

**SAFETY WALK THROUGH
COMPREHENSIVE CHECKLIST**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
3	Line Number	Location	Date	Performed by	Pass	Does not apply	Hazard	Medication Error	Posting Error	Regulation compliance	Sanitation/cleaning	Best Practices	Other	All findings must be entered into the Computerized Maintenance Management system and closed
4														Comments
5	Fill in the first line for location, date, and performed by				Please use a small [x] to mark the appropriate box									
6	1	Review												
7	2	Reviewed last Sanitation Report - County/State												
8	3	Reviewed last Tracking Report - Corrective Action												
9	4	POSTED/ACCESSIBLE INFORMATION												
10	5	Daily checklists; Supervisor checklists completed												
11	5	Current child care, health, county and fire licenses and inspection certificates												
12	6	Citations received (OSHA)												
13	7	Monthly Fire/Emergency drill record												
14	8	Fire evacuation maps posted at all interior doors												
15	9	Notice of Compliance												
16	10	Child Labor Law												
17	11	Federal 8 in 1 Labor Law												
18	12	Employment Department Law												
19	13	Safety Notebook (including Safety Committee Meeting Minutes)												
20	14	current emergency procedures; Disaster & Emergency Plan Notebook												
21	15	SDS (MSDS) Notebook												
22	16	Accident Reporting Notebook												
23	17	Who Can Eat at Head Start Centers (updated 6/2014)-not required for EHS Centers												
24	18	Justice For All												
25	19	Building For The Future												

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26		Routine Schedule for Cleaning, Sanitizing and Disinfecting poster												
27	20	Disinfecting and sanitizing solution mixing, dispensing chart posted next to product dispenser if applicable												
28	21	Poison Control and 911 (each phone) office, classroom, parent room												
29	22	Illness Flip Chart (2014) (in staff office)												
30	23	Kitchen												
31	24	Monthly menus												
32	25	Crisis food supply												
33	26	Children's Food Allergy List												
34	27	Cleaning schedule for kitchen												
35	28	Hand washing poster by hand washing sink												
36	29	Temperature safety chart near range												
37	30	Food temperature log with recorded temps												
38	31	Refrigerator/Freezer Log- on each unit with current temps recorded												
39	32	Kitchen volunteers poster												
40	33	Current Food Handler or ServSafe cards for staff												
41	34	Spill Kit (unopened)												
42	35	CACFP Food Chart												
43	36	If bleach is used, are ventless goggles available/used; is bleach tested for pH												
44	37	Is eyewash available if any kitchen chemicals have pH below 2.5 or above 11												
45	38	Bathrooms												
46	39	Hand Washing posters (English & Spanish)												
47	40	Spill Kit (unopened)												

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48	41	Clean, running water. Temperature, between 100° -120°												
49	42	Approved pump hand soap												
50	43	Paper towels and toilet paper readily available												
51	44	Stool available for children to use												
52	45	Adequate water pressure, no leaks												
53	46	Toilets & sinks clean and in good repair												
54	47	Counters and floors in good repair, no unfilled cracks, tears, laminate not peeling												
55	48	Sanitizing and disinfecting solutions checked with test strip and solution is correct												
56	49	Disinfecting/sanitizing solution and other cleaning supplies stored out of children's reach in a locked cabinet or storage facility												
57	50	Well lit.												
58	51	Classroom Safety												
59	52	Sharps container stored out of reach of children, in center (does not have to be in classroom) (call Health Services to dispose of)												
60	53	Medicine stored in clearly labeled, original container & properly stored												
61	54	Medicine log maintained with Medication Administration Form												
62	55	Fire extinguishers are accessible, available (not blocked), accessible, inspected and initialed and dated on tag each month												
63	56	All areas are clean, organized free of clutter and slip/trip hazards												
64	57	Cubbies, bookshelves, etc. over 36 inches tall are secured to the wall												
65	58	Smoke and carbon monoxide detectors are properly located and tested.												
66	59	Food items (sugar, tea, crackers etc.) are stored in hard-plastic, air-tight containers												
67	60	Small appliances/electrical equipment is clean, in good working order & out of children's reach												
68	61	Potentially hazardous items (sanitizing solutions, choking hazards, shaving cream, hand lotion) kept out of children's reach in locked or child-latch lock cabinet												
69	62	Unsafe materials in secondary containers labeled with OSHA compliant hazard label												

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70	63	All materials in secondary containers are labeled with contents (water, colored water, ink daubers)												
71	64	Plants labeled and on approved list												
72	65	Red backpack/fanny packs contain unopened spill kit and are hung out of children's reach. Are easily accessible to staff when on playground or fieldtrip.												
73	66	First Aid Kits easily accessible with visible sign & fully supplied												
74	67	Each Classroom												
75	68	Poison Control and 911 (each phone)												
76	69	Vomit Kits complete and easily accessible												
77	70	'Go To' File – complete and up to date												
78	71	Children's Food Allergy List												
79	72	Classroom poster ring set (Health 2014)												
80	73	Illness Flip Chart (2014)												
81	74	Heavy items (15+ pounds) stored on middle shelves												
82	75	Window screens in good repair												
83	76	Monitor per IPM guidelines												
84	77	Toys clean, in good repair and age appropriate												
85	78	Water temperature in hand washing sinks is between 100° -120°												
86	79	Drinking fountain cleaned and working properly												
87	80	If no drinking fountains: water dispensers and cups accessible and available to children at all times.												
88	81	Lighting is sufficient and adequate for all activities												
89	82	Diapering area is separate from food preparation area, is clean and all necessary supplies are readily accessible												
90	83	Diapering procedure posted												
91	84	Toothbrushes properly stored to eliminate contamination, are out of children's reach and are away from toilet facilities												

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92	85	Approved animals, are maintained in a safe and sanitary manner with required posting near cage.												
93	86	Emergency Preparedness Supplies are complete, contain no out-of-date items and are easily accessible (Inspected in Sept. and Jan)												
94	87	Craft food items (bird seed, flour, corn starch) are stored in hard, airtight containers												
95	88	Spill Kit - Unopened - date sticker not broken												
96	89	Electrical outlets will be marked with: Red dot for regular outlets Green dot for self-closing outlets (not in EHS centers)												
97	90	Child accessible electrical outlets are tamper resistant or have safety plugs and have Velcro attached to the plug covers and to the outlet												
98	91	EXIT and emergency lighting is in working order												
99	92	Furniture, tables, chairs are age and developmentally appropriate and in good repair- no cracks or rough edges												
100	93	All areas free of splinters, protruding objects, sharp edges, tripping hazards												
101	94	Doorways easily accessible, free of obstructions. Exits are not blocked.												
102	95	Building Exterior/Playground												
103	96	Playground equipment is age appropriate, clean, in good repair, free of splinters, protruding nails, sharp edges & corners												
104	97	Playground fall zone surfaces and equipment meet Consumer Product Safety Commission requirements and have an area protected from the sun												
105	98	Sandbox(s) covers not torn or worn and completely cover sandbox												
106	99	Lattice intact to prevent children from going behind or under buildings or structures												
107	100	Fence surrounding outdoor area in good repair – gates with working latches												
108	101	Playground free of hazards: no entrapment openings (3 ½ -9 inches) no entanglement hazards: glass, protruding nails, wasps, etc.												
109	102	Electrical outlets have plug covers												
110	103	Stair/Walkways/Ramps: Stable handrails surface are non-slip and in good repair												
111	104	Smoke Free Workplace signs posted on every exterior door												
112	105	Accommodations and modifications are made to ensure safety, comfort and participation of children with disabilities												

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113	106	Sheds are clean and orderly												
114	107	During business hours gates are unlocked												
115	Schedule	Other review items, please list below												
116														
117														
118														
119		Walkthrough schedule												
120		January, September - AM's, Site Managers Feb, Mar, May, Jun, Jul, Oct, Nov - Safety Compliance Officer Apr, Aug, Dec - maintenance												
121														
122														
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126														
127														