

**Standard Operating Procedure
Classroom Health and Safety Checklist**

1. Prior to receiving children, the teaching staff will complete the Classroom Health and Safety Checklist.
2. Teaching staff will follow directions outlined on the bottom of the form.
3. If there are no issues, the form will be placed in the EES mailbox on Fridays.
4. If a problem is found, it is to be noted on the checklist and the teacher will contact EES immediately. If the center supervisor is not available, contact next in the line on the chain of command. Minor problems are to be corrected immediately.
5. If the problem cannot be corrected immediately, the classroom staff will immediately notify the Program Director via e-mail and the EES verbally.
6. EES will complete monthly Facility Inspection Reports for quality assurance and maintenance.
7. All checklists will be kept on file for two program years.