# Safety Checklist: Housekeeping

*Complete this monthly*

Date of Inspection:_____ Inspector:_____

| ***Item*** | ***1*** | ***2*** | ***3*** | ***Comments*** |
|---|---|---|---|---|
| Floors clean and safe | ☐ | ☐ | ☐ | |
| Toothbrush holders are clean and sanitized | ☐ | ☐ | ☐ | |
| Toxic cleaners and agents locked up | ☐ | ☐ | ☐ | |
| Clean shelves and remove excess Velcro and tape | ☐ | ☐ | ☐ | |
| Furniture and equipment free of sharp/loose objects | ☐ | ☐ | ☐ | |
| Storage areas free of clutter | ☐ | ☐ | ☐ | |
| Plug covers on outlets | ☐ | ☐ | ☐ | |
| Toys clean and safe | ☐ | ☐ | ☐ | |
| Smoke detectors inspected (bi-monthly) | ☐ | ☐ | ☐ | |
| Pets cleaned and well cared for (if applicable) | ☐ | ☐ | ☐ | |
| Furniture stable | ☐ | ☐ | ☐ | |
| Personal Protective Equipment (PPE) stocked in appropriate location | ☐ | ☐ | ☐ | |
| Restock and organize the first aid kits (including outdoor bags) | ☐ | ☐ | ☐ | |
| Eye washing station has been tested (sink only) – Run for 5-10 seconds. Clean and sanitize as needed. | ☐ | ☐ | ☐ | |
| Daily center maintenance completed | ☐ | ☐ | ☐ | |
| Wipe down bathroom walls | ☐ | ☐ | ☐ | |
| Organize the parent board and remove outdated materials | ☐ | ☐ | ☐ | |
| Wipe down office shelves, desks, and telephones | ☐ | ☐ | ☐ | |
| Organize the staff areas and remove outdated materials from the staff board | ☐ | ☐ | ☐ | |
| Organize storage areas (classrooms, play yard, and supply areas) | ☐ | ☐ | ☐ | |
| Check the batteries in the emergency lighting (Flashlights) | ☐ | ☐ | ☐ | |

**Outside Inspection**

| | | | | |
|---|---|---|---|---|
| Equipment safe and in good repair | ☐ | ☐ | ☐ | |
| Walkways free of sand/bark chips | ☐ | ☐ | ☐ | |
| Inspect/rake woodchips as needed | ☐ | ☐ | ☐ | |
| Straighten the outside sheds | ☐ | ☐ | ☐ | |
| Sandbox inspected for hazardous foreign materials | ☐ | ☐ | ☐ | |
| Drinking fountain clean and sanitary | ☐ | ☐ | ☐ | |
| Fence in good condition/gate closed | ☐ | ☐ | ☐ | |

**Fire Extinguishers**

| | | | | |
|---|---|---|---|---|
| Extinguisher is in its assigned place, visible, and unobstructed | ☐ | ☐ | ☐ | |
| Pressure gauge needle is in the green zone | ☐ | ☐ | ☐ | |
| Tamper seal is intact and pull pin is in place | ☐ | ☐ | ☐ | |
| Hose and body of the extinguisher in good condition | ☐ | ☐ | ☐ | |
| Tag on the back is signed and dated | ☐ | ☐ | ☐ | |

**Supervision**

| | | | | |
|---|---|---|---|---|
| Child Supervision Monitoring Checklist completed | ☐ | ☐ | ☐ | |
| Center Mileage forms turned in w/current insurance | ☐ | ☐ | ☐ | |
| Site Meeting Content saved to M drive | ☐ | ☐ | ☐ | |
| Review of FW EOM reports & to do lists | ☐ | ☐ | ☐ | |
| Review Cooks Temperature Log | ☐ | ☐ | ☐ | |
| Review Monthly Kitchen Cleaning Schedule | ☐ | ☐ | ☐ | |
| Check in w/ staff going through Teaching Pyramid | ☐ | ☐ | ☐ | |
| Complete Teaching Pyramid Snapshot (Jan and April) | ☐ | ☐ | ☐ | |
| Complete and initial monthly drills | ☐ | ☐ | ☐ | |
| Complete Active Supervision and Zoning Training *(Prior to 1st day, after Winter Break and after Spring Break)* | ☐ | ☐ | ☐ | |

1. *Satisfactory*
2. *Needs some attention*
3. *Needs immediate attention*

On items that require immediate attention, put down action taken to ensure a safe environment.

**Action Taken**

**Maintenance Request # (if applicable):**

**Please submit a copy to the HR Department upon completion.**

**Signature:** **Date:**

** Maintain on file at site for one year**