



Monthly Center Inspection Checklist

Month _____ Site _____

Interior Facility:	Yes	No	Comments
Toys picked up following activities			
Spills cleaned up immediately with a dry mop or paper towel			
Step stools or ladders used instead of children's chairs			
Appropriate footwear worn for physical demands of jobs			
Employees utilize proper lifting techniques			
Sharp objects being used for their intended use			
Bathrooms in working order and clean			
All electrical equipment kept away from water sources			
No faulty electrical equipment evident			
Hands washed frequently			
Tissue or paper towels used only once per child			
Latex gloves worn when handling body fluids			
Bedding washed according to state guidelines or more frequently			
Toy, counters and other surfaces disinfected frequently			
Walls and floors of facility clean			
Medication stored properly and locked			
Chemicals stored in locked cabinet when not in use			
Chemicals used only according to directions			
Chemicals labeled properly			
No long paths that encourage running			
All exits clearly marked and free of obstructions			
Two exits per room			
There is easy access to emergency phones and phone numbers			
Electrical cords not run under carpeting or in traffic paths or doorways			
Staff's belongings, purses, and medications inaccessible to others			

CDC Monthly Center Inspection Checklist (2)

Interior Facility (cont.):	Yes	No	Comments
Locks on doors can be opened by an adult without difficulty			
Furnishings are in good repair and free of sharp edges, splinters or pinch points			
Carpet in good repair and free of tripping hazards			
All TV's VCR, computers, and projectors secured on stands that ensure no tipping or collapse			
Hallways and classrooms well lit			
Smoke detectors functioning			
Fire extinguisher accessible and fully pressurized			
Poisonous plants removed			
First aid kits accessible			
Food preparation area is sanitary			
Staff trained in First Aid/CPR			
Monthly fire, evacuation, and lock down drills held			
Check evacuation bag for expired items and completeness			
Check for protective equipment (gloves, shoe covers, disinfectant, towels)			

Exterior of Center:	Yes	No	Comments
Large debris removed immediately			
Sharp objects such as broken glass or rocks removed			
Poisonous plants removed from play area			
Equipment free of sharp edges, protrusions and cracks			
No parts of the equipment missing			
No equipment bent or improperly anchored			
All moving parts function smoothly and are well lubricated			
Parking lot for staff is well let and free of debris			
Fence is in good condition			
Nuts, bolts or screws on equipment are recessed, covered or sanded smooth and level			
No rust or chipped paint appears on metal surfaces			
Drinking fountain is well maintained and operable			
Cushioning materials (sand) is at least 6 inches deep under climbing equipment			

Safety Check conducted by: _____ Date: _____