

# NW Michigan Community Action Agency

## 8020 - Monitoring Worksheet

### 2022-23 EHS CB & CC Safe Environments Checklist

#### 2020-2021 EHS CB/CC Safe Environment Checklist

The entire education staff will complete this checklist together as a team during start-up. Please submit a staff sign-in sheet and submit it to program support. (You may find the staff sign-in sheet on Weebly under the Time, Expense and Training tab).

Date training completed: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

Assistant Teacher signature: \_\_\_\_\_

Assistant Teacher signature: \_\_\_\_\_

Classroom Aide signature: \_\_\_\_\_

Site Supervisor signature: \_\_\_\_\_

Other: \_\_\_\_\_

Date Reviewed in January: \_\_\_\_\_

Staff initials: \_\_\_\_\_

# NW Michigan Community Action Agency

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### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Site: \_\_\_\_\_

Teacher: \_\_\_\_\_

Due: \_\_\_\_\_

Scheduled: \_\_\_\_\_

Actual: \_\_\_\_\_

Licensee		
1.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The current license and if applicable, the letter extending the license beyond the expiration date is in a place accessible and visible to parents. Notes:
1.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Current child care center rules and any variances granted are in a place accessible and visible to parents. Notes:
1.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The licensing notebook is on the premises and is available to parents/prospective parents at all times during the center's normal hours of operation. The licensing notebook will be maintained and retained on site until the license closes. Notes:
1.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	A sign-in/sign-out system is used to track visitors who enter and exit the classroom. Reference the Volunteer Screening and Supervision Policy. Notes:

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#### EHS Learning Center Houghton Lk - EHS 1

Licensee		
1.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Center maintains licensed capacity and age range. Only space that has received prior approval for child use by licensing may be used for child care. Notes:
1.6	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Smoking and vaping do not occur in the child care center, on real property, or on field trips. Notes:
1.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	All NMCAA education staff will use the Staff Member Attendance Record to sign in at the time of arrival, sign in and out for breaks, and sign out at the time of departure. Notes:
Staff and Volunteers		
2.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	All staff and volunteers provide appropriate care and supervision of children. Notes:

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#### EHS Learning Center Houghton Lk - EHS 1

Staff and Volunteers		
2.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check the classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.</p> <p>Staff will do the following:</p> <ul style="list-style-type: none"><li>*count on a scheduled basis</li><li>*count at every transition</li><li>*focus on the placement of staff while walking in a line with children</li><li>*make sure that each staff member can state the number of children in their care at all times</li><li>*count out loud and communicate the count to other staff members</li><li>*adapt supervision strategies for individual children based on their needs</li><li>*count when leaving one area and count again when arriving at another</li><li>*maintain vigilance at all times.</li></ul> <p>Notes:</p>

**2022-23 EHS CB & CC Safe Environments Checklist**

**EHS Learning Center Houghton Lk - EHS 1**

Hand washing		
3.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Staff, volunteers, and children must wash hands for 20 seconds at all of the following times:</p> <ul style="list-style-type: none"><li>*Upon arrival for the day and after breaks</li><li>*When hands are soiled</li><li>*Before and after eating, preparing and serving food and beverage, and feeding children</li><li>*Before and after brushing or helping a child brush teeth</li><li>*Before and after playing in the water that is shared by two or more people</li><li>*Before and after each diapering</li><li>*After toilet use or helping a child use the toilet</li><li>*After handling any raw food that requires cooking, e.g., meat, eggs, poultry</li><li>*After handling body fluids</li><li>*After handling pets, pet cages, or other pet objects</li><li>*After playing in sand, on wooden play sets, and outdoors</li></ul> <p>Staff and volunteers must also wash their hands at all of the following times:</p> <ul style="list-style-type: none"><li>*Prior to starting the workday at the center</li><li>*Prior to the care of children</li><li>*Before and after giving medication or applying a medical ointment or cream in which a break in the skin may be encountered</li><li>*After handling garbage or cleaning</li><li>*After cleaning and disinfecting the diaper changing surface</li><li>*After removing nonporous (e.g., Latex) gloves used for any purpose</li></ul> <p>Notes:</p>
3.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Staff may wash children's hands with non-toxic disposable wipes in the following situations:</p> <ul style="list-style-type: none"><li>*When the child is too heavy to hold for hand washing</li><li>*When the child cannot stand safely at the sink</li><li>*When the child is not developmentally ready to hold his or her head</li><li>*When the child has a special need, so the child is not able to wash his or her own hands</li></ul> <p>Notes:</p>

**2022-23 EHS CB & CC Safe Environments Checklist**

**EHS Learning Center Houghton Lk - EHS 1**

**Hand washing**

**Hand washing**

3.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Guidelines for hand washing are posted in food preparation areas, in toilet rooms, and by all hand washing sinks. Notes:
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3.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Hand sanitizers and/or single-use wipes may only be used as a temporary measure when soap and running water are not available on outings. Notes:
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**Diapering; toileting; tooth brushing**

**Diapering; toileting; tooth brushing**

4.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Diapering occurs in a designated diapering area that: *Is physically separated from food preparation, cooking, eating, or children activity areas *Is within close proximity to a sink that is used exclusively for hand washing *Has non-absorbent, smooth, easily cleanable surfaces in good repair *Is of sturdy construction with railings or barriers to prevent falls *Is an elevated diapering table or similar structure *Is washed, rinsed, and sanitized after each use Notes:
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4.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Diapering supplies are within easy reach. Notes:
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**EHS Learning Center Houghton Lk - EHS 1**

Diapering; toileting; tooth brushing		
4.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>A plastic-lined, tightly covered container is used exclusively for disposable diapers and training pants and diapering supplies and is emptied and sanitized at the end of each day. Diaper disposable containers need to be of a design that does not require manually lifting the lid. (Diaper genie meets the intent of this rule).</p> <p>Notes:</p>
4.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Only single-use disposable wipes or other single-use cleaning cloths are used to clean a child during the diapering or toileting.</p> <p>Notes:</p>
4.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Diapers and training pants are checked frequently and changed when wet or soiled. Toilet training reports are completed after each diaper change.</p> <p>Notes:</p>
4.6	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Guidelines for diapering are posted in diapering areas.</p> <p>Notes:</p>
4.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Disposable gloves are used once for a specific child and are removed and disposed of immediately after each diaper change.</p> <p>Notes:</p>
4.8	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Toilet learning/training is planned cooperatively the parent.</p> <p>Notes:</p>

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Diapering; toileting; tooth brushing

4.9	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Equipment used for toilet learning or training must be provided. All of the following equipment is acceptable for toilet learning or training:  *Adult-sized toilets with safe and easily cleanable modified toilet seats and step aids *Child-sized toilets *Non-flushing toilets or potty chairs, if they are all of the following *Made of a material that is easily cleanable *Used only in a bathroom area *Used over a surface that is impervious to moisture *Washed, rinsed, and sanitized after each use  Notes:
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4.10	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Toothbrushes are labeled with the child's name, stored so that they can air dry without touching any surface, and replaced after 3 months.  Notes:
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4.11	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Children 1 year of age or older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface, with a changing pad between the child and the surface.  Notes:
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Children's records

5.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	At the time of the child's initial attendance, the center shall obtain a child information record, completed and signed by the parent, and the center shall keep it on file and accessible in the center.  Notes:
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#### EHS Learning Center Houghton Lk - EHS 1

Children's records		
5.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Child information records are reviewed and updated by parents at least annually and when the center becomes aware of changes. Separate child information records are completed for families that have joint custody. Emergency care plans should be stapled to the child information record. Staff bring child information records with them outside, on field trips, and during evacuations.</p> <p>Notes:</p>
5.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Staff maintain up-to-date child rosters and lists of the adults to whom each child is authorized to be released, including alternates in case of emergency. A child shall only be released to persons authorized by the child's parent or guardian. Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person they do not know, even if the child recognizes the individual. Staff must check to ensure this person's name is on the child information record and attach a copy of the identification to the record.</p> <p>Notes:</p>
5.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>A child shall be released to either parent or the child's guardian, unless a court order prohibits release to a particular parent. A copy of the order prohibiting release must be kept on file at the center.</p> <p>Notes:</p>
5.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center, a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:</p> <p>*For an infant, within the preceding 3 months            *For toddlers, within the preceding 6 months            *For preschoolers, within the preceding 12 months</p> <p>Notes:</p>

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#### EHS Learning Center Houghton Lk - EHS 1

Medication; accident and illness; Universal Precaution Kit; First Aid		
6.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Medication, prescription or nonprescription, is given by an adult child care staff member only.</p> <p>Notes:</p>
6.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Emergency medications (EpiPen, inhaler) are stored out of children's reach at the site and are quickly accessible at all times (should not be in locked box). All medications are within their dates of expiration.</p> <p>Notes:</p>
6.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Medication is given or applied only with prior written permission from a parent.</p> <p>All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications. Prescription medication has the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication, and it is given according to those instructions unless authorized by a written order of the child's physician. Medication is stored under lock and key and refrigerated if necessary.</p> <p>Notes:</p>
6.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Medication is not added to a child's bottle, beverage, or food unless indicated on the prescription label.</p> <p>Notes:</p>
6.6	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>A child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.</p> <p>Notes:</p>

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Medication; accident and illness; Universal Precaution Kit; First Aid		
6.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.</p> <p>The center maintains a record as to the time and the amount of medication given or applied using the medication log. Completed records must be kept in the child's file and a copy on the bus.</p> <p>Notes:</p>
6.8	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>A first aid kit is readily accessible to staff and securely stored in the center. Staff bring the first aid kit outside, on field trips, and during evacuations. Kits are kept out of the reach of children. Ice packs are also available.</p> <p>Notes:</p>
6.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Classroom universal precaution compliance kit is stocked with the following:</p> <ul style="list-style-type: none"><li>*Gloves</li><li>*Absorbent material (Speedy Cleanz, Vo-ban, Red-Z)</li><li>*Leak proof plastic bag with a secure tie</li><li>*Paper towel</li><li>*Disinfecting Agent (Germicidal Disposable Clothes, bleach)</li><li>*Packaged Universal Precautions Kit</li><li>*Cleaning, sanitizing, and disinfecting guidance is located inside the kit</li></ul> <p>Notes:</p>
6.9	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>All staff working with children know where the universal precaution and first aid kits are located.</p> <p>Notes:</p>

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

#### Medication; accident and illness; Universal Precaution Kit; First Aid

6.10	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Education staff can find Material Safety Data Sheets (MSDS) on <a href="http://www.nmcaahs.com">www.nmcaahs.com</a> . These sheets provide in-depth information pertaining to materials used in the classroom (ingredients, handling, storage, disposable, first aid, etc.) Notes:
6.11	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	When the cleanup of bodily fluids (urine, feces, blood, saliva, vomit, nasal discharge, eye discharge or any fluid discharge) is necessary, nonporous gloves are worn by staff when they come in contact with a spill. Notes:
6.12	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Illness/incident report forms are available in the classroom, outside, and on field trips, and they are completed when changes are observed in a child's health, a child experiences accidents, injuries, or incidents, or when a child is too ill to remain in the group (daily health check). Notes:
6.13	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Emergency preparedness kits are readily accessible to staff. Notes:

#### Telephone Services

7.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	An operable telephone is available, and accessible in the building during the hours of operation. Emergency phone numbers, including 911, fire, poison control center, and the facility's physical address and 2 main cross streets, must be conspicuously posted in a place visible to staff. Notes:
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**EHS Learning Center Houghton Lk - EHS 1**

Telephone Services

7.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	There is an appropriate greeting on the classroom voicemail that includes the recruitment phone number. Notes:
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Outdoor play area

8.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	A center with children in attendance for 3 or more continuous hours per day provides daily outdoor play. Notes:
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8.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	There is a shaded area to protect children from excessive sun exposure, when necessary. Notes:
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8.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The outdoor play area is in a safe location and free from pests. Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards). Notes:
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8.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The outdoor play area is protected from hazards, when necessary, by a fence or natural barrier that is at least 48 inches in height. Notes:
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EHS Learning Center Houghton Lk - EHS 1

Outdoor play area		
8.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Children only use age-appropriate equipment. The age requirement sticker is located on the equipment. Notes:
8.6	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	An outdoor play area and any equipment located on the center's premises is maintained in a clean, safe condition, and inspected daily before use to ensure that no hazards, pollutants, and toxins are present, including, but not limited to:  *Missing or broken parts *Protrusion of nuts and bolts *Rust and chipping of peeling paint *Sharp edges, splinters, and rough surfaces *Stability of handholds *Visible cracks *Stability of non-anchored large play equipment (e.g., playhouses) *Wear and deterioration *Vandalism or trash Notes:
8.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Loose-fill surfacing material is not installed over concrete or asphalt. Notes:
8.8	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The depth of the loose-fill surface material is restored to its required depth when moved or becomes otherwise compromised (9 inches for wood and 6 inches for rubber). Woodchips are raked as needed to remain in compliance. Notes:

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Outdoor play area		
8.9	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Staff use Active Supervision and are stationed in zones (and interacting with children) around the playground to ensure that all areas are in sight and that there are no blind spots. Children are supervised at all times. Notes:
8.10	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	S-hooks are pinched closed so that there is no gap or space greater than 0.04 inches (about the thickness of a dime). Notes:
	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Notes:

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#### EHS Learning Center Houghton Lk - EHS 1

#### Equipment

9.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Equipment, materials, furnishings, and play areas are sturdy, safe, clean and in good repair, and should attend to the following safety hazards:</p> <ul style="list-style-type: none"><li>*Appropriate to the developmental needs and interests of children</li><li>*Child-sized or appropriately adapted for a child's use</li><li>*Easily accessible to the children</li><li>*Designed to ensure Active Supervision of children at all times</li><li>*High shelves are placed securely against the wall. All other shelves should be low in order to ensure Active Supervision</li><li>*Openings that could entrap a child's head or limbs</li><li>*Elevated surfaces that are inadequately guarded</li><li>*Lack of specified surfacing and fall zones under and around climbable equipment</li><li>*Mismatched size and design of equipment for the intended users</li><li>*Insufficient spacing between equipment</li><li>*Tripping hazards</li><li>*Components that can pinch, sheer, or crush body tissues</li><li>*Equipment that is known to be of a hazardous type</li><li>*Sharp points or corners</li><li>*Splinters</li><li>*Protruding nails, bolts, or other parts that could entangle clothing or snag skin</li><li>*Loose, rusty parts</li><li>*Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child</li><li>*Strangulation hazards (all cords: straps, strings, blind cords, etc.)</li><li>*Flaking paint</li><li>*Paint that contains lead or other hazardous materials</li><li>*Tip-over hazards, such as chests, bookshelves, and televisions</li><li>*Choking</li><li>*Electrical hazards</li><li>*Plastic bags that are large enough to pose a suffocation risk.</li><li>*Matches, candles, and lighters are not to be accessible to children</li><li>*Drowning hazards</li><li>*Hazards presented by windows and glass doors</li><li>*Meets standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM)</li></ul> <p>Notes:</p>
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Equipment		
9.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	A current and accurate equipment inventory is available. Notes:
9.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Trampolines are not used by children in care. Notes:
9.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Counter tops, shelves, areas in front of window, and small spaces are kept clutter-free and big spaces are set up so that children have clear play spaces that staff can observe. Notes:
9.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	A rocking chair or other comfortable, adult-sized seating must be provided for 50% of the child care staff members on duty who are providing infant and toddler care. Notes:
Sleeping Equipment and Sleeping, Resting Supervision		
10.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	All bedding and sleeping equipment is appropriate for the child and clean, comfortable, safe, and in good repair. Notes:

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**Sleeping Equipment and Sleeping, Resting Supervision**

<p>10.2</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Not Observed</li><li><input type="checkbox"/> Not Applicable</li><li><input type="checkbox"/> Non-Compliant</li><li><input type="checkbox"/> Compliant</li></ul>	<p>Heavy objects that could fall on a child, such as shelving and televisions, must not be above sleeping equipment.</p> <p>A crib or porta-crib must be provided for all infants in care.</p> <p>A crib, porta-crib, cot, or mat, and a sheet or blanket of appropriate size must be provided for all toddlers and preschoolers under 3 years of age in care.</p> <p>All sleeping equipment and bedding is washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.</p> <p>Notes:</p>
<p>10.3</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Not Observed</li><li><input type="checkbox"/> Not Applicable</li><li><input type="checkbox"/> Non-Compliant</li><li><input type="checkbox"/> Compliant</li></ul>	<p>When sleeping equipment and bedding is stored:</p> <p>*Sleeping surfaces do not come in contact with other sleeping surfaces.</p> <p>*Bedding does not come in contact with other bedding.</p> <p>Notes:</p>

**2022-23 EHS CB & CC Safe Environments Checklist**

**EHS Learning Center Houghton Lk - EHS 1**

**Sleeping Equipment and Sleeping, Resting Supervision**

10.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Children under 3 years of age are provided opportunities to rest regardless of the number of hours in care.</p> <p>A center shall permit children under 18 months of age to sleep on demand.</p> <p>Infants and toddlers shall rest or sleep alone in cribs or porta-cribs.</p> <p>Infants shall be placed on their backs for resting and sleeping. An infant's head must remain uncovered during sleep.</p> <p>For an infant who cannot rest or sleep on her or his back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position or other special sleeping arrangements for the infant must be followed and kept on file at the center. The instructions must include an end date.</p> <p>A sleeping infant's breathing, sleep position, and bedding must be monitored frequently for possible signs of distress. Video surveillance equipment and baby monitors must not be used in place of this rule.</p> <p>Infants and toddlers who fall asleep in a space that is not approved for sleeping shall be moved to approved sleep equipment appropriate for their age and size.</p> <p>Notes:</p>
10.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Naptime or quiet time is provided when children under school-age are in attendance 5 or more continuous hours per day.</p> <p>Notes:</p>
10.6	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>For children under school age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together.</p> <p>Resting or sleeping areas have adequate soft lighting (not dark) to allow the caregiver to assess children.</p> <p>Notes:</p>

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

#### Sleeping Equipment and Sleeping, Resting Supervision

10.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Children, including sleeping children, are never left unsupervised. A staff person must be physically present at all times. Video surveillance equipment and baby monitors must not be used in place of this rule.  Notes:
10.8	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Cribs and porta-cribs must be at least 2 feet apart. Cribs or porta-cribs with solid-panel ends may be placed end-to-end.  It is permissible to place cots and mats in such a manner that one or two sides are adjacent to a wall. The remaining two or three sides must be at least 18 inches from another occupied cot or mat.  Notes:

#### Ratio and group size requirements

11.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	In each room or well-defined space, the maximum group size and ratio of caregivers to children, including children related to a staff member or the licensee, are the following: *birth until 30 months of age - 1:4, group size 12. *30 months until 3 years – 1:8, group size 16. *3 years until 4 years – 1:10, no maximum group size. *4 years until school age – 1:12, no maximum group size. *A 1:8 adult/child ratio must be maintained at all times. A consistent third adult must be present in any classroom where 17 or 18 children are enrolled. Class size must be capped at 18 children with three consistent adults. (GSRP only)  Notes:
11.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	If there are children of mixed ages in the same room or well-defined space, then the ratio and group size shall be determined by the age of the youngest child.  Notes:

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Water supply; plumbing; toilets; handwashing sinks; bleach water

12.1  Not Observed  
 Not Applicable  
 Non-Compliant  
 Compliant

All plumbing fixtures and water and waste pipes are maintained in good working condition.  
Notes:

12.2  Not Observed  
 Not Applicable  
 Non-Compliant  
 Compliant

Handwashing sinks are accessible to children by platform or installed at children's level.  
Notes:

12.3  Not Observed  
 Not Applicable  
 Non-Compliant  
 Compliant

Handwashing sinks have running water that does not exceed 120 degrees Fahrenheit.  
Notes:

12.4  Not Observed  
 Not Applicable  
 Non-Compliant  
 Compliant

Supplies, including toilet paper, hand soap, and towels, are available and accessible.  
Notes:

12.5  Not Observed  
 Not Applicable  
 Non-Compliant  
 Compliant

Test strips are used to check the concentration of the bleach/water solution each day.  
Notes:

12.6  Not Observed  
 Not Applicable  
 Non-Compliant  
 Compliant

Follow the 3-sink dishwashing method or use a commercial dishwasher with a sanitizing cycle.  
Notes:

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

#### Water supply; plumbing; toilets; handwashing sinks; bleach water

12.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Cleaning supplies and other potentially dangerous materials and toxins are stored in a locked cabinet when not in use. Notes:
12.8	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Infant and toddler centers shall have a diapering area with a readily accessible, designated hand washing sink. Notes:

#### Garbage and refuse

13.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	All garbage is removed from the center daily. Notes:
13.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Garbage containers are washed when soiled. Notes:
13.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Garbage stored outside is in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster. Notes:

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Garbage and refuse		
13.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Outside garbage and refuse is picked up or removed at a minimum of once a week. Notes:
Heating; temperature		
14.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	A thermometer is used in child-use areas to monitor that the indoor temperature is at least 65 degrees Fahrenheit in child use areas at a point 2 feet above the floor. Notes:
14.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	If temperatures exceeds 82 degrees Fahrenheit, measures are taken to cool the children. Notes:
Premises		
15.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Windows and doors used for ventilation are supplied with screens that are in good repair. This does not apply to programs operating in school buildings. Notes:
15.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Propping doors open for ventilation is prohibited. Notes:

# NW Michigan Community Action Agency

## 8020 - Monitoring Worksheet

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

#### Premises

15.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Stairs, walkways, ramps, landings, and porches:  *If elevated, have barriers to prevent falls and handrails designed and constructed for use by children. *Are maintained in a safe condition relative to the water, ice, or snow, and have nonslip surfacing. *Landings are located outside exit doors where steps or stairs are necessary and are at least as wide as the door swing. *Stairway steps must be not more than 8 inches in height, with a minimum tread depth of 9 inches. *If ramps are used, then they must have a minimum rise-to-run ratio of 1-to-12.  Notes:
15.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The premises do not pose a threat to health or safety and are maintained in a clean and safe condition free from mold, pollutants (including smoke, lead, pesticides, or herbicides, as well as soil and water pollutants), hazards, and toxins.  Notes:
15.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The premises are maintained so as to eliminate and prevent rodent and insect harborage.  Notes:
15.6	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Roofs, exterior walls, doors, skylights, and windows are weathertight, watertight, in sound condition, and in good repair.  Notes:
15.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Floors, interior walls, and ceilings are in sound condition and in good repair. They are also maintained in a clean condition.  Notes:



# NW Michigan Community Action Agency

## 8020 - Monitoring Worksheet

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Premises		
15.8	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	All toilet room floor surfaces are easily cleanable, impervious to water, and in a clean condition. Notes:
15.9	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Light fixtures, vent covers, wall-mounted fans, and similar equipment attached to walls and ceilings are easily cleanable and in good repair. Notes:
15.10	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Containers of poisonous or toxic materials are labeled for easy identification of contents, stored out of the reach of children, and in a locked cabinet. Toxic materials will not be used when children are present. Notes:
15.11	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Flammable materials, including fuels, pressurized cans, cleaning fluids and supplies, polishes, and matches, are not stored in heat plant enclosures. They may be stored outside of child use areas in metal cabinets or storage facilities accessible only to authorized personnel. Notes:
15.12	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Lighting is bright enough so children and adults can clearly see activities, materials, and pathways. The classroom is free of lamps (desk, table, wall, etc.) Notes:
15.13	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children, including those with special needs. Notes:

# NW Michigan Community Action Agency

## 8020 - Monitoring Worksheet

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Premises		
15.14	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Exit doors have no more than one locking or latching device. Deadbolts are not permitted. Notes:
15.15	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Emergency lighting is available to allow children and adults to clearly see pathways in case of a power failure (flashlights). Notes:
15.16	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Staff will refer to and follow NMCAA cleaning, sanitizing, and disinfecting guidance and routine center cleaning timeline. A mouthed toy bin is labeled and available. Notes:
15.17	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	The premises are free from firearms or other weapons that are accessible to children. Notes:
15.18	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Following NMCAA's animal and pet policy, children are protected from any hazards posed by classroom or family child care pets. Notes:
15.19	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children. Findings are documented on the Daily Classroom/Outdoor Cleaning & Inspection Log. Notes:

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Premises		
15.20	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Personal belongings/purses should be stored and locked out of the reach of children. (Any hand lotions, essential oils, cough drops, hand sanitizer, and personal medication must also be locked and kept out of the reach of children. Ensure jacket pockets do not contain any items that should be kept out of the reach of children).</p> <p>Notes:</p>
15.21	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>All appliances such as refrigerators are plugged directly into a wall outlet. Do not use an extension cord.</p> <p>Notes:</p>
15.22	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>All plants must be labeled and non poisonous per the list in the procedure manual.</p> <p>Notes:</p>
15.23	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>There must be no flaking or deteriorating paint on interior and exterior surfaces or on equipment accessible to children.</p> <p>Notes:</p>
15.24	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Programs with infants and toddlers shall have exits with proper termination and within 30 inches of grade or exits properly ramped to grade.</p> <p>Notes:</p>

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Fire Safety		
16.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Draperies, curtains, decorations, and other similar furnishings are flame-resistant with application dates noted on the Drill & Safety Check Log. Notes:
16.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Bulletin boards meet interior finish requirements and have passed the fire inspection. Notes:
16.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Combustible materials and decorations displayed on walls do not exceed 20% of each wall in each room. Combustible materials and decorations suspended from or near the ceiling are prohibited. Notes:
16.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Doorways, hallways, entrance ways, and any other areas used for entering or exiting the building must be maintained so they are free of obstructions that may catch fire or hinder evacuation. These areas must not be used for storage. Notes:
16.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Exterior exits are marked or denoted by an approved exit sign. Notes:
16.6	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Combustible materials are not stored within the central heating plant, fuel-fired water heater rooms, or in basements containing fuel-fired heating equipment, without proper fire separation. Notes:

# NW Michigan Community Action Agency

## 8020 - Monitoring Worksheet

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Fire Safety		
16.7	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Gasoline-powered equipment, flammable gases, or gasoline are not stored in the part of a building used as a center or in other parts of the building from which there is a door, window, or other opening into the center. Notes:
16.8	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Dryer vents are metal and are vented completely to the exterior. Notes:
16.9	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	All appliances and equipment in the center are installed and maintained in accordance with their manufacturer's specifications. Notes:
16.10	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Centers are kept free of all conditions that constitute fire safety hazards. Notes:
16.11	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Open-flame devices, candles, and incense are prohibited. Notes:

**2022-23 EHS CB & CC Safe Environments Checklist**

**EHS Learning Center Houghton Lk - EHS 1**

Smoke and carbon monoxide detectors; fire extinguishers		
17.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>A carbon monoxide detector is placed on all levels approved for child care and in each use area covered by a different furnace zone. Carbon monoxide detectors are installed, maintained, and tested in accordance to the manufacturer recommendations. Staff check expiration date on the detector.</p> <p>Notes:</p>
17.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Smoke detectors are installed, maintained, and tested in accordance to the manufacturer recommendations (instructions are posted safely near detector). Staff check expiration date on the detector.</p> <p>Notes:</p>
17.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Multipurpose fire extinguishers are installed adjacent to the kitchen or cooking area and in the heating plant room.</p> <p>Notes:</p>
17.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Fire extinguishers are properly mounted, maintained, and inspected and have a tag dated and initialed by the inspector yearly. Fire extinguishers are readily accessible to staff.</p> <p>Notes:</p>
17.5	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Staff must inspect extinguishers and initial monthly on the attached tag.</p> <p>Notes:</p>

# NW Michigan Community Action Agency

## 8020 - Monitoring Worksheet

### 2022-23 EHS CB & CC Safe Environments Checklist

#### EHS Learning Center Houghton Lk - EHS 1

Electrical Services		
18.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Extension cords are only used temporarily for a specific occasion such as using a projector or cd player. They must be removed when not in use. Temporary extension cords should not be placed through doorways, under carpeting, or across water-source areas. Notes:
18.2	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Electrical outlets accessible to children must be covered with child safety hardware. Notes:
18.3	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	Power strips are equipped with surge protectors and are not longer than 6 feet or connected to another power strip. Notes:
18.4	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	All electrical outlets in approved child use space located within 6 feet of a sink or other water source shall be protected by a ground-fault circuit interrupter (GFCI). Notes:

**2022-23 EHS CB & CC Safe Environments Checklist**

**EHS Learning Center Houghton Lk - EHS 1**

Licensing Notebook-located in the parent corner of the classroom

20.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<p>Licensing Notebook must contain the following items:</p> <ul style="list-style-type: none"> <li>*Licensing Notebook Checklist</li> <li>*Licensing Notebook Summary Sheet BCAL 5052 (updated)</li> <li>*Original Inspection Report</li> <li>*Addendum to the Original Inspection Report</li> <li>*Renewal Inspection Report(s)</li> <li>*Interim Inspection Report(s)</li> <li>*Special Investigation Report(s)</li> <li>*Corrective action plans</li> <li>*Facility Lead Inspection (if applicable)</li> <li>*Playground Inspection Report (if applicable)</li> <li>*Environmental Health Inspection</li> <li>*Head Start Parent Orientation Training Review Checklist or GSRP Child Development Parent Orientation Training Review Checklist</li> <li>*Classroom Floor Plan with Dimensions</li> <li>*Playground Equipment Lay Out with Dimensions</li> <li>*Drill and Safety Check Log (for entire licensing cycle)</li> </ul> <p>Notes:</p>
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Postings-Emergency Procedures

Ensure all postings are placed at eye-level.

22.1	<input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	<ul style="list-style-type: none"> <li>*Allergy and Health Monitoring form (placed in red confidential allergy information folder wherever food is prepared and served).</li> <li>*Bus Procedure in Emergency Situations (to be posted even if site does not offer transportation)</li> <li>*Drill and Safety Check Log</li> <li>*Emergency Procedures Posting (posted in a place visible to both staff AND parents; ensure posting includes relocation sites)</li> <li>*Emergency Telephone Numbers (posted near all center telephones)</li> <li>*Fire and evacuation routes</li> <li>*Pediatric First Aid/CPR/AED Ready Reference Guide</li> <li>*Transportation Safety Procedures (to be posted even if site does not offer transportation)</li> </ul> <p>Notes:</p>
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**2022-23 EHS CB & CC Safe Environments Checklist**

**EHS Learning Center Houghton Lk - EHS 1**

Postings-located in the parent corner of the classroom

Ensure all postings are placed at eye-level.

21.1 <input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	*"And Justice For All" poster *Copy of Licensing Rules for Child Care Centers (January 2, 2014 edition) *Current lesson plan *Help wanted sign/Join our team *NMCAA Head Start/GSRP Complaint Policy and Procedure *NMCAA Head Start/GSRP Guidance Policy *Parent handbook *Parent resources *Planned menus *Welcome Sign *What do you think of your program? (with folder)  Notes:
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Postings-the following items are current and posted in the classroom

Ensure all postings are placed at eye-level.

23.1 <input type="checkbox"/> Not Observed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant	*Active Supervision poster *Current State of Michigan License for the Care of Children *Current Consumer Product Safety Commission Product Recalls for Children's Safety *Daily schedule including times *Diaper changing procedure and maintenance of changing tables/surfaces (near diaper changing area) *Exit signs *Handwashing guidelines (posted at all sinks used for handwashing by staff and/or children) *No smoking No Vaping sign *Routine center cleaning *Screening policy *Team Vision Statement (optional) *Volunteer Supervision Policy  Notes:
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