



EHS-UTRGV

Health & Safety Operations Checklist

Note: Once this is completed, a plan of action to any barriers or resolve any issue found during the walkthrough should be developed. Any findings of Operation checklist walkthrough and Corrective Action Plan is sent to Health & Safety Director. Follow-up reporting can consist separate walkthroughs, Memos, etc. to indicate compliance. The Health and Safety Director is ultimately responsible for the Corrective Action Plan.

Center:	Date Completed:
Health & Safety Coordinator:	Follow-up Date:

	Critical Indicator	Guidance	Status	Comments	Action Plan	Completed
A. BUILDING, GROUNDS, AND EQUIPMENT SAFETY						
1	There is a direct, accessible route from the parking lot to the main entrance.	Surface is free of potholes and un-even areas, and there is no pooling of water and other debris.				Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Parking surface is in good condition and draining adequately	Free of holes, debris, or other hazards. No pooling of water is evident.				Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Parking spaces are properly striped and adequately spaced.	There is one disability accessible space for every 25 spaces in the lot.				Yes <input type="checkbox"/> No <input type="checkbox"/>
4	A Disability accessible parking space is provided at the closet possible location to the main entrance, and space to the main entrance.	This should be sheltered if possible. (optional)				Yes <input type="checkbox"/> No <input type="checkbox"/>
5	There is a safe designated pick up/drop off zone for children.					Yes <input type="checkbox"/> No <input type="checkbox"/>
6	There is easy access to kitchen/food storage areas to deliver items related to food services and for food service delivery to classrooms.	There is NO disruption of service to children for delivery.				Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Sprinkler system provides an appropriate amount of water and sprinkler timers have been checked.	Timers are adjusted for seasonal changes, where applicable.				Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	All areas of the site have adequate drainage.	No evidence of pooling water. No evidence of Mosquitoes.				Yes <input type="checkbox"/> No <input type="checkbox"/>

Status: C= Compliance N= Noncompliance NA= Not applicable NE= Not Examined
Corrective Action Plan must be in place for all Non-Compliance issues



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9.	All fencing and gates (site, parking lot, playground(s)) are in good repair.	1. NO evidence of splintering or protruding nails. 2. NO gaps under fence, tension wire at the bottom of wire, fencing is secure. 3. Pool noodles are used as spacers in gaps that fall in the range between 3 ½ to 9". All pool noodles used as spacers for fences and gates are replaced each year and every 2 months during the operation year. 4. Latches are secure, and no sharp edges are found around gate or latch.				Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Building entrance is at ground level, or ramp is provided that is constructed to ADA standards.	Ramp has a maximum 1 to 12 slopes, and meets rail requirements, Rails are secure.				Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Stairs, porches, and/or platforms more than 2' above the ground have handrails that children can reach.	There are NO open platforms that pose a falling hazard. Steps are non-skid surface coated.				Yes <input type="checkbox"/> No <input type="checkbox"/>
12	There is an adequate security lighting system around the building, where applicable	Timers on area lights (where applicable) are functioning properly and adjusted for seasonal changes.				Yes <input type="checkbox"/> No <input type="checkbox"/>
13	All outdoor areas are free from hazards, rodents, pest, and venomous insect's nest.	1. Check for hazards including broken glass, trash, and tripping hazards such as roots and rocks. 2. Check under play structures for pest (Bees, wasps, spiders). 3. Check for any active ant mound.				Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Fire Extinguishers are wall mounted and one is also in the kitchen.	Annual Fire Extinguisher Inspection and monthly inspection by center staff is documented.				Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Smoke Detector System is functional.	Should be tested once per month.				Yes <input type="checkbox"/> No <input type="checkbox"/>
16	Carbon Monoxide Detectors are installed in accordance with Fire Marshall recommendations for the center.	Check local Life Safety Code or the Fire Marshall to determine placement.				Yes <input type="checkbox"/> No <input type="checkbox"/>

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17	Roof Condition: No evidence of leaking on ceiling or walls. No evidence of mold. Note: Life Cycle for pitched roof =10yr Life Cycle for flat roof = five years	If possible, someone should physically check the roof. Inspected indoor roof tiles for evidence of stains, leaks, or mold.				Yes <input type="checkbox"/> No <input type="checkbox"/>
18	Foundations shows no evidence of cracks in the walls or on the ceiling	Check indoors and outdoors. Any minor repair should be completed immediately. If the problem appears to be structural, notify the Health & Safety Director.				Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Exterior walls have been inspected for damage. There are NO cracks, missing siding, or graffiti.	There are NO significant cracks or shifting. (Cracking of walls is a possible sign of a foundation problem.)				Yes <input type="checkbox"/> No <input type="checkbox"/>
20	Burglar alarm system, where applicable, is in good working order.	Center Director or other appropriate personnel have done outreach to educate the community on the purpose of the Program.				Yes <input type="checkbox"/> No <input type="checkbox"/>
21	Interior and exterior <u>painted surfaces</u> are not flaking, chipping, or showing signs of wear.	Sanding and Repainting should during times children are not present at center.				Yes <input type="checkbox"/> No <input type="checkbox"/>
22	Interior walls are <u>free</u> from holes, cracks, or signs of shifting, and have been patched and painted, where necessary.	Must be well maintain.				Yes <input type="checkbox"/> No <input type="checkbox"/>
23	Floors surface are in proper conditions	Floors have been stripped and waxed, if necessary. Cracked or uneven linoleum tile has been replaced. There are NO broken or missing tiles. Carpeting is secure to the floor with NO trip hazards noticed.				Yes <input type="checkbox"/> No <input type="checkbox"/>
24	Children and staff are <u>not exposed</u> to hazardous mold. This includes odors of mold.	Areas subject to water damage are checked for black mold.				Yes <input type="checkbox"/> No <input type="checkbox"/>

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	Critical Indicator	Guidance	Status	Comments	Action Plan	Completed
25	Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children. Windows operate safely and there is safety glass in areas where children could touch or be near a glass structure.	There is no breakage and windows open and close properly.				Yes <input type="checkbox"/> No <input type="checkbox"/>
26	Electrical system is operating correctly, and outlets, including 220 volts outlets, are protected by a safety cap, screen, or guard, or not accessible to children.	Check lights, switches, and outlets. Safety caps should also be used on power strips around computers in the children's area.				Yes <input type="checkbox"/> No <input type="checkbox"/>
27	There is adequate ventilation, heating, and cooling. The HVAC system, heater and fans are operating correctly and are mounted out of the children's reach or have safeguards to prevent children from being injured.	Space heaters are enclosed and approved by the fire marshal, and there are no open flame heaters. Room temperature is maintained at 68-80 F depending on time of year. (Room does not feel stuffy)				Yes <input type="checkbox"/> No <input type="checkbox"/>
28	The HVAC and ventilating equipment have been professionally inspected, and system filters changed.	There is a schedule in place to have maintenance done once every six months.				Yes <input type="checkbox"/> No <input type="checkbox"/>
29	Light fixtures are shielded, and lights used in place where infants look at the ceiling are not unnecessarily harsh, bright, or glaring.	Full spectrum lighting is to be used whenever possible, but especially for infant areas.				Yes <input type="checkbox"/> No <input type="checkbox"/>
30	The plumbing system is operating correctly.	Faucets, toilets, and sinks do not leak. Tank tops, handles, and turn knobs are secure and commodes flush easily.				Yes <input type="checkbox"/> No <input type="checkbox"/>
31	All kitchen equipment is in good and safe working order.	Stove fire suppression system has been inspected and serviced.				Yes <input type="checkbox"/> No <input type="checkbox"/>
32	A proper refrigeration system is in place throughout the facility.	a. Refrigeration/freezer temperatures are within proper range; b. there is adequate refrigeration available for proper storage of breast milk, formula, and medication as applicable; c. there is a schedule in place to inspect and clean refrigerator filters and replace, as necessary.				Yes <input type="checkbox"/> No <input type="checkbox"/>

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	Critical Indicator	Guidance	Status	Comments	Action Plan	Completed
33	Washer and dryer are operating properly and secure from children As applicable	Laundry Room door is always latched even when machines are in use unless an adult is in the area to safeguard children. Water temperature is 120 degrees or higher for water setting.				Yes <input type="checkbox"/> No <input type="checkbox"/>
34	The temperature of the water is accessible to children does not exceed 110 F.	Hot water should be regulated, not shut off. MDCS indicates a temp of 105-120 degree.				Yes <input type="checkbox"/> No <input type="checkbox"/>
35	The dishwasher water temperature is a minimum of 180 F.	Will need to be on a separate regulator from tap water for children.				Yes <input type="checkbox"/> No <input type="checkbox"/>
36	Grease trap has been cleaned out.	There should be no grease visible.				Yes <input type="checkbox"/> No <input type="checkbox"/>
37	Gas appliances have metal tubing and connections.					Yes <input type="checkbox"/> No <input type="checkbox"/>
38	There is an approved fire extinguisher	Fire Marshal Inspection must be available for review (if possible) System may be automatic sprinkler system, or the portable fire extinguisher placed throughout the building.				Yes <input type="checkbox"/> No <input type="checkbox"/>
39	Building is equipped with working smoke detectors or fire alarm system. Each building must have a carbon monoxide tester, if a multi-level building is used, each level must have a carbon monoxide tester. Some buildings may require more than one detector based on space.	Smoke detectors are 10-year models. Combination smoke/ Carbon monoxide detectors can be used. Check with Fire Marshall for placement.				Yes <input type="checkbox"/> No <input type="checkbox"/>
40	There are strobe lights synchronized with the alarm system to warn hearing impaired children/adults or an emergency.	At a minimum, in common hallway in those sites where an alarm system is in place.				Yes <input type="checkbox"/> No <input type="checkbox"/>
41	There are two approved emergency exits (each a minimum of 36" wide) from each classroom. These routes should be in opposite directions to avoid crossing fire zone. If not possible there must be at least two exits for every level in the building.	Existing window is acceptable. Be sure there is clear access outside (NO plants or bushes). Any room above first floor must be equipped with window ladders (rope type acceptable).				Yes <input type="checkbox"/> No <input type="checkbox"/>

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42	Doors that are used as exits are not blocked. Egress route is clear. Hallways leading to exit are not blocked.	This also applies to window exits, per local regulations.				Yes <input type="checkbox"/> No <input type="checkbox"/>
43	Exit signs are lit, where required, and clearly posted. Signage should also be available in the primary language of visitors. (Spanish is most common)	In each written language. All doors that do not lead to an exit and could cause entrapment must be labeled NOT an EXIT.				Yes <input type="checkbox"/> No <input type="checkbox"/>
44	Emergency exits are placed such that each classroom can be evacuated rapidly (within 3 minutes) and there are adequate emergency exits from other locations	Timing begins when alarm sounds and ends with a head count at the on-site relocation.				Yes <input type="checkbox"/> No <input type="checkbox"/>
45	Doors to fenced area(s) open easily from inside. All interior and exterior doors open and close properly	Doors should be sensitive to intruders. *Ajar sensors are advised.				Yes <input type="checkbox"/> No <input type="checkbox"/>
46	All locks and panic bars have been checked for proper operation.					Yes <input type="checkbox"/> No <input type="checkbox"/>
47	All glass doors are clearly marked with removable decals.	Decals to be at adult and children's eye levels.				Yes <input type="checkbox"/> No <input type="checkbox"/>
48	There are age-appropriate adaptations to accommodate infants, and toddlers.	There are child-sized toilets and hand-washing basins, or steps allowing children easy access. Classroom desks, tables and chairs are age appropriate.				Yes <input type="checkbox"/> No <input type="checkbox"/>
49	There is one sink available per diapering area. This allows adequate supervision of the other infants or toddlers.	This should be adult level to avoid back strain and can not be used for food prep or bottle prep.				Yes <input type="checkbox"/> No <input type="checkbox"/>
50	Doors on restrooms used by children under 6 years old have no inside locks within children's reach.	There is some always means of supervision. No plastic or cloth curtains are to be used to maintain hygiene.				Yes <input type="checkbox"/> No <input type="checkbox"/>
51	Children's bathrooms are designed or arranged to support adequate supervision. Placement should address and avoid voyeurism.	Removal of door, window doors or half doors are recommended. No curtains can be used due to sanitation issues.				Yes <input type="checkbox"/> No <input type="checkbox"/>

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	Critical Indicator	Guidance	Status	Comments	Action Plan	Completed
52	ADA adaptations are in place to allow access to children/adults with disabilities. Barrier Removal Checklist is done every two years and a corrective action plan is in place. The entrance is ADA accessible for children and adults.	Bathroom door handles, and soap and towel dispensers are at an appropriate height. As required, a bathroom is available for children/adults in wheelchairs. There are adequate entrances/exits and passageways.				Yes <input type="checkbox"/> No <input type="checkbox"/>
53	There is adequate separation of indoor space to accommodate infants and toddlers. 35-45 sq ft per child of usable space. Do not count any permanent cabinet space in the sq footage.	Separate indoor areas meet group size and staff/child ratio requirements.				Yes <input type="checkbox"/> No <input type="checkbox"/>
54	Classrooms must be divided into functional areas, and each classroom environment is designed to accommodate the required range of functional area.	Furniture such as "Fold and Roll" cabinets may be used to divide the learning environment.				Yes <input type="checkbox"/> No <input type="checkbox"/>
55	There is adequate space for cribs and napping cots or mats Requirement for Cribs: Label for each infant.	When occupied by children, cribs are 3' apart in all directions. Toddler mats are 3' apart in all directions. Stored cots are free of any materials (books, purses, etc.).				Yes <input type="checkbox"/> No <input type="checkbox"/>
56	Toileting and diapering areas are separated from cooking, eating and children's play areas.	Diapering area may not be in a shared adult bathroom. It should also allow for direct supervision of the rest of the group.				Yes <input type="checkbox"/> No <input type="checkbox"/>
57	Where applicable, there is a utility sink for cleaning potty chairs.	This can not be used for anything else other than mopping solution preparation and disposal.				Yes <input type="checkbox"/> No <input type="checkbox"/>
58	There is an adequate supply of indoor and outdoor toys and material in good condition for each age group of children.	Toys and materials are attractive, inviting, and culturally appropriate and address the needs of disabled children. Refer to curriculum				Yes <input type="checkbox"/> No <input type="checkbox"/>
59	All indoor equipment and furniture are in good condition, age-appropriate and non-toxic and non-flammable.	No sharp corners or splintering.				Yes <input type="checkbox"/> No <input type="checkbox"/>

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60	There is adequate interior storage space for napping equipment and supplies. Blankets should be labeled for each child.	Cots are not touching one another other than post. No pillows or blankets are touching the cot above. Nothing is stored on top of the cots.				Yes <input type="checkbox"/> No <input type="checkbox"/>
61	Bulletin Boards: There is adequate space for posting staff/parent/regulatory information. Must be readily available to the group intended (ie, staff or parents)	A 10- pocket wall organizer may be used as a space saving device.				Yes <input type="checkbox"/> No <input type="checkbox"/>
62	There are adequate locking storage cupboards for chemicals, and locking cupboards and/or boxed for refrigerated and non-refrigerated medications.	To store toxic/caustic chemicals; and medication, including fluoride.				Yes <input type="checkbox"/> No <input type="checkbox"/>
63	Entry is marked with NO smoking and No weapons allowed.					Yes <input type="checkbox"/> No <input type="checkbox"/>
Playground Safety						
1	Outdoor HVAC units are inaccessible to children.	If fenced, gate must be locked while children are at the center. If temporary fencing is used, child must not be able to stick arm or toys through or be able to touch the HVAC unit.				Yes <input type="checkbox"/> No <input type="checkbox"/>
2	There is adequate separation of outdoor space to accommodate infants and toddlers.	Allow each age group the sole use of the playground and walkways.				Yes <input type="checkbox"/> No <input type="checkbox"/>
3	The height of playground perimeter fencing and crossing fencing, where applicable, meets local requirements.	Perimeter fencing = 6' recommended but not yet required; cross-fencing= 4' required.				Yes <input type="checkbox"/> No <input type="checkbox"/>
4	The outdoor play area(s) are arranged such that no child can leave the premises or get into an unsafe or unsecure area.	Berms may be used as playground separators only where this does not pose a child supervision difficulty or create a problem.				Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Fences are hazard-free (no splintered wood, broken links).					Yes <input type="checkbox"/> No <input type="checkbox"/>
6	At least two exits from each fenced playground area are available.	Brush has been cut back so that it does not present a fire hazard or an obstacle to an emergency evacuation.				Yes <input type="checkbox"/> No <input type="checkbox"/>

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7	Play equipment, ramps and fencing have no openings or angles to entrap a child.	All openings are to be less than 3½” or greater than 9”. Pool noodles are used as spacers in gaps that fall in the range between 3 ½” to 9 inches. All pool noodles used as spacers for fences and gates are replaced each year and every 2 month during operations. NO protruding nuts or bolts that might snag clothing and cause danger of choking. As per the Playground Safety Handbook, bolts and nuts should not extend or expose more than 2 threads.				Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Play structures are secure and withstand normal child activity.	All play structures were installed by appropriately trained installers, according to manufacture’s instructions and national playground safety standards. All play structures above 12” must be anchored and be installed in a use zone. Shake structure to determine soundness.				Yes <input type="checkbox"/> No <input type="checkbox"/>
9	All play equipment is properly maintained. Play equipment has no splintered, cracked or otherwise deteriorated wood. There is no peeling paint.	Play equipment is free of bending, warping, rusting, or breakage of any component, or deformation of open hooks, shackles, rings, links, etc. There are no pinch, crush, or shear points on or underneath equipment.				Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Both permanent and portable play equipment supports, and anchors are secured.	All play structures above 12” must be anchored and be installed in a use zone. Shake structure to determine soundness. NO protruding nuts or bolts that might snag clothing and cause danger of choking. As per the Playground Safety Handbook, bolts and nuts should not extend or expose more than 2 threads.				Yes <input type="checkbox"/> No <input type="checkbox"/>

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11	All play equipment is free of broken or missing rails, steps, rungs, or seats.					Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Appropriate outdoor play areas /equipment and walkways are accessible to all children, including those children with orthopedic disabilities.	Sidewalks do not drop off. Uses Zones are accessible/ or an ADA barriers plan addresses them.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Use Zones (Fall Zones) are covered with protective, resilient materials in keeping with guidelines for playgrounds.	There should be no weeds in the use zone. Weeds are to be removed as soon as they are identified on a daily basis to prevent weed creep and encroachment in use zones.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
14	The playgrounds have adequate natural shade or portable shade equipment.	Each age group has a shade place that children can rest. This shade does not have to cover the entire playground.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	There is adequate locked outdoor storage space for children's outdoor toys and small play equipment items.	Storage has easy access for staff, and materials are stored in such a way as to prevent injury or theft.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
16	Playground has been checked for poisonous or thorny plants, or other dangerous materials. Trees have been trimmed, as needed.	There is a schedule in place to have large trees checked at least once every 2 years for disease or other condition that could pose a falling hazard. Trees are not to be covered or painted. Covering and painting contribute to disease and accumulation of pests.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
UTILITIES/ SERVICES							
1	Pest control services have been contracted.	A schedule is in place to ensure safe application of pesticide application.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Septic and/or sewage system must meet state and local standards.					Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Yard care services. Lawn has been mowed.	Grass is to be cut minimally every 2 weeks or as per the recommended guidelines for the type of grass in area.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	A communication system is in place which permits efficient communication between different	This can be a phone, two-way radio, intercom, etc.				Yes <input type="checkbox"/>	No <input type="checkbox"/>

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	parts of the facility (e.g. offices to classroom areas, and staff/parent access)					
5	The infrastructure is in place to support the efficient set up of computers. Local internet service has been arranged as needed.					Yes <input type="checkbox"/> No <input type="checkbox"/>

Comments:

Recommendations:

Center Director/ Manager: _____ Date: _____

EHS-UTRGV Coordinator: _____ Date: _____

EHS- UTRGV Director: _____ Date: _____