

**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
**Community Action Team**  
 Health and Safety Checklist – Teacher

Form 3-54a

**Classroom:**   AM   Duration   PM   LDO

**Center** \_\_\_\_\_

NAME: \_\_\_\_\_

MONTH: \_\_\_\_\_

YEAR: \_\_\_\_\_

- Complete daily (prior to children arriving), weekly or monthly as stated.
- Initials = item is OK.
- N = Needs Improvement – Any item marked “N” must have an explanation written in the comments section, notification submitted to

CM in writing immediately, and if appropriate added to Form 3-43 – Health and Safety Log.

- NA = Not applicable
- C/P = Classroom and Playground
- All staff are responsible for assisting in the completion of the checklist and correcting items needing attention.

<b>Date:</b>																									
<b>Daily – Classroom (End of Day)</b>	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
<b>Cleaned:</b>																									
• Classroom carpets vacuumed																									
• Hard service floors (sweep/mop)																									
• Counters and shelves																									
• Play activity centers																									
• Garbage cans are emptied at least daily and cleaned as needed																									
<b>Cleaned and Sanitized:</b>																									
• Computer keyboards and mouse (daily before each class)																									
• Tables (before and after meals or tooth brushing) and chairs																									
<b>Cleaned and Disinfected:</b>																									
• Hand washing sink (Have hot/cold water and stocked) after each use																									
• Water table and toys (after each class)																									

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<b>Daily – Classroom</b> cont.	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
• Bathrooms (In good repair and stocked)																									
• Door and cabinet handles																									
• Light switches																									
• Water coolers																									
<b>Checked:</b>																									
• Classroom door alarms are on																									
• Form 3-11 updated and available																									
• Efficient lighting																									
• Walkways are free from hazards and obstructions <b>(C/P)</b>																									
• Floors free from tripping hazards																									
• Furniture and rugs are a safe distance from wall heaters																									
• Heating system is insulated to protect children and staff from potential burns																									
• Safety plugs are in all outlets or are tamper resistant (includes power strips)																									
• Free from hazards and toxins <b>(C/P)</b>																									
• Emergency lighting available, working and labeled																									
• Emergency exits and escape routes are clearly posted																									
• Emergency plans and evacuations are clearly posted <b>(C/P)</b>																									
• Medication is locked, labeled and out of reach of children																									
• Locking receptacle is available to transport medication on field trips																									

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<b>Daily – Classroom cont.</b>	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
• Toys are stored in a safe and orderly fashion																									
• Sharp edged objects and supplies stored out of reach of children																									
• First aid kits are stocked, readily available and out of reach of children <b>(C/P)</b>																									
• Garbage is stored and disposed of in a safe, sanitary manner <b>(C/P)</b>																									

<b>Date:</b>																									
<b>Weekly Classroom</b>	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
• Toys cleaned and sanitized																									
• Dress up clothes and machine washable toys laundered																									
• Classroom Furniture (safe and maintained)																									
• First aid kit stocked (weekly and as needed)																									
• Launder sheets and blankets used by individual children for rest time																									

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<b>Date:</b>																									
<b>Daily – Playground and Parking Lot:</b>	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
• Inspect for cleanliness and free of hazardous materials and obstructions																									
• Inspect for standing water																									
• Inspect for tripping hazards																									
• Gates and fencing secure																									
• Equipment is in good repair, adequately secured to the ground																									
• Free of sharp edges or splinters																									
• Fall surface materials are measured to meet required depth																									
• Arranged to prevent children leaving the premises or getting into unsafe or unsupervised areas																									