

NEW MEXICO STATE CHILD CARE LICENSING REGS

GENERAL RECORDS CHECKLIST - ON - SITE (Have available for Reviewers)

- _____ Post copy of the Current Licensing survey report
** Section 201-C

- _____ Record of all Fire Drills
** Section 201-B
** Section 319-C,4

- _____ Annual Environment Department Report
(Kitchen survey and Septic survey, if applicable)
** Section 201-E

- _____ Copy of the ANNUAL Fire Inspection Report
** Section 201-C
** Section 317-B

- _____ List of TWO readily available substitutes to be called upon in case of an
emergency, with CRC, First Aid/CPR, and TB Test results on file
** Section 404-3

- _____ TB Test results on All Volunteers

- _____ Copy of the Carpet Rating (class II) if a newly renovated or newly
carpeted facility

- _____ PROGRAM OPERATIONS GUIDE/Administration written policies and
procedures and all component Program Written Plans (notebook)
** Section 205-a-h

- _____ Daily Attendance Record for Center Staff (sign in-out sheet)
** Section 203-B

- _____ Variance Approvals, if applicable to your center, (memos from State
Licensing)

**NOTE: Please make copies of these reports/surveys for
Central Office Master Files.**