

Daily Safe Environments

Reviewed By/Date _____
Action Needed <input type="checkbox"/> Not Needed <input type="checkbox"/>
Follow Up Date _____

Classroom: _____ Date/Time of Observation: _____

YES	NO	N/A	Facilities, Materials, and Equipment
			Is the facility license posted?
			Are classrooms well lit, and is emergency lighting available in case of a power failure?
			Are exits clearly visible and evacuation routes clearly marked and posted so the path to safety outside is unmistakable?
			Are evacuation routes posted and safety procedures for emergencies (fire or weather-related) practiced regularly?
			Are emergency bags readily accessible and complete in case of evacuation?
			Are approved fire extinguishers readily available for staff?
			Are smoke detectors installed and tested regularly?
			Are all policies and plans of action for health emergencies requiring rapid response (e.g. choking, CPR) posted?
			Are locations and telephone numbers of emergency response systems posted? Are up-to-date family contact information printed and consent for emergency care readily available (i.e. ready for any emergency)?
			Are electrical outlets covered to prevent shock?
			Are playground equipment and ground surfaces maintained to minimize injury to children?
			Is water available for the children while they are doing outside activities?
			Are all cleaning supplies stored away and inaccessible by children?
			Are all personal items stored away and inaccessible by children?
			Are children supervised on the way to play areas that are exposed to vehicle traffic?
			Are all toys, classroom materials, and furniture safe, durable and in good condition?
			Are all toys made of nontoxic materials and sanitized between classes?
			Scan the facilities and equipment inside facility and outside. Are there any needed repairs? If YES , please explain: _____ _____
			Date Work Order submitted: _____

YES	NO	N/A	Hygiene
			Do staff, volunteers, and children wash their hands with soap and running water after diapering and toilet use, before food-related preparation or activity, after hands have become contaminated with blood or other bodily fluids, before and after giving medication, and before and after bandaging a wound?

YES	NO	N/A	Hygiene Continued
			Are hand washing posters posted at eye level for the children?
			Are first aid kits well supplied, age appropriate, and readily accessible to staff (but not to children) at each facility and while offsite?
			Are fanny packs packed and accessible for times you exit the classroom for outside activities?
			Are staff wearing aprons daily and are the aprons cleaned on a regular basis?
			Are indoor and outdoor premises including bathrooms cleaned daily and kept free of undesirable and hazardous materials and conditions?
			Is trash and garbage stored and disposed of in a safe, sanitary manner?
			Are cleaning solutions such as bleach and water mixed daily? * 1/2 Teaspoon of Bleach per 1 Gallon of Water
			Are toothbrushes stored properly to prevent any spread of germs?
			Are sleeping cots at least 3 feet apart to avoid spreading contagious illness and to allow for easy access to each child? Is the bedding clean?

YES	NO	N/A	Food Safety and Sanitation
			Do you know where the allergy listing is kept and what children have allergies?
			Are all applicable Federal, State, local and Tribal food safety sanitation laws met and evidence of compliance, including appropriate licenses and certificates, as appropriate, posted?
			Food sanitation is ensured in connection with food preparation and handling. Correct temperatures etc...

Observations done by: _____