

Site Readiness and Safety Checklist

Center Director

Center/Site: _____

Center Director: _____ Date Completed: _____

The Center Director, or designee, must **complete and upload this checklist for each site by the first day of class (Part Year) or by September 15th (Full Year)**. Any items marked “Not Yet” will need an Action Plan entered in Moodle.

See the [Site Readiness and Safety Checklist Procedure](#) for more information.

	YES	NOT YET	N/A
Air Quality			
1. Ventilation system is adequate to ensure good air quality. There are no odors or fumes, e.g. mold, urine, excrement, air fresheners, chemicals, tobacco, pesticides, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
All Hazard Preparedness (AHP), Emergencies, and First Aid			
2. Carbon Monoxide (CO) Detectors are installed and in working order when any source that can produce carbon monoxide (e.g. natural gas, propane, wood) is used. CO Detectors are installed outside of sleeping areas, checked monthly, batteries replaced annually, dated when placed in service, and replaced every five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Smoke Detectors Systems with alarms and/or sprinklers, as required, are in all areas.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exits are clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Exit routes such as passageways, hallways, stairs, and exits are free from obstacles that may obstruct leaving or cause injury.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Fire Extinguishers are accessible and annually inspected.	<input type="checkbox"/>	<input type="checkbox"/>	
Date of last inspection: _____			
7. Specific supplies for a child with special needs are stored with emergency supplies and out of children’s reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Telephone/cell phone is readily accessible wherever a class may go.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Infants/Toddlers: Evacuation cribs are available to be wheeled out in emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat			
10. Heating system able to sustain consistent temperature of 68-75 degrees F (portable heaters are not allowed).	<input type="checkbox"/>	<input type="checkbox"/>	
11. Shields are used on wall and baseboard heaters, pipes, and radiators to prevent exposure to surfaces that can reach 110 degrees F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting/Electrical			
12. Lighting is sufficient for good visibility in classrooms, hallways, and stairways,	<input type="checkbox"/>	<input type="checkbox"/>	
13. An operating flashlight is readily accessible for emergency with extra batteries separate from First Aid and Disaster Kits.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Lightbulbs and tubes are shielded by using a protective barrier to prevent shattering into child-accessible areas, food, and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Electrical outlets/power strips within child’s reach are tamper resistant or have safety covers attached by a screw or other means that cannot be removed by a child. Outlet safety plugs are a choking hazard and are not allowed, unless child-proof (“pinch and pull”).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows			
16. Window cords are tied up/out of reach to prevent strangulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Windows are secured to prevent a child from climbing or falling out by installing window guards or limiting the window opening to less than three and a half inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Sleeping equipment (i.e. crib) or indoor climbing structures are not next to windows unless safety glass installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	YES	NOT YET	N/A
19. Any windows at child height have a decal, picture, or other decoration so children know it is glass and not open space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility – Classroom Premises – General			
20. All classrooms meet minimum square footage requirements for indoor space per local, state, tribal, and Head Start regulations, whichever is more stringent. General guidelines: <ul style="list-style-type: none"> • 50 square feet of usable floor space per infant, including crib, playpen, infant bed, and bassinets • 35 square feet for play and explorations, not including crib • 35 square feet of usable floor space for each toddler/preschool child, not including bathroom, hall, kitchen, and storage space. 	<input type="checkbox"/>	<input type="checkbox"/>	
21. Accommodations and modifications are made to ensure safety, comfort, and participation of children with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Building is accessible to people with limited mobility, including indoor and outdoor environments. If not, an Americans with Disabilities Act (ADA) plan is required.	<input type="checkbox"/>	<input type="checkbox"/>	
23. Doors to places that children can enter, such as bathrooms, can be easily opened from the outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Doorways to unsupervised areas are closed and locked unless used for emergency exits. Specify strategies in your Active Supervision Plan for doors that do not lock or can't be locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Environment is free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input type="checkbox"/>	<input type="checkbox"/>	
26. Indoor areas are safe, in good repair, clean, and free from hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	
27. Guardrails, a minimum of 36 inches in height, should be provided at open sides of stairs, ramps, and other walking surfaces (e.g. landings, balconies, porches) from which there is more than a 30-inch vertical distance to fall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Indoor plants are identified, labeled, and are not poisonous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Outdoor plants are non-poisonous and safe for children (keep a list on file of outdoor plants as applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Pesticide Policy and Procedure are followed. Pesticides and lawn chemicals are used in strict compliance with labeling and are used only when children are not present. Pesticide notices posted as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Premises are free from rodents, insects, and other pests.	<input type="checkbox"/>	<input type="checkbox"/>	
32. Site is free from drugs, alcohol, violence, guns, demeaning language, and behavior (FCC: Follow WAC 110-300-0420).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Walk off mats/non-slip surfaces are used on stairways, at entrances, and exits to the building and classroom.	<input type="checkbox"/>	<input type="checkbox"/>	
34. Walls and ceilings have no peeling paint or falling plaster and are free from what may be lead paint or damaged asbestos containing materials (e.g. popcorn ceilings or water pipe insulation).	<input type="checkbox"/>	<input type="checkbox"/>	
35. Water that is in direct contact with children is no more than 120 degrees F (test with food thermometer).	<input type="checkbox"/>	<input type="checkbox"/>	
36. Dishwasher sanitizes by heat reaching 160 degrees F (waterproof thermometer/temperature test strips ¹) or by use of chemicals (commercial dishwasher).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Hot-holding equipment (ovens, warmers, insulated food transport carriers) are functioning properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Lofts are designed to be age appropriate, safe, and well-maintained. See Head Start Design Guide .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Furniture is durable and child-sized or adapted for children's use.	<input type="checkbox"/>	<input type="checkbox"/>	
40. Heavy equipment or furniture is anchored and secured from tipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing			
41. Handwashing sinks are accessible by children.	<input type="checkbox"/>	<input type="checkbox"/>	

¹ Supplied by PSESD

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	YES	NOT YET	N/A
<ul style="list-style-type: none"> Sink height toddler (12-29 months): 18-22 inches Sink height preschool (30+ months): 22-26 inches OR provide a moisture and slip-resistant platform for children to safely reach and use the sink. 			
Sleeping			
42. Infants sleep only in safety approved cribs (CPSC Standards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Sleeping and nap equipment is available for each toddler and preschool age child not using a crib, and remaining in care for at least six hours, and any other child requiring a nap or rest period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toileting			
44. Toileting areas are separated from areas used for food preparation, service, and eating.	<input type="checkbox"/>	<input type="checkbox"/>	
45. Toilets are clean, in good repair, and easily accessible to children. <ul style="list-style-type: none"> Toilet fixture height toddler (18-29 months) and preschool (30+ months): 10-12 inches (child size) OR 14-16 inches (adult size) with a safe, easily cleanable platform used that is moisture impervious and slip resistant. 	<input type="checkbox"/>	<input type="checkbox"/>	
Play Area (Indoor/Outdoor)			
46. All openings in play or other equipment are smaller than 3 ½ inches or larger than 9 inches to prevent head entrapment (e.g. indoor lofts, fences, play equipment). There are no rings with long chains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. All openings in play or other equipment are smaller than 3/8 inch or larger than 1 inch to prevent finger entrapment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor (may apply to indoor play spaces)			
48. There is a minimum of 75 usable square feet per child using the play area at any one time.	<input type="checkbox"/>	<input type="checkbox"/>	
49. Drainage is satisfactory throughout the entire play area, especially in heavy use areas such as under swings and slide exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Garbage is disposed of in a durable, leak proof trash receptacle with a tight-fitting lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Children in outdoor spaces do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input type="checkbox"/>	<input type="checkbox"/>	
52. Outdoor spaces are enclosed with a fence (child care), the use of natural barriers, and/or sufficient supervision to prevent children from leaving the premises. Openings in fences and gates are no larger than 3 ½ inches to prevent head entrapment.	<input type="checkbox"/>	<input type="checkbox"/>	
53. Outdoor play space contains shaded areas (e.g. trees, buildings, shade structures). Children wear hats or caps with a brim to protect their faces from the sun while not in the shade area.	<input type="checkbox"/>	<input type="checkbox"/>	
54. Spaces are free from harmful animals, insects, and pests.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is Age Appropriate in Design			
55. Playgrounds have separate areas for ages 2-5- and 5-12-year-olds (signage indicating age group for equipment is provided). If no signage, check with manufacturer to ensure equipment is appropriate for age group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Platforms have appropriate guardrails and barriers. General guidelines: See CPSC Public Playground Safety Handbook Nov. 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Platforms allow change of directions to get on/off structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Equipment design prevents climbing outside the structure. Children use the equipment as intended by the manufacturer (i.e. cannot climb outside sliding tubes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Portable equipment, riding toys, helmets are age appropriate, in good condition, and safely stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Maintenance			
60. Equipment is free of noticeable gaps, broken parts, missing parts, protruding bolts, rust, splinters, and cracks/holes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Stationary playground equipment is stable and/or anchored. Equipment does not wobble or tip when shaken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	YES	NOT YET	N/A
62. Sandboxes are designed to permit drainage, covered securely to prevent contamination from cats and animal feces, cleaned of foreign matter, replaced to keep visibly clean. Sand purchased is labeled as "safe play material" or sand that is specifically prepared for sandbox use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Swing spacing meets CPSC Standards. See CPSC Public Playground Safety Handbook Nov. 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Slides meet appropriate height and exit requirements and are free from entanglement hazards. See CPSC Public Playground Safety Handbook Nov. 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Not Allowed on Playgrounds			
65. Playground does not include any of the following pieces of equipment: trampolines, swinging gates, giant strides, climbing ropes that are not secured at both ends, heavy metal swings, multiple occupancy swings, ropes swings, or swinging dual exercises and trapeze bars. See CPSC Public Playground Safety Handbook Nov. 2010	<input type="checkbox"/>	<input type="checkbox"/>	
66. There is no hazardous equipment (e.g. broken equipment, lawn mowers, tools, tractors) accessible to children.	<input type="checkbox"/>	<input type="checkbox"/>	
Fall Surfacing			
67. Suitable surfacing material provided, replaced, replenished, raked, and fluffed to maintain proper depth/distribution. See CPSC Public Playground Safety Handbook Nov. 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of Surfacing: _____ Depth: _____			
68. Fall zones extend at least 6 feet beyond the perimeter of stationary climbing equipment, slide exits, and swings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Concrete footings are covered and sustained with the required surfacing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Plan – enter in Moodle

Item Number	Item Description	Action to be Taken	Timeline for Completion

Budget/Resource Needs:

Considering the current condition of your facility/outdoor play areas, what are your future needs regarding maintenance, repair and/or replacement of equipment or facility?

Center Director Signature: _____

