

Classroom Health & Safety Checklist

Classroom:	Week of:	Mon	Tues	Wed	Thurs	Fri
<i>To be checked Daily:</i>						
Cots, chairs, shelving & furniture are in good condition						
Water table emptied daily, sanitized and allowed to air dry						
Utility closet doors & furnace doors kept locked						
Outlet covers are in place (including power strips)						
Rugs are secured						
Chemicals & cleaning products are out of children's reach						
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						
INITIALS						

<i>To be completed Weekly (or more as needed):</i>	Date:
Cots are cleaned and sanitized	
Toys are cleaned and sanitized	
Exit lights are working	
Vacuum cleaner maintenance (bag, filter, belts, & cord checked and in good condition)	
INITIALS	

Directions: Prior to receiving children in your care, carefully check your environment for safety hazards. Place a checkmark if no repairs are necessary or "NR" for needed repairs. In the comment section, give a detailed description. Use back if additional space is needed. Place your initials in the last box and turn in to the EES every Friday. If corrective action is required, follow steps outlined on Classroom Health and Safety Checklist SOP.

Comments:
