

Classroom Health & Safety Daily Checklist						
Classroom:	Week of:	Mon	Tues	Wed	Thurs	Fri
Cots, chairs, shelving & furniture are in good condition						
Cots are cleaned and sanitized *at least once per week						
Cots are placed at least 3 feet apart and children lay head to toe						
Tables are cleaned and sanitized before and after each meal.						
Water table emptied daily, sanitized and allowed to air dry						
Toys are cleaned and sanitized *at least once per week						
Children's medications are stored appropriately						
Medication expiration date has been checked						
Documentation of Rx Administration Form is on hand						
Policies & Procedures for medical & dental emergencies posted						
Up-to-date family contact information is in emergency file						
Emergency evacuation routes & phone numbers posted						
Hand washing lasts 20 seconds						
Floors cleaned and sanitized daily						
Door handles cleaned and sanitized daily						
Computer keyboards cleaned and sanitized daily						
Utility closet doors & furnace doors kept locked						
Hand washing directions posted at adult sinks						
Keys are not left in locks						
Fire extinguishers are charged						
Exit lights are working & exits are not blocked						
Classroom rules posted						
Outlet covers are in place (including power strips)						
Rugs are secured						
Fish tanks or pet cages are covered						
Room arrangement does not invite running						
Restrooms (toilet/sink/floor) are cleaned, sanitized, & odor-free						
Chemicals & cleaning products are out of children's reach						
Outside doors are free of rust & close properly						
Windows have screens if opened						
Non-latex gloves are readily available						
First Aid Administration Checklist is up-to-date						
Teacher/volunteer purses are locked & out of children's reach						
Children's coat boxes are in good condition (no breaks/cracks)						
First Aid Kit is out of reach of children						
Cords taped down to prevent tripping hazard						
Vacuum cleaner bag is checked and replaced as needed						
Is this emergency drill week? YES or NO Drill completed						
INITIALS						

Directions: Check appropriate box. Place your initials in the last box. Turn in checklist to supervisor after completion. CALL your supervisor IMMEDIATELY if corrective action is required.

Comments: _____

To be completed by supervisor

Corrective Action Taken: _____