

**DOÑA ANA COUNTY HEAD START  
CENTER SAFETY INSPECTION REPORT**

Date Checked	<b>HEAT, LIGHT, POWER</b>	Passed Inspection	Needs Attention
	Heating system cleaned and serviced by a competent heating contractor w/in past 12 mo. Date: _____		
	Air conditioning system cleaned and serviced by a competent serviceman w/in past 12 mo. Date: _____		
	Electrical system checked by a licensed electrician within past 12 months. Date: _____		
	Electrical, heating and air conditioning rooms: a) Restricted only to authorized personnel.		
	b) Free of combustible storage.		
	Unobstructed access maintained to electrical panels.		
	Electrical panel doors kept closed.		
	Circuit breakers free to operate (none taped open or otherwise obstructed) and circuits labeled.		
	No indications of frequent fuse replacement or resetting circuit breakers which indicates overloading of circuits.		
	Electrical equipment and appliances properly grounded.		
	<u>All</u> electrical outlets covered to help prevent children from coming in contact or inserting any object into the outlet.		
	All electrical cords in good condition and placed out of the reach of children.		
	<b>SIDEWALKS, STEPS, PARKING AREAS</b>		
	All sidewalks, steps, ramps and parking areas in good condition and free of tripping hazards.		
	Handrails for steps and ramps sturdy and fastened securely.		
	Exterior lighting adequate at night over all walking and parking areas.		
	All lights in working order.		
	Traffic control signs in place and readable.		
	Inclement weather: a) Adequate supply of sand and salt to treat icy steps, walks and the parking lot.		
	b) Storm drains operate properly to prevent standing water in the parking lot.		
	c) All areas within the building are adequately heated to prevent frozen pipes.		
	<b>PLAYGROUNDS</b>		
	Playground equipment purchased, installed and maintained with the children's safety in mind.		
	Equipment designed to prevent entrapment of any part of a child's body, head or clothing.		
	All playground equipment installed over shock absorbing materials and securely anchored to ground.		
	Shock absorbing materials checked daily; rearranged or replenished as necessary to maintain resiliency.		
	Playground equipment installed over asphalt or concrete surfaces has been removed.		
	Equipment free of sharp points, edges and corners, pinch and crush points, protrusions and projections.		
	Equipment checked daily for damage (splinters, loose parts, etc.).		
	Procedures in place to repair and/or replace any faulty equipment.		
	All children instructed on playground safety and rules of behavior and reminded of the consequences of running and roughhousing.		
	Number of children playing on any one piece of equipment limited to prevent crowding, pushing or accidental injuries.		
	Children not allowed on the playground unless supervised by staff members trained in first aid and accident procedures.		
	Playground checked daily for broken glass, stones and sharp objects that may cause injury.		

Date Checked	<b>EXITS</b>	Passed Inspection	Needs Attention
	All exits:		
	a) Properly marked with lighted exit signs.		
	b) Unobstructed and readily accessible.		
	c) Provide for free egress (not locked or chained shut).		
	All exit doors:		
	a) Arranged to open outward.		
	b) Provided with panic hardware.		
	c) Easily operated.		
	Fire escape handrails sturdy and well secured.		
	Fire doors kept closed (none held or blocked open).		
	Emergency lighting:		
	a) Tested regularly.		
	b) All units operate properly.		
	<b>STAIRS, DOORS, WALKING SURFACES</b>		
	Carpeted areas in good condition with no tripping hazards.		
	Aisles and hallways clear and unobstructed.		
	Mats or other provisions available to control wet floors at entrances during inclement weather.		
	Stairs in good condition, with non-slip surfaces on stair treads and secure handrails.		
	All stairs and walking areas kept clear of toys, games, spills or other slip/trip hazards.		
	Adults hold doors open for all children. (Doors can be heavy and children may forget to hold door open for others.)		