Center/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_\_\_ Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Infant [ ]  Toddler [ ]  Preschool Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Place your initials in the appropriate box and give to the Center Manager to review and file. If anything needs immediate attention, please inform your Center Manager immediately.*

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| --- | --- | --- | --- |
| **Complete this checklist monthly. Inspect each item listed.** | **Yes** | **Not Yet** | **N/A** |
| 1. Classroom Safety and Sanitation Checklist completed daily **BEFORE and AFTER** children arrive?
 |  |  |  |
| 1. Is all furniture (cubbies, tables, bottoms of table’s underneath. table legs, cupboards, chairs, chair legs, stools, garbage cans, etc.) scrubbed and sanitized on a monthly basis or more often if needed? Have all residues like marker, color crayon, or paint splashes; evidence of spills; fingerprints; dirty keyboards and screens been cleaned weekly?
 |  |  |  |
| 1. Is all furniture and equipment stable?
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| 1. Blinds being cleaned and dusted at least monthly? Curtains cleaned quarterly?
 |  |  |  |
| 1. Windows being cleaned at least monthly?
 |  |  |  |
| 1. Are window sills, counters, and shelves being wiped and sanitized weekly?
 |  |  |  |
| 1. Sponges used only for art projects? Sponges must be thrown out right after art project.
 |  |  |  |
| 1. Walls, windows, and mirrors are free of: screws, nails and tape that serves no purpose; marker, color crayon or paint splashes; and fingerprints?
 |  |  |  |
| 1. Is classroom and adjacent hallway free from all staples and pushpins?
 |  |  |  |
| 1. Strings hanging from the ceiling are removed if they are not serving any purpose currently?
 |  |  |  |
| 1. Items hanging from the ceiling are kept to a minimum. Staff have checked with Center Manager to see if they will trigger the alarm system.
 |  |  |  |
| 1. Are all screws and nails that currently serve a purpose firmly secured?
 |  |  |  |
| 1. Is any and everything in a bottle labeled?
 |  |  |  |
| 1. Are garbage can liners stored in an area inaccessible to children?
 |  |  |  |
| 1. Is classroom equipped only with the current, approved cleaning supplies?
 |  |  |  |
| 1. Is water in the sensory table replaced every day by dumping out, sanitizing & allowing it to air dry?
 |  |  |  |
| 1. Are all ceiling light fixtures working and have no burned out bulbs?
 |  |  |  |
| 1. Are electrical outlets hidden by furniture? Are power strips used at a minimum? Are cords zip-tied together? If a cord is visible to children, is it tacked to the floor to reach the outlet? Are no extension cords used? Are computer cords neatly zip-tied together? Is the length of the mouse cord minimized by zip-ties?
 |  |  |  |
| 1. Is there a locking medication box with a key that works? (Plastic tub is not used.)
 |  |  |  |
| 1. Has the classroom and backpack flash light switches been turned on to confirm they are working? Are there extra working batteries in the classroom and in the backpack?
 |  |  |  |
| 1. Are laminated diapering and stand-up diapering procedures posted in the bathroom(s)/changing table?
 |  |  |  |
| 1. Are toothbrushes not touching one another?
 |  |  |  |
| 1. Has everything labeled with “Keep out of reach of children” that previously was used for sensory experiences been removed from classroom and classroom supply areas? i.e. shaving cream, hair gel, borax, etc.
 |  |  |  |
| 1. Have rubber floor protectors been placed under rolling casters on any furniture that needs to be stationary?
 |  |  |  |
| 1. Are children being supervised in the bathroom? Are children being taught to wipe themselves, flush the toilet, wash their hands and place hand towels in the garbage as developmentally appropriate?
 |  |  |  |
| 1. Are your teams CPR/First Aid and Food Handler cards posted in your classroom and current?
 |  |  |  |
| 1. Are staff and volunteer purses kept in a secure place out of children’s reach? Are purses with medication locked up?
 |  |  |  |
| 1. Is cloth furniture spot cleaned as needed?
 |  |  |  |
|  | **Yes** | **Not Yet** | **N/A** |
| 1. Are plants (fake and alive) dusted off on at least a monthly basis?
 |  |  |  |
| 1. Are paper cups kept in a sanitary and closed container or in a cup dispenser until used?
 |  |  |  |
| 1. Are all Medication Log records for when medicine was dispensed accounted for?
 |  |  |  |
| 1. Are laundry baskets with dirty laundry inaccessible to children?
 |  |  |  |
| 1. Are all postings/signage visible and do not block the visibility of other postings/signage?
 |  |  |  |
| 1. Are backpacks stored out of reach of children when not being used and do not block signage/postings?
 |  |  |  |
| 1. Are HCP’s and Food Substitutions signed by all required staff and placed in/ or given to: Emergency Binder, child’s file, transportation staff (if applicable) and front reception area binder? Do all parties have the same up-to-date and completed one?
 |  |  |  |
| 1. Is updated Classroom Allergy & Health Concerns List given to transportation?
 |  |  |  |
| 1. Are all air fresheners, candles, potpourri, essential oils, burners, etc. removed?
 |  |  |  |
| 1. Are all required postings (exits, evacuation diagrams, emergency procedures etc.) reattached when they become loose?
 |  |  |  |
| 1. Are classroom and center exit signs in English and Spanish?
 |  |  |  |
| 1. Does the emergency procedures booklet have your site’s address and phone number inside on the first page?
 |  |  |  |
| 1. Is medication not accessible to children and properly administered, stored and labeled?
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| 1. Are all non-emergency medications stored under lock and key? Are rescue medications kept unlocked and placed close to the medication lock box?
 |  |  |  |
| 1. Are we informing EPIC Management staff about:
	1. Soap, toilet paper, paper cup or towel dispensers that are located too high, not handily reachable by children, etc.
	2. Broken or unaligned cabinet doors, cracked or non-working garbage cans/lids
	3. Tippy housekeeping area furniture like mirror stands, broom/mop holders and clothes trees
	4. Holes (including where nails or screws were previously) in walls and ceilings that need patching and/or painting over
	5. Peeling, cracked or chipping paint
	6. Keys that won’t work in locks
	7. Windows that will not lock securely
	8. Window screens that have holes in them
	9. Fire extinguisher that has accidently been used or service is not up-to-date per tag
	10. Toilets that are getting plugged frequently
	11. Carpets that have a spill or are getting dirty
	12. Edges of vinyl and carpet next to the wall’s baseboard are getting dirty/dusty
	13. Any carpet or vinyl coming up from flooring creating a tripping hazard
	14. Splinters on furniture
	15. Screws, nuts/bolts in equipment that are not tight and secure or when they are broken.
 |  |  |  |
| 1. All cleaning supplies, flammable and poisonous materials are stored in original, labeled containers in locked cabinets separate from medications and heating equipment?
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| 1. Materials, equipment, furniture are safe, durable and in good condition, and stored in a safe and orderly fashion.
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| 1. Expiration dates on all medications are checked
 |  |  |  |
| 1. Is Classroom First Aid inventoried and up-to-date? (Complete: *Monthly First Aid Checklist).*
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| 1. Indoor areas are free from hazardous materials and conditions.
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| 1. Broken furniture removed immediately from classroom and notified to Center Manager?
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| 1. All required items are posted?
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| 1. Are **all** toys sanitized weekly or as needed?
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| 1. Are safety buckets properly stored in the classroom?
 |  |  |  |
|  *If N/A is selected please explain below:* |
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|  |
|  |
| **Complete this checklist monthly. Inspect each item listed.** | **Yes** | **Not Yet** | **N/A** |
| ***Infant and Toddler Rooms Only:*** |
| 1. Evacuation cribs are in good condition so they roll easily.
 |  |  |  |
| 1. All push pins, staples, paperclips and strings are removed from classroom.
 |  |  |  |
| 1. Are all toys sanitized and cleaned daily?
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| *If N/A is selected please explain below:* |
|  |

Reviewed by Center Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_