

Daily Safety Checklist

Date:

Room(s):

Classrooms and Administrative Areas	Check	Notes or Action Taken
Floors are dry and free of spills.		
Toys are stored safely and out of walkways.		
Electrical cords are secured out of children's reach.		
All electrical outlets are either covered or child proof.		
Cleaning supplies and staff personal items are kept in locked storage.		
All of food service areas are clean and sanitized.		
Floors, wall, and outsides of trash cans are clean.		
All carpets and rugs are clean.		
Carpets are free of any tripping hazards.		
All toys, materials, and equipment are clean and in good working order.		

	Check	Notes or Action Taken
Any soft items (dress up clothes, dolls, costumes, etc.) are clean.		
Any sleeping surfaces (cots) are clean.		
Spaces are free of toxic plants.		
Heaters, registers, fans, etc. are not accessible to children.		
First Aid kit has been checked and is adequately stocked.		
Physical environment is clean and in good repair. It is free of: <ul style="list-style-type: none"> *Chipped, broken, or splinted flooring or tiles *Peeling paint *Broken windows or panes *Torn or frayed rugs or carpets 		
Furniture is clean and is in good repair. It is free of: <ul style="list-style-type: none"> *Protruding nails or screws *Torn padding or cushions *Broken table or chair legs *Sharp edges *Splinters 		
All furniture is arranged to prevent tipping and/or anchored secured to walls or other surfaces.		

Restrooms and Toileting Areas	Check	Notes or Action Taken
Hand washing procedures are posted.		
Sinks, faucets, counters, and soap dispensers are clean.		
Tissues, soap, and disposable towels are available and within children's reach.		
Bleach and water solution is fresh and spray bottles are labeled and dated.		
All toileting surfaces, doors, and handles appear clean.		
Floors are dry and free of spills or puddles.		

Outdoors	Check	Notes or Action Taken
All toys, equipment, and materials are in good condition.		
There is adequate fall protection surface under the equipment.		
Playground equipment is proper size for the ages of children using it.		
Broken equipment is removed or otherwise off-limits,		
There are no broken toys, balls, equipment, etc.		
Glass doors are marked to prevent collisions.		
Fence is in good repair.		
There is no trash, litter, debris, animal waste, downed power lines, etc. on the playground.		

	Check	Notes or Action Taken
Equipment is free of obvious dangers: *Nuts and bolts that stick out *Rust or cracks *Sharp edges *Splinters *Noticeable gaps		
Playground is free of obvious tripping hazards: *Large roots *Ditches, holes, or standing water *Uneven concrete or asphalt		
Other Items Specific to this Center or Program:		

Initials of Person Completing Checklist: _____

Director Signature/Date: _____