

DAILY ENVIRONMENTAL ASSESSMENT

POLICY: Each center will conduct a daily inspection of the facility and grounds prior to being used by children. The assessment will be done by the Director, Health Advocate, or designee.
All potential risk situations will be attended to and corrected immediately.
Safety is the responsibility of every member of the staff.

PURPOSE: To assess the health and safety of the environment.
To have an opportunity to correct problems.
To provide the safest environment possible consistently.
To assure everyone is aware of their responsibility for the safety of children and staff.

PROCEDURE:

1. Assure cleaning, sanitizing, and disinfecting are effective. Look at:
 - a. Bathroom floor, toilets, sinks and walls.
 - b. Garbage has been emptied.
 - c. Carpets and floors for evidence of vacuuming.
 - are dangerously small items or trash lying around?
 - is sand or dirt evident?
 - d. Counter tops, sinks and surfaces for dust or dirt.
 - e. Kitchen floor, counters, stovetop, and storage.
2. Assess the temperature and ventilation of the area.
 - a. Read and record the room temperature.
 - b. Read and record the refrigerator and freezer temperatures daily
 - c. Run the tap water for 2 minutes if you have old plumbing to minimize lead exposure. Check the water temperature to be less than 120 F.

- d. Hot water temperature at sinks used for handwashing or where the hot water will be in direct contact with children should be at a temperature of at least 60°F and not exceeding 120°F (Caring for our Children, Chapter 5.2.1.14). Licensing regulations state that water temperature should be between 105°F to 120°F.
 - e. When windows or doors are open, check that screens are intact and that window guards are installed if applicable for safety.
3. Check that the security systems are working properly.
- a. Close and test the gate security and locks.
 - b. Assure that telephones are working and turn on computers.
 - c. Check the fire-alarm system and record that it is operational and is trouble free.
 - d. Spot-check fire extinguishers to make sure they are holding a charge.
 - e. First aid kits and emergency equipment are secure, available, accessible, and fully stocked (no expired antiseptics and emergency supplies).
4. Look at room arrangements.
- a. All exits must be totally clear as well as the path of exit. Center must have at least 2 exits.
 - b. Traffic patterns must not require passage through "dirty areas" in order to reach "clean areas".
5. Inspect the yard.
- a. Look for and remove debris or animal droppings.
 - b. Check for damage to equipment or fencing.
 - c. Assure that sandbox is in its proper place and covered when not in used
6. Make sure there are no tools, ladders, standing water, poisonous plants or other dangers left in any child area.

7. Check staff preparation.
 - a. Review staff to child ratios.
 - b. Orient new or substitute staff to:
 - evacuation routes
 - any children with special needs
 - standards of care for your program
 - specific duties and responsibilities
 - supplies needed and where they are stored.
 - c. Personal items are locked and out of reach of the children. (handbags/backpacks).
 - d. Follow licensing requirements and regulations. [Cal Code Title 22 Section 101239](#)