

# Daily Classroom Safety Checklist Form

Center/Site: \_\_\_\_\_

Teacher: \_\_\_\_\_

Week of: \_\_\_\_\_ to: \_\_\_\_\_

Designate one person to check the classroom daily (or designated days for each person).  
Check each of the following items on a daily basis. Place check marks in the boxes below.

Focus Area	Mon	Tues	Wed	Thurs	Fri
Adequate soap and paper towels are available.					
All floors are mopped/vacuumed.					
Inside classroom and hallway area is clean and free of debris.					
Cabinets are kept closed and latched.					
First Aid/Emergency Medication backpack is always out of children's reach.					
Personal belongings of staff, volunteers and visitors are always out of children's reach.					
Hazardous materials (chemicals, sharp objects, medication) are stored high and out of the reach of children or in locked cabinets.					
Playground checked for garbage and dangerous litter (animal feces, trash, cigarettes, needles, nesting insects and birds), including debris in surfacing material.					
Connectors on equipment are tight, secure and not broken.					
No cable, ropes, broken glass, appliances, sharp objects, lawn or gardening equipment are accessible to the children.					
No sharp nails, protrusions, screws, rusty wire, chipped paint, cracks, splinters in the play area, play structure, fence or gates.					
Surfacing under swings and climbing structures is redistributed every day for 9"-12" of depth.					
Bicycle helmets are worn by every child every time they ride a wheeled toy.					
<b>Insert staff initials from daily review</b>					

**Retain all Daily Classroom Safety Checklists in an easily accessible file or binder for the school year.**