

### DAILY BUILDING & GROUNDS SAFETY CHECKLIST

WEEK of \_\_\_\_\_

MON	TUE	WED	THUR	FRI	Areas Checked
					Kitchen & other floors clean
					Kitchen counter clean
					Bathroom clean
					Toilet paper, soap & paper towels in bathroom
					Sheets in baby beds are clean
					Empty diaper pail
					All food put away & properly stored
					All medications in cabinet or refrigerator are kept separate from food
					All doses given to children are documented
					Menu is posted
					All toxic & cleaning supplies out of children's reach
					All trash picked up from facility
					All trash picked up from grounds
					Child / Staff ratio maintained indoors / outdoors
					Broken equipment removed or repaired
					All electrical outlets covered
					All indoor & outdoor equipment is maintained in good / safe condition for children's use
					All indoor & outdoor equipment is safe & appropriate for children's use
					All storage rooms locked
					All hazards removed
					All exit doors leading to fenced grounds can be easily opened by children
					All doors & pathways are clear at all times, includes naptime
					A staff certified in First Aid / CPR in each room during all hours of operation

*All required documentation must be located on premises of the center.*