

Month: _____



SETA Head Start/Program Support Services

Center Health and Safety Checklist

Center: _____

Room: _____ Loc ID: _____ Week of: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
---------------	----------------	------------------	-----------------	---------------

Daily Checklist (Return completed form through courier to Program Support.)

Classroom	Initials	am/pm	am/pm	am/pm	am/pm	am/pm
1. Classroom is cleaned and free from hazards.		/	/	/	/	/
2. Garbage and trash cans are empty, clean, and have lids.		/	/	/	/	/
Kitchen/Food Preparation Area	Initials	am/pm	am/pm	am/pm	am/pm	am/pm
3. Food preparation surfaces are clean and sanitized.		/	/	/	/	/
4. Refrigerator temperature is 40 degrees, freezer is 0 degrees.		/	/	/	/	/
5. Garbage and cans are empty, clean, and have lids.		/	/	/	/	/
6. Cleaning supplies are stored in locked cupboard and out of reach of children		/	/	/	/	/
Restrooms	Initials	am/pm	am/pm	am/pm	am/pm	am/pm
7. Restrooms are clean.		/	/	/	/	/
8. Handwashing facilities are well stocked and ready for use.		/	/	/	/	/
9. Diapering area is clean, sanitized and ready for use.		/	/	/	/	/
10. Supplies, such as gloves, are well stocked and easily accessible to staff.		/	/	/	/	/
11. Toothbrushes are clean, stored in clean holders, and covered.		/	/	/	/	/
Exterior and Playground	Initials	am/pm	am/pm	am/pm	am/pm	am/pm
12. Play areas, such as sandbox, are clean and free of debris.		/	/	/	/	/
13. Ensure walkways and "fall zones" are free of sand, bark, or debris.		/	/	/	/	/
14. Check toys are in good working order, clean, and not broken.		/	/	/	/	/
15. Ensure drinking water is fresh and accessible to children.		/	/	/	/	/
16. Trash and garbage cans are covered and stored away from play area.		/	/	/	/	/

Month: _____ Center: _____

Comments <i>(Please indicate if a work order has been processed for any repairs or replacements and the date of request.)</i>
Monday
Tuesday
Wednesday
Thursday
Friday

Weekly Checklist

Classroom	Initials
1. Classroom furniture is clean and maintained in a sanitary condition.	
2. Medications are kept in a locked box, are labeled, and not expired.	
Kitchen/Food Preparation Area	
3. Refrigerator is clean and free of expired food.	
4. Food appliances, (i.e., microwave, food warmer) are clean and operate safely.	
Restrooms	
5. Restrooms are used for toileting only and free from storage of other items.	
Exterior and Playground	
6. Outdoor equipment is clean and moving parts operate correctly and safely.	

Comments <i>(Please indicate if a work order has been processed for any repairs or replacements and the date of request.)</i>