

## Daily Building and Grounds Checklist

Providers may use this form to document daily building and grounds checks.

**Directions:** To complete this form, staff will complete each section to document the area that was checked each day the childcare operation provides care.

Week of: _____	MON	TUE	WED	THUR	FRI
Environment is free of objects that may cause choking in children under 3 years	<input type="checkbox"/>				
Machine washing cloth toys, if used, at least weekly and when contaminated	<input type="checkbox"/>				
Machine washing all linens at least weekly, and when soiled or before another child uses them	<input type="checkbox"/>				
Sanitizing sleeping equipment before a different child uses it and when soiled	<input type="checkbox"/>				
All garbage inaccessible	<input type="checkbox"/>				
All floors, ceilings, and walls in good repair and clean	<input type="checkbox"/>				
All parts of the childcare center used by children well heated, lighted, and ventilated	<input type="checkbox"/>				
Sanitizing table tops, furniture, and other similar equipment used by children when soiled	<input type="checkbox"/>				
Using, storing, and disposing of hazardous materials as recommended by the manufacturer	<input type="checkbox"/>				
Electrical outlets accessible to a child younger than five years must have childproof covers or safety outlets	<input type="checkbox"/>				
Glass in sliding doors must be clearly marked with decals or other materials placed at children's eye level	<input type="checkbox"/>				
Play materials and equipment must be safe and free from sharp or rough edges and toxic paints	<input type="checkbox"/>				
All bodies of water inaccessible to all children	<input type="checkbox"/>				
Active play space and equipment inspected for hazards before children are present	<input type="checkbox"/>				
Broken equipment removed or repaired	<input type="checkbox"/>				
Current menu posted	<input type="checkbox"/>				
Current activity plans posted	<input type="checkbox"/>				
All toxic and cleaning supplies out of children's reach	<input type="checkbox"/>				
Toilet paper available	<input type="checkbox"/>				
Soap and disposable towels available	<input type="checkbox"/>				
Naptime lighting is appropriate for supervision of all children	<input type="checkbox"/>				
Provide caregivers with enough space to walk and work between cribs, cots, and mats	<input type="checkbox"/>				
Nap mats arranged so that each child and caregiver has access to a walkway without having to walk on or over the cots or mats of other children	<input type="checkbox"/>				
All televisions must be anchored, so they cannot tip over	<input type="checkbox"/>				