

SAFETY AND SANITATION CHECKLIST PARENT ROOM/COMMON AREAS

Name AM/PM _____ Date _____ Time _____

DAILY SAFETY CHECKLIST	100% Compliant	Action needed
HOUSEKEEPING		
Parent Room/Common Area: Neat, orderly, organized & free of hazards		
Surfaces Systematically checked: Floors, counters, window sills, intact & clean (vacuumed, mopped, washed or dusted)		
Cupboards Checked inside: Latches & locks secure		
Food Items: Stored in sturdy, airtight containers (coffee, creamer, sugar, crackers, etc.)		
Liquids In Secondary Containers Labeled		
Toys: Picked up and put away		
Trash Cans: Emptied, clean, with liners		
Small Appliances: Clean, in good working order and refrigerator between 30 ⁰ – 40 ⁰ F		
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)		
Plants: Labeled & on approved list		
OUT OF REACH OF CHILDREN		
Coffee pots (unplugged if not in use), Sharp objects (scissors, knives), Glass (bottles, cups, containers), Plastic bags, Craft items		
Spill Kits: Readily accessible with unbroken date stickers		

Certified by: signature _____