

Daily Health and Safety Checklist

Site: _____

Week of: _____

Classroom Opening Checklist						
Tasks	Date:	Mon	Tues	Wed	Thurs	Fri
1. Check that all adult purses, backpacks or bags are locked or secured in office.						
2. Check that all electrical outlets within children's reach are covered.						
3. Check lights to see if they are working.						
4. Check indoor room temperature, which should be between 68 and 85•						
5. Check toilet paper, soap dispenser and paper towels in bathrooms & sink areas to see if they are full.						
6. Check diapers, wipes, gloves, tissues & change of children's clothes to see there is a full day supply.						
7. Check to make sure that a blank sign in / sign out form available.						
8. Check the refrigerator temperature, and document.						
9. Mix up new bleach solution in the dribble bottles, and document.						
10. Check the environment in general for unsafe or undesirable problems.						
11. Check smoke detectors monthly						
12. Check for anything other that is a special situation or condition that applies to your site: _____						

Playground Safety Check List						
1. Check the surface of the outdoor activity space that it is safe condition for the activities planned [For example: ice, snow or standing puddles, protruding nails, splinters]						
2. Check that the area is free of hazards [For example: no holes, broken glass, trash, or dry grasses that could pose a fire hazard]						
3. Check for adequate cushioning materials under and around climbing equipment, swings, slides, and other similar equipment						
4. Check that the playground equipment is in good repair and safe condition [ex: adequately secured to the ground, free of sharp edges and/or splinters]						
5. Check the sandbox [or sandboxes] for foreign materials						
6. Each sandbox is uncovered [AM]_____ [have staff initial as it is done]						
7. Each sandbox is covered [PM]_____ [have staff initial as it is done]						
8. Check the fence for openings, and check that the fence is in safe condition						
9. Check that the children cannot get into unsafe or unsupervised areas						
10. Check for unwelcome "critters", and/or their droppings, if applicable						
11. Check for anything other that is a special situation or condition that applies to your site. Please note what that is: _____						

Classroom Closing Check List						
1. Lock all outside sheds and gates.						
2. Check windows to ensure that they are closed and locked.						
3. Lock all appropriate file cabinets.						
5. Check thermostat for appropriate temperate setting.						
6. Check all kitchen cooking appliances that they are turned off.						
7. Make certain all used eating / cooking items have been cleaned and loaded into dishwasher or kitchen drainer.						
8. Check that refrigerator doors are securely closed.						
9. Turn on any outside lightening.						
10. Check for anything other that is a special situation or condition that applies to your site. Please note what that is: _____						