

Southern Union Conference CHILD DEVELOPMENT CENTER QUARTERLY SAFETY INSPECTION

_____ **CENTER** _____ **DIRECTOR**
 _____ **INSPECTOR** _____ **CONFERENCE**
 _____ **DATE OF INSPECTION**

Directions: Please place a check \checkmark in the correct column, or N/A if the item does not apply.
 Place an **ASTERISK*** for areas needing **IMMEDIATE ATTENTION**. Upon completing the inspection and filling out this form, **please send** all white and pink pages to your local Conference Office of Education and Adventist Risk Management. Keep the yellow pages at your center

ITEM	Acceptable	Correction Needed	Correction in Progress	Correction Completed on:
I. FACILITY EXTERIOR				
A. Grounds				
1. Exits/ Sidewalks				
a. Exit paths are clear to allow for safe emergency egress.	_____	_____	_____	_____
b. Sidewalks are kept free from tripping hazards and slippery spots.	_____	_____	_____	_____
2. Parking Area				
a. Pavement in good condition, free from cracks or holes.	_____	_____	_____	_____
b. Traffic signs are in good condition.	_____	_____	_____	_____
c. Safe drop-off/pick up are practiced.	_____	_____	_____	_____
3. Lightning				
a. Parking area is adequately illuminated.	_____	_____	_____	_____
b. All center light fixtures work properly.	_____	_____	_____	_____
4. Drainage				
a. Drainage grates are properly secured.	_____	_____	_____	_____
b. Drainage basins and structures do not pose a hazard.	_____	_____	_____	_____
c. Required retention ponds are fenced.	_____	_____	_____	_____
d. Grounds are free from standing water.	_____	_____	_____	_____
5. Debris Containers				
a. Areas around the trash container are free of food and paper waste.	_____	_____	_____	_____
b. Waste container service is frequent, minimizing odors and insect infestation.	_____	_____	_____	_____
c. Acceptable placement of trash containers.	_____	_____	_____	_____

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 2. Risk Management Loss Control manager
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ITEM	Acceptable	Correction Needed	Correction in Progress	Correction Completed on:
6. Landscaping a. Landscaping plants are not hazardous due to thorns, stickers, or toxicity b. Landscaping maintenance plans are reviewed for proper use of hazardous chemicals. c. Landscaping maintenance services are scheduled during playground off hours. d. Existing trees and shrubs are kept pruned and grounds are free of debris.	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
7. Playground Environment a. Playground is accessible by a sidewalk. b. Perimeter fence is suitable height (at least 4 ft) and in good repair. c. Perimeter fence has no gaps between bottom rail and ground. d. Fence wire or wire ties do not pose a scratch or puncture hazard. e. All gates latch and work properly. f. Perimeter gates are secured to prevent unauthorized access or egress. g. All equipment is in good condition (free of splinters, missing hardware or slats, etc). h. Plant materials inside the playground are not poisonous, do not have thorns or sticking insect nests. i. Play areas are visible to detect inappropriate behavior. j. Resilient materials are maintained beneath all play equipment where falls are likely to occur. k. Materials are maintained 8-12" in depth. l. Ground covering checked for hidden hazardous/sharp objects.	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
B. Building Exterior 1. Roofing/Gutters a. Gutters are checked and cleaned to insure proper drainage. b. Gutter downspout does not create water or ice hazard on sidewalks. c. Gutter downspouts in the playground area are piped to storm water drains.	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
2. Siding/Foundation Vents a. All siding materials securely fastened; no nails protrude. b. Foundation vents are designed to prevent entrapment of fingers, hands or arms.	_____ _____	_____ _____	_____ _____	_____ _____
3. Windows a. All window panes are intact, not broken or cracked. b. Window screens are in good repair and properly secured. c. Window hardware is in good repair. d. Windows can be secured in open/closed position. e. When opened, windows do not present a hazard to children.	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

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4. Exterior Doors a. Exterior doors close and latch properly according to the state regulations. b. Exterior doors with glass meet all safety glass/fire requirements.	 	 	 	

COMMENTS ON SECTION I:

II. FACILITY INTERIOR A. Building Systems/Support Areas 1. Heating/AC/Plumbing/Electrical a. Filters are changed on a regular basis. b. All edges of registers are smooth and rounded with no sharp edges. c. Condensation pans drain properly. d. Thermostats are in good working order. e. Water temperature maintained at appropriate degrees. f. All sinks drain properly. g. All electrical outlets and cover switches are covered with safety caps. h. All extension cords and power strips being used are maintained properly.	 	 	 	
2. Life Safety a. Alarm system is properly maintained. b. Sprinkler system is inspected as required. c. All exit lights are working properly. d. All doors are in working order. e. Fire extinguishers are serviced on annual basis. f. Emergency lighting is tested periodically and maintained in good working order. g. Emergency evacuation drills are conducted regularly as required by state. h. Emergency phone numbers and evacuation routes are posted in prominent location.	 	 	 	
3. Janitorial a. All cleaning supplies and equipment are kept in a locked storage area. b. Carpets are cleaned on frequent basis. c. MSDS information is kept on file for all janitorial products. (OSHA Chemical Sheets). d. Major cleaning takes place only when children are not present.	 	 	 	

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4. Laundry a. Laundry supplies are kept in a locked area. b. Dryer vents are cleaned on a frequent basis.	_____	_____	_____	_____
B. SUPPORT AREAS 1. Kitchen a. Kitchen utensils are kept in locked storage area. b. Refrigerators/freezers are monitored for proper temperature. c. Food served meets the standards of the USDA and local state health agencies. d. Children are not allowed in the kitchen during meal preparation. e. Sewage or drainage pipes are not located in food preparation areas. f. Dishes used are unbreakable. g. Hand-washed dishes are air-dried. h. All utensils and equipment are stored in a clean, dry place free from insects, dust and contamination. i. All foods are stored in original, plainly labeled and dated containers. j. Foods that place children at great risk of choking are not served. k. Food service areas and equipment are thoroughly cleaned before and after meals, and after snacks. l. Rubber anti-skid mats are used in front of sink areas. m. Ground-fault circuit-interrupter protector is present for all electrical outlets within six feet of sink areas.	_____	_____	_____	_____
2. Classrooms a. All equipment is maintained in a safe, clean condition, and in good repair. b. Working telephone/emergency numbers are posted. c. Intercom system is working. d. Exits are clearly marked and free of clutter e. Doors open in the direction of exit travel. f. Toilet and sinks drain properly. g. Soap and paper towels are accessible to children and staff. h. No sign of insects or rodents. i. Coat hooks do not present a safety hazard. j. Large pieces of equipment are secured/supported properly. k. Safety catches are placed on all doors, cabinets, drawers. l. Doors close properly. m. Doors closers are set for proper closure. n. Safety glass/mirrors used in areas accessible to children. o. Radiators/floor heaters/fireplaces are covered. p. Walls/ceilings are clean with no peeling paint or plaster. q. Area rugs are skid proof. r. Refrigerators are provided in food preparation areas. s. Equipment/toys do not have sharp edges, missing parts, protruding nails, wires, splinters.	_____	_____	_____	_____

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t. All waste containers/trash cans are covered and sanitized.	_____	_____	_____	_____
u. First aid kit is available, adequately supplied, properly stored.	_____	_____	_____	_____
v. Toys are cleaned daily and stored properly.	_____	_____	_____	_____
w. Diapering paper/pads are disposed of after use with each child.	_____	_____	_____	_____
x. Diapering areas are properly disinfected immediately after use.	_____	_____	_____	_____
y. Diaper changing procedure is posted.	_____	_____	_____	_____
z. Teaching materials/toys with small parts are inaccessible to toddlers and infants.	_____	_____	_____	_____
aa. Window blind cords are inaccessible to child.	_____	_____	_____	_____
aa. Equipment/supplies stored on wall shelves are not a hazard (falling) to children.	_____	_____	_____	_____
cc. Highchairs have appropriate restraint features.	_____	_____	_____	_____
dd. Infant cribs have vertical slats no more than 2 3/8" apart.	_____	_____	_____	_____
ee. Thumbtacks and pins are not used in classrooms	_____	_____	_____	_____
ff. All individual infant supplies are well labeled.	_____	_____	_____	_____
gg. Children and staff wash hands after toileting and diapering activities, prior to food preparation, feeding and eating.	_____	_____	_____	_____
hh. Medication is administered only when there is signed authorization from the parent/guardian.	_____	_____	_____	_____
ii. Medications are labeled with child's name and stored in locked cabinets or containers in a refrigerator.	_____	_____	_____	_____

COMMENTS ON SECTION II

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