

Site Readiness and Safety Checklist

Olympic Educational Service District #114 • Head Start • EHS • ECEAP

Center/Site: _____ Date Completed: _____

All Hazard Preparedness (AHP), Emergencies, and First Aid	YES	NOT YET	NO
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 replace annually, dated when placed in service, and replaced every 5 years.			
Smoke Detector Systems with alarms/sprinklers are in all areas.			
Emergency food and water supplies (minimum 3 days) are available for children and staff.			
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.).			
Exits are clearly marked.			
Exit routes such as passageways, hallways, stairs, and exits are free from obstacles that may obstruct leaving or cause injury.			
Fire Extinguishers are accessible and annually inspected. Date of last inspection: _____			
Air Quality	YES	NOT YET	NO
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.			
Heat	YES	NOT YET	NO
Heating system able to sustain consistent temperature of 68-75 degrees Fahrenheit (portable heaters are not allowed).			
Shields are used on wall and baseboard heaters, pipes, and radiators to prevent exposure to surfaces that can reach 110 degrees Fahrenheit.			
Lighting/Electrical	YES	NOT YET	NO
Lighting is sufficient for good visibility in classrooms, hallways, and stairways.			
Light bulbs and tubes are shielded by using a protective barrier to prevent shattering into child-accessible areas, food, and storage areas.			
Electrical Outlets and 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.			
Windows- (follows WAC 170-295-5020)	YES	NOT YET	NO
Window cords are tied up/out of reach to prevent strangulation.			

Site Readiness and Safety Checklist

Olympic Educational Service District #114 • Head Start • EHS • ECEAP

Facility, Classroom, General	YES	NOT YET	NO
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.			
Classroom has a bathroom. Toileting areas are separated from areas used for food preparation, service, and eating.			
Accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities.			
Building is accessible to people with limited mobility including indoor and outdoor environments (If no, an ADA plan is required) .			
Doors to places that children can enter, such as bathrooms, can be easily opened from the outside.			
Doorways and unsupervised areas are closed and locked unless used for emergency exits.			
Environment is free of mold and pollutants including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.			
Indoor areas are safe, in good repair, and clean and free from hazardous materials.			
Guardrails, a minimum of 36 inches in height, should be provided at open sides of stairs, ramps, and other walking surfaces (i.e., landings, balconies, porches) from which there is more than a 30 inch vertical distance to fall.			
Premises are free from rodents, insects, and other pests.			
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).			
Water that is in direct contact with children is no more than 120 degrees Fahrenheit (test with food thermometer).			
Dishwasher sanitizes by heat reaching 160 degrees (waterproof thermometer/temperature test strips) or by use of chemicals (commercial dishwasher).			
Hot-holding equipment (i.e., oven warmers, insulated food transport carriers) functioning properly.			
Heavy equipment or furniture is anchored and secure (to a wall) from tipping.			

Site Readiness and Safety Checklist

Olympic Educational Service District #114 • Head Start • EHS • ECEAP

Hand Washing	YES	NOT YET	NO
Hand washing sinks have warm water and 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.			
Play Area (Indoor)	YES	NOT YET	NO
All openings in play or other equipment are smaller than 3.5 inches or larger than 9 inches to prevent head entrapment (i.e., indoor lofts, fences, play equipment). There are no rings with long chains.			
All openings in play or other equipment are smaller than 3/8 inch or larger than 1 inch to prevent finger entrapment.			
Play Area (Outdoor) [May Apply to Indoor Play Spaces]	YES	NOT YET	NO
There is a minimum of 75 usable square feet per child using the play area at any one time.			
Drainage is satisfactory throughout the entire play area, especially in heavy-use areas such as under swings and slide exits.			
Outdoor play areas are enclosed with a fence (child care) or 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 3.5 inches to prevent head entrapment.			
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.			
Spaces are free from harmful animals, insects, and pests.			
Equipment is Age Appropriate in Design —Playgrounds have separate areas for ages 2-5 and 5-12 year olds (signage indicating age group for equipment is provided). If no signage, check with manufacturer to ensure equipment is appropriate for age group.			
Platforms have appropriate guardrails and barriers. General guidelines: See CPSC Public Playground Safety Handbook November 2010.			
Platforms allow change of directions to get on/off structure.			
Equipment design prevents climbing outside the structure. Children use the equipment as intended by the manufacturer (i.e., cannot climb outside sliding tubes).			
Portable equipment, riding toys, and helmets are age appropriate, in good condition, and safely stored.			

Site Readiness and Safety Checklist

Olympic Educational Service District #114 • Head Start • EHS • ECEAP

Playground Equipment Maintenance	YES	NOT YET	NO
Equipment is free of noticeable gaps, broken parts, missing parts, protruding bolts, rust, splinters, and cracks/holes.			
Stationary playground equipment is stable and/or anchored. Equipment does not wobble or tip when shaken.			
Sandboxes are designed to permit drainage, covered to prevent contamination from cat and animal feces, cleaned of foreign matter, replaced to keep visibly clean. Sand purchased is labeled as a "safe play material" or sand this is specifically prepared for sandbox use.			
Swing spacing meets CPSC Standards. See CPSC Public Playground Safety Handbook November 2010.			
Equipment Not Allowed on Playgrounds	YES	NOT YET	NO
Playground does not include any of the following pieces of equipment: trampolines, swinging gates, giant strides, climbing ropes that are not secured at both ends, heavy metal swings, multiple occupancy swings, rope swings, swinging dual exercise rings, and trapeze bars. See CPSC Public Playground Safety Handbook November 2010.			
There is no hazardous equipment (i.e., broken equipment, lawn mowers, tools, tractors) accessible to children.			
Fall Surfacing	YES	NOT YET	NO
Suitable surfacing material provided, replaced, replenished, raked and fluffed to maintain proper depth/distribution. See CPSC Public Playground Safety Handbook November 2010. Type of Surfacing: _____ Depth: _____			
Fall zones extend at least 6 feet beyond the perimeter of stationary climbing equipment.			
Concrete footings are covered and sustained with the required surfacing.			

Comments/Action Plan(s)

Please share how "Not Yet" answers will be addressed and provide a timeline for completion.

Site Readiness and Safety Checklist Completed by:

Name: _____ Date: _____