

Daily Classroom Safety Checklist

Center/Site _____

Teacher _____ Week of _____

Designate one person to check the classroom daily or designate days for each person. Check off each of the items below and initial each day.

	Mon.	Tues.	Wed.	Thurs.	Fri.
Adequate soap and paper towels are available.					
All floors are mopped/vacuumed.					
Inside classroom and hallway area is clean and free of debris.					
Cabinets are kept closed and latched.					
Personal belongings of staff, volunteers, and visitors are always out of children's reach.					
Emergency Medications are unlocked, out of reach of children, and readily accessible in First Aid backpack.					
Hazardous materials or chemicals, sanitizer, sharp objects, and medications are stored high and out of reach of children or in locked cabinets. Disinfectant must be in a locked cabinet.					
Garbage and dangerous litter (animal feces, trash, cigarettes, needles, nesting insects and birds), including debris in surfacing material is removed.					
Connectors on equipment are tight, secure and not broken.					
No cable, ropes, broken glass, appliances, sharp objects, lawn or gardening equipment are accessible to children.					
No sharp nails, protrusions, screws, rusty wire, chipped paint, cracks, splinters in the play area, play structure, fence or gates.					
Surfacing under swings and climbing structures is redistributed to ensure 9" - 12" of depth.					
Bicycle helmets are clean and readily available.					
Staff initials →					

Keep all *Daily Classroom Safety Checklists* in an easily accessible file or binder for the program year.