

SAFETY AND SANITATION CHECKLIST

CLASSROOM

Class _____ Teacher AM/PM _____ Time _____

DAILY SAFETY CHECKLIST	100% Compliant	Action needed
HOUSEKEEPING		
Classrooms: Neat, orderly, organized with sufficient & age appropriate materials		
Surfaces Systematically checked: Floors, counters, cubbies, window sills, step stools are clean, intact, orderly & free of hazards		
Cupboards Checked inside: Materials labeled & stored appropriately Latches & locks secure		
Classroom Craft Food Items: Stored in sturdy, airtight containers		
Liquids In Secondary Containers Labeled: Ink daubers, water spray bottles, colored water, paint & water mix, etc.		
Supplies Adequate: Paper towels, soap, toilet paper		
Trash Cans: Emptied, clean, with liners		
Diapering Area: Clean & stocked with diapers, wipes and plastic bags Diapers disposed of according to Policies & Procedures		
Medical Thermometer: Checked & working		
Classroom Plants: Labeled & on approved list		
Drinking Water: Available and accessible to children at any time		
SAFETY		
Child Accessible Outlets/Power Strips: Tamper resistant or have safety plugs		
Electrical Cords: In good repair, tucked away, no tripping hazard		
Exits, Fire Extinguishers, Electrical Panels: Unobstructed & checked for clearance		
Slip/Trip Hazards: Identified and removed (wet floor sign if needed)		
Approved Animals: Maintained safe & sanitary with required posting near cage/tank		
Door Bells /Alarms: Checked & working		
OUT OF REACH OF CHILDREN		
Unsafe/Hazardous Materials: Stored in original containers or secondary containers that have required OSHA label (sanitizer, shaving cream, tooth paste, hand lotion, dry erase board cleaner, etc.) in locked or child-proof latch locations		
Child Medication in Locked Bags: In proper classroom		
Dangerous Items: Adult scissors, push pins, choking hazards, etc.		
Vomit Kits: Readily accessible		
Red Backpacks/Fanny Packs: Contain unopened spill kits		
Spill Kits: Readily accessible with unbroken date stickers		
NOT ALLOWED IN CLASSROOM		
Personal Items: Includes purses, backpacks, drink cups & cell phones		
Unauthorized Hazardous Materials: Includes air fresheners, hand sanitizer, sunscreen, plastic bags, glass - jars, bottles, cups, drinking glasses		
INFORMING ALL STAFF AND SUBSTITUTES		
All staff and subs are knowledgeable of children with Special Medical Needs		
All staff and subs are knowledgeable of children with Special Guidance Plans		

Supervisor's Signature: _____