

Site Supervisor
**Center & Classroom Monthly
 Inspection Checklist**

Date & Time:
 Center
 Inspected By:

This checklist is used to identify and correct safety hazards or to identify staff who need additional training. The site supervisor is responsible for the safety of staff, children, and families. File in Center Safety Notebook until end of year. At end of year, file in DCFS Health & Safety File Drawer.

Yes	No	NA
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Information posted on center walls are laminated and displayed professionally.			
Center electrical outlets are covered with safety outlet covers.(safety plugs fit tight)			
Janitorial duties are being completed. Janitor's closet is organized & locked.			
Staff office, restrooms, kitchen, parent room, and gym are clean, orderly, and free of clutter.			
A visual inspection of center doors is done and all doors are in working order. Doors to the outside are not propped open.			
Hazardous conditions do not exist around the Head Start facility. (i.e. ice/snow near entry, poisonous plants, pest infestations, clutter, trash, etc.)			
Indoor premises appear clean, bright, and inviting.			
Adult toilets & hand washing fixtures are working, paper towel dispenser is full and working.			
Pictorial hand washing steps are posted above hand washing sink.			
Adult restrooms are neat, clean, and free from hazards to young children. Education materials are not stored in the restrooms.			
The supply/laundry room shelving are organized, labeled, and orderly.			
Cleaners, disinfectants, pesticides, fertilizers and other hazardous or explosive compounds are stored in original containers with labels and locked in an area separate from medications and food and are inaccessible to children (ice melt, etc.)			
Checked ceiling for water spots and replaced ceiling tiles.			
Dumpster lid is closed and on concrete/asphalt, if applicable by HD.			
Flammable materials are not stored next to the water heater or furnace.			
Print Health History report (3010) from Child Plus and cross check the information with Classroom Alert List and paperwork in Health & Safety Notebook.			

Action to be taken on safety hazards apparent from the above inspection by the site supervisor.
 I can correct the problem: _____
 I will create a work order: _____

Classroom Inspection by Site Supervisor

Code: v = yes X = no NA = not applicable

Classroom 1

Classroom 2

Classroom 3

SS random safety check is complete in each room (daily and monthly with initials).

The classroom door is in working order and free from maintenance needs.

The cleaning and sanitizing schedule is posted and up to date.

The Classroom Safety Activities are posted and up to date.

The first aid kits (including travel kit) are inventoried.

Window treatments are fire retardant or have been treated with flame retardant spray (after each washing).

Equipment stored in restrooms are stored in cabinets or tubs with lids.

A hands-free trash can with lid or a hands-free diaper pail is available in the restroom for pull-ups. Pull-ups are placed in plastic bags and tied before disposal in trash can.

Toilets are flushed after each use and restroom floors are free of toilet paper and paper towels.

Plastic trash bags used to store children's clothing are not accessible to children.

Classroom tables and chairs are sanitized after meal service (no food on chairs, floors, etc.)

Water table is drained at clean-up time and clean water is added for the afternoon class.

A labeled container with lid is available to place soiled toys to be sanitized at the end of each day.

Hand washing practice is followed by all staff: hand washing for 20 seconds and turn off faucet with paper towel.

Action to be taken on safety hazards apparent from the above inspection by the site supervisor
 I can correct the problem _____
 I will create a work order _____

The site supervisor will correct safety hazards or call facilities coordinator, when corrections cannot be handled at the center level.

SS 6/22