

Daily Safety Checklist

Organization Name:
 Organization Address:

Regulation/H&S Code Section	Task	Met	Not Met
Opening			
	Room lights are turned on	<input type="checkbox"/>	<input type="checkbox"/>
	Unlock playground exit doors	<input type="checkbox"/>	<input type="checkbox"/>
	Check fire evacuation route	<input type="checkbox"/>	<input type="checkbox"/>
	Playground gates are locked - pathway is clear	<input type="checkbox"/>	<input type="checkbox"/>
	Allergy/special needs notices posted	<input type="checkbox"/>	<input type="checkbox"/>
	TV cameras are on	<input type="checkbox"/>	<input type="checkbox"/>
	Bleach water bottles are filled fresh and stored appropriately	<input type="checkbox"/>	<input type="checkbox"/>
	Daily information sheets ready on clipboards for parents or electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Electrical outlets are covered with safety caps	<input type="checkbox"/>	<input type="checkbox"/>
	Trash containers have liners/lids	<input type="checkbox"/>	<input type="checkbox"/>
	Refrigerator temperature read/recorded	<input type="checkbox"/>	<input type="checkbox"/>
	Daily activity plans posted in each room	<input type="checkbox"/>	<input type="checkbox"/>
	Teacher appears ready with materials	<input type="checkbox"/>	<input type="checkbox"/>
Title 22	First aid supplies are stocked and inaccessible to children	<input type="checkbox"/>	<input type="checkbox"/>
102417(g)(7) -(9)	Current Emergency Disaster Plan in place	<input type="checkbox"/>	<input type="checkbox"/>
102416(c)-(e)	Current roster of children available	<input type="checkbox"/>	<input type="checkbox"/>
	Current CPR and First Aid cards and certificates	<input type="checkbox"/>	<input type="checkbox"/>
	Fire extinguishers are serviced and accessible	<input type="checkbox"/>	<input type="checkbox"/>

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Throughout the Day

	Activity room lights are on	<input type="checkbox"/>	<input type="checkbox"/>
	Electrical outlets are covered with safety caps	<input type="checkbox"/>	<input type="checkbox"/>
	Commodes, sinks, drinking fountains are clean/disinfected	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient supplies - paper towels, toilet tissue, rubber gloves facial tissue	<input type="checkbox"/>	<input type="checkbox"/>
	Ratios: All children supervised at all times	<input type="checkbox"/>	<input type="checkbox"/>
	When on field trips, qualified and adequate staffing present	<input type="checkbox"/>	<input type="checkbox"/>
102416.5, 102417(a)	Additional caregivers present when required?	<input type="checkbox"/>	<input type="checkbox"/>
102416.5(a)-(c)	Caring for no more children than your licensed capacity	<input type="checkbox"/>	<input type="checkbox"/>

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Closing			
	Sheets, blankets, bibs and other are laundered/folded and packed away	<input type="checkbox"/>	<input type="checkbox"/>
	Trash receptacles emptied, washed and re-lined	<input type="checkbox"/>	<input type="checkbox"/>
	Bleach/water bottles emptied	<input type="checkbox"/>	<input type="checkbox"/>
	Toys are sanitized	<input type="checkbox"/>	<input type="checkbox"/>
	Playground equipment checked/ safety concerns reported to appropriate party in writing	<input type="checkbox"/>	<input type="checkbox"/>
	Playground gate secured/playground is checked for trash	<input type="checkbox"/>	<input type="checkbox"/>
	Fire evacuation route clear of all obstructions	<input type="checkbox"/>	<input type="checkbox"/>
	All doors secured and locked	<input type="checkbox"/>	<input type="checkbox"/>
	Refrigerator cleaned/temperature recorded	<input type="checkbox"/>	<input type="checkbox"/>
	All changing tables, commodes, drinking fountains are clean and sanitized	<input type="checkbox"/>	<input type="checkbox"/>
	Activity tables/chairs are washed and sanitized	<input type="checkbox"/>	<input type="checkbox"/>
	Electrical outlets are covered with safety caps	<input type="checkbox"/>	<input type="checkbox"/>
	Fire exit lights/room lights are in working order	<input type="checkbox"/>	<input type="checkbox"/>
Title 22	Allergy/special needs notices posted	<input type="checkbox"/>	<input type="checkbox"/>
102417(g)(7) -(9)	Evacuation routes are posted with emergency phone numbers	<input type="checkbox"/>	<input type="checkbox"/>
102416(c)-(e)	All cribs are sanitized and new bedding applied	<input type="checkbox"/>	<input type="checkbox"/>
	Sleeping mats sanitized and stored	<input type="checkbox"/>	<input type="checkbox"/>

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	Bodies of water, pools, spas, ponds, fountains, streams, lakes, etc., made	<input type="checkbox"/>	<input type="checkbox"/>
	inaccessible to children by either a locked cover that can withstand the weight of an	<input type="checkbox"/>	<input type="checkbox"/>
	adult, or a 5-foot safety fence with a gate that swings away from the pool, self-closing, and self-latching at the top	<input type="checkbox"/>	<input type="checkbox"/>
	Opening closing checklist taken to office	<input type="checkbox"/>	<input type="checkbox"/>