and do not hinder emergency evacuations				
6. For facilities with two doors in a doorway, one door is to remain unlocked during hours of operation				
7. All stairs have anti-skid surfaces and handrails are securely fastened				
8. All elevated areas (porches, landings, lofts) are fenced with vertical pickets less than four inches apart				
<b>OTHER</b>				
ITEM	Acceptable	Correction Needed	Correction in progress	Correction completed on
<b>1. Other Assets</b>				
<b>A. Program-owned Vehicles</b>				
1. First aid kits are adequately stocked and kept in each vehicle				
2. A pre-trip vehicle safety checklist policy is in place				
3. Child-restraint devices are appropriate for child's size and weight and properly installed				
4. Seat belts are available, maintained, and used				
5. Vehicle is maintained regularly and maintenance records are kept on file				

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6. Vehicle is checked for sharp or rusty metal				
7. All Department of Transportation (state and local) inspection guidelines are followed				
8. An appropriately rated fire extinguisher is maintained and kept in each vehicle				
9. Drivers use child-restraint door locks when the vehicle is in motion				
10. All vehicles are locked when not is use				
11. Drivers know where children are, and ensure areas behind vehicles are clear before putting vehicles in reverse				
12. Drivers always lock and remove keys from vehicles when left unattended				
13. Drivers are instructed to report any vehicles deficiencies immediately				