

Site Readiness and Safety Checklist - Center Director



Center/Site: _____

Center Director: _____ Date Completed: _____

The Center Director, or a person designated by the Center Director, must complete and upload the following Site Readiness and Safety Checklist for **each site prior to the first day of class (Part Year) or prior to September 15th (Full Year; FCC).**

Any Items marked as “Not Yet” will need an Action Plan developed and documented on the last page of this checklist. Please include your timeline for completion.

Instructions to Submit

Once complete, **upload all checklists** to the Center Collaboration Hub using the following instructions:

1. Log-in to your account at Classes.EarlyLearningWA.org.
2. From your Center’s landing page in the Center Collaboration Hub, find the “Contract-Based Deliverables” section.
3. Click the link to the “Site Readiness and Safety Checklists – Upload Here” – you will be taken to the page where you will upload your checklists.
4. Find the appropriate link for the particular Checklist you wish to upload and click it.
5. Under the “Submission Status” section, click the “Add Submission” button.
6. There are two ways to upload your file here:
 - a. Click the “Add” button (piece of paper with a “+” sign) and navigate to where you have the file stored on your computer.
 - b. Drag-and-drop the file from your computer into the large box with a border of dashes.
7. Click the “Save Changes” button.
8. On the next page, click the “Submit Assignment” button.
9. On the “Submit Assignment” final page, click the “Continue” button to confirm your upload.

Using the “breadcrumb arrows” navigation across the top of the page, click on “Site Readiness and Safety Checklists” to return to the main page and continue uploading any additional files.

See *Site Readiness and Safety Checklist Procedure* for more information.

Key: *Supplied by PSESD		YES	Not Yet	N/A
Air quality				
1	Ventilation system is adequate to ensure good air quality. There are no odors or fumes i.e. mold, urine, excrement, air fresheners, chemicals, tobacco, pesticides, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Hazard Preparedness (AHP) , Emergencies and First Aid				
2	Carbon Monoxide (CO) Detectors are installed and in working order when any source that can produce carbon monoxide (i.e. natural gas, propane, wood) is used. CO Detectors are installed outside of sleeping areas, checked monthly, batteries replaced annually, dated when placed in service, and replaced every five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Smoke Detector Systems with alarms/sprinklers are in all areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Emergency food and water supplies (minimum of three days) are available for children and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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5	Emergency supplies, including parent and emergency contact information, first aid kits, Child Health Plans, emergency medications, etc. are readily portable whenever the children leave the classroom. [Fire drills/evacuation, playground/premises, field trips, etc.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Exits are clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Exit routes such as passageways, hallways, stairs, and exits are free from obstacles that may obstruct leaving or cause injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Fire Extinguishers are accessible and annually inspected. Date of last inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Specific supplies for a child with special needs are stored with emergency supplies and out of children's reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Telephone is readily accessible wherever a class may go.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Infants/Toddlers: Evacuation cribs are available to be wheeled out in emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat				
12	Heating system able to sustain consistent temperature of 68-75 degrees F (portable heaters are not allowed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Shields are used on wall and baseboard heaters, pipes, and radiators to prevent exposure to surfaces that can reach 110 degrees F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting/Electrical				
14	Lighting is sufficient for good visibility in classrooms, hallways, and stairways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	An operating flashlight is readily accessible for emergency with extra batteries separate from first aid kit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Light bulbs and tubes are shielded by using a protective barrier to prevent shattering into child-accessible areas, food, and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Electrical Outlets/Power Strips within child's reach are tamper resistant or have safety covers attached by a screw or other means that cannot be removed by a child. Outlet safety plugs are a choking hazard and are not allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows-(follows WAC 170-295-5020)				
18	Window cords are tied up/out of reach to prevent strangulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Windows are secured to prevent a child from climbing or falling out by installing window guards or limiting the window opening to less than three and a half inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Sleeping equipment (i.e. crib) or indoor climbing structures are not next to windows unless safety glass installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Any windows at child height have a decal, picture, or other decoration so children know it is glass and not open space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility-Classroom Premises-General				
22	All classrooms meet minimum square footage requirements for indoor space per local, state, Tribal, and Head Start regulations, whichever is more stringent. General guidelines: fifty square feet of useable floor space per infant (includes crib, playpen, infant bed, and bassinets) WAC 170-295-0080; thirty-five square feet for play & exploration (not including crib); Thirty-five square feet of useable floor space for each toddler/preschool child not including bathroom, hall, kitchen, and storage space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Building is accessible to people with limited mobility including indoor and outdoor environments. (If no, an ADA plan is required.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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25	Doors to places that children can enter, such as bathrooms, can be easily opened from the outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Doorways to unsupervised areas are closed and locked unless used for emergency exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Environment is free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Indoor areas are safe, in good repair, clean, and free from hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Guardrails, a minimum of 36 inches in height, should be provided at open sides of stairs, ramps, and other walking surfaces (e.g., landings, balconies, porches) from which there is more than a 30 inch vertical distance to fall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Indoor plants are identified, labeled, and are not poisonous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Outdoor plants are non-poisonous and safe for children (keep a list on file of outdoor plants as applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Premises are free from rodents, insects, and other pests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Site is free from drugs, alcohol, violence, guns, demeaning language, and behavior. (FCC: Follow WAC 170-296A-4725)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Walk off mats/non slip surfaces are used on stairways, at entrances, and exits to the building and classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Walls and ceilings have no peeling paint or falling plaster, and are free from what may be lead paint or damaged asbestos containing materials (i.e. popcorn ceilings or water pipe insulation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Water that is in direct contact with children is no more than 120 degrees F (test with food thermometer).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Dishwasher sanitizes by heat reaching 160 degrees (waterproof thermometer/temperature test strips*) or by use of chemicals (commercial dishwasher).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Hot Holding equipment (ovens, warmers, insulated food transport carriers) functioning properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Lofts are designed to be age appropriate, safe, and well maintained. See Head Start Design Guide-2nd Edition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Furniture is durable and child sized or adapted for children's use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Heavy equipment or furniture is anchored and secured from tipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handwashing				
42	Handwashing sinks are accessible by children. Sink Height: Toddler (12-29 months) is 18-22 inches; Preschool (30+ months) is 22-26 inches; or provide a moisture and slip resistant platform for children to safely reach and use the sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping				
43	Infants sleep only in safety approved cribs (CPSC Standards).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Sleeping and nap equipment is available for each toddler and preschool age child not using a crib, and remaining in care for at least six hours and any other child requiring a nap or rest period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toileting				
45	Toileting areas are separated from areas used for food preparation, service, and eating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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46	Toilets are clean, in good repair, and easily accessible to children. Toilet fixture height: Toddler (18-29 months) and Preschool (30+ months): 10-12 inches (child size); or 14-16 inches (adult size) with a safe, easily cleanable platform used that is moisture impervious and slip resistant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play Area (Indoor/Outdoor)				
47	All openings in play or other equipment are smaller than three and a half inches or larger than nine inches to prevent head entrapment (i.e. Indoor lofts, fences, play equipment). There are no rings with long chains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	All openings in play or other equipment are smaller than 3/8 inch or larger than one inch to prevent finger entrapment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor (May apply to indoor play spaces)				
49	There is a minimum of 75 usable square feet per child using the play area at any one time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Drainage is satisfactory throughout the entire play area, especially in heavy use areas such as under swings and slide exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Garbage is disposed of in a durable, leak proof trash receptacle with a tight-fitting lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Outdoor play areas are enclosed with a fence (child care), the use of natural barriers, and/or sufficient supervision to prevent children from leaving the premise. Openings in fences and gates are no larger than three and a half inches to prevent head entrapment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Shade is provided outside (i.e. trees, tarps, umbrellas). Children wear hats or caps with a brim to protect their faces from the sun if they are not in a shaded area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	Spaces are free from harmful animals, insects, and pests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is Age Appropriate in Design				
56	Playgrounds have separate areas for ages two to five and five to twelve year olds (signage indicating age group for equipment is provided.) If no signage, check with manufacturer to ensure equipment is appropriate for age group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	Platforms have appropriate guardrails and barriers. General guidelines: See CPSC Public Playground Safety Handbook Nov 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	Platforms allow change of directions to get on/off structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	Equipment design prevents climbing outside the structure. Children use the equipment as intended by the manufacturer. i.e. cannot climb outside sliding tubes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	Portable equipment, riding toys, helmets are age appropriate, in good condition, and safely stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61	Children one year of age and older wear helmets when riding toys with wheels (i.e. tricycles, bikes) or using any wheeled equipment (i.e. rollerblades, skateboards). Helmets fit properly and meet CPSC standards. Children take off helmets after riding or using wheeled toys or equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Maintenance				
62	Equipment is free of noticeable gaps, broken parts, missing parts, protruding bolts, rust, splinters, and cracks/holes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63	Stationary playground equipment is stable and/or anchored. Equipment does not wobble or tip when shaken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	Sandboxes are designed to permit drainage, covered to prevent contamination from cats and animal feces, cleaned of foreign matter, replaced to keep visibly clean. Sand purchased is labeled as a "safe play material" or sand that is specifically prepared for sandbox use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

