

ENVIRONMENTAL CHECKLIST

SITE LOCATION _____

CENTER/HOME BASE TEACHER _____

DATE _____

Yes	No	
_____	_____	1. Center/socialization site is clean.
_____	_____	2. The center/socialization site is free of health and safety hazards.
_____	_____	3. The classroom/socialization materials are displayed in child-sized storage areas.
_____	_____	4. Adequate numbers of covered trashcans are present in the classroom, bathroom and kitchen.
_____	_____	5. Bathrooms are clean and sanitary with sinks at child's level or step stools are provided.
_____	_____	6. All areas are well lit and rooms are kept at comfortable temperatures. Replace light bulbs when needed
_____	_____	7. Emergency lights are available and are in working order.
_____	_____	8. <u>All</u> outlets are covered with childproof covers.
_____	_____	9. Use of extension cords is kept to a minimum, and when used, they are inaccessible to children.
_____	_____	10. Radiators, ovens, fans, space heaters and all other electrical appliances are out of the children's reach when being used.
_____	_____	11. Hot water is at a safe temperature - (120 degrees F maximum)
_____	_____	12. Flammable, poisonous materials and dangerous substances are stored in locked cabinets/containers away from areas where children are present.
_____	_____	13. Working smoke detectors are located in the classroom and kitchen areas. Replace the battery when needed
_____	_____	14. Fire extinguishers are easily accessible and are up-to-date. Monthly check extinguishers and document date & Initial on tag.
_____	_____	15. Evacuation ropes are hung by exit doors.
_____	_____	16. First aid manual is present.
_____	_____	17. First aid kits with adequate supplies are accessible.
_____	_____	18. Pocket protectors are accessible for use.
_____	_____	19. Thermometers are in place in the refrigerator and freezer and register temperatures at the required ranges (refrigerator at 45 degrees F to 34 degrees F and freezer at 0 degrees F or colder.
_____	_____	20. The outdoor area is free from hazardous materials and equipment is safe and in good condition.
_____	_____	21. Children set tables, using a full place setting at mealtime not snack
_____	_____	22. At mealtime, food is served family-style and conversation is child orientated.
_____	_____	23. Children are supervised at all times.
_____	_____	24. Meal/Snack Daily Count.
_____	_____	25. Indoor play/storage equipment is in good condition.
_____	_____	26. Sign-in/Sign-out system.

ENVIRONMENTAL CHECKLIST

27. The following items are posted:

In Classroom

- Fire Exit Plan
- Tornado/Inclement Weather Procedures
- "No Smoking" Signs
- Emergency Phone Numbers
- Emergency Disaster Plan (Program)
- Daily Cleaning Schedule

In Kitchen

- Food Handler Gloves and Instructions for Use
- Hair Restraints

In Dining Area

- "And Justice for All" Poster
- Fire Exit Plan
- Emergency Disaster Plan (Site)

In Bathroom

- Tooth brushing Procedures (Do tooth brushes need changing)
- Hand washing Procedures

In Areas Observed by Everyone

- Dental Emergency Procedures
- Emergency Medical and Dental Plan
- Emergency Phone Numbers
(Physician, Dentist, Hospital, Ambulance, Fire, Poison Control)
- Exit Signs
- Family Resource Directory
- MSDS Resource Binder

Comments:

Corrective action (if necessary)

Signature of Person completing form

Center/Home Base Teacher