

MONTHLY ENVIRONMENTAL ASSESSMENT FORM

POLICY: Each center will conduct a monthly or routine inspection of the facility. The assessment will be done by the Director, Health Advocate or designee.
All potential risk situations will be reported and corrected in a timely manner.

PURPOSE: To assess and provide a healthy and safe environment.
To have an opportunity to correct problems.

PROCEDURE:

Facility: _____

Date: _____

Inspector: _____

	<u>DEFICIENCY</u>	<u>CORRECTED</u>
Outdoors:		
1. Uncluttered		
2. Bushes trimmed		
3. Uneven surfaces clearly marked		
4. Cement in good repair		
Playgrounds:		
1. Clean and uncluttered (no glass, nails, debris)		
2. Equipment (stable, in good repair, dry)		
3. Sandbox clean, sandbox cover available		
4. Toys and riding equipment in good repair		
5. Drinking fountain clean and working		
6. Stairs blocked off		
7. Review and follow: Title 22 Buildings and Grounds Regulations		

	<u>DEFICIENCY</u>	<u>CORRECTED</u>
<p>Offices:</p> <ol style="list-style-type: none"> 1. Uncluttered and dry 2. Sharp and small objects stored away 3. No substantial objects on open shelves or cabinets above 3 feet, i.e. where they could fall in an earthquake. 4. Wires (in good repair, taped to floor) 5. Outlets (sufficient amount, with plug covers) 6. Furniture stable with edges protected 7. Tall furniture (above 3 feet) secured to wall <p>Kitchens:</p> <ol style="list-style-type: none"> 1. Uncluttered, floor dry, door or barrier in place to prevent children's access. 2. Stove knobs protected, surface clear 3. Cleaning supplies locked and stored 4. Counter tops (clean, uncluttered, equipment away from edges) <p>Bathrooms:</p> <ol style="list-style-type: none"> 1. Clean, uncluttered, and dry 2. Fixtures in good repair (toilet, sinks, step stools) 3. Dispensers filled- soap, toilet paper, paper towels <p>Classrooms:</p> <ol style="list-style-type: none"> 1. Clean, uncluttered and floor dry 2. Trash removed 3. Fire extinguishers present and checked by fire department within the year 		

DEFICIENCY CORRECTED

- 4. Fire alarm operational
- 5. Smoke detectors and carbon monoxide detectors operational
- 6. Protective covers on outlets
- 7. Tall furniture secured to floor or wall
- 8. No open storage above children's heads
- 9. Windows in good repair (no broken glass anywhere)
- 10. Sinks clean and operational
- 11. Furniture (in good repair, edges protected)
- 12. Lighting sufficient and operational
- 13. Toys (in good repair, stored neatly, age appropriate).
No toys less than 3 cm in diameter for rooms with children under 3 years old.
- 14. Flooring secured, flat, non-skid rugs
- 15. No decorations hanging from ceiling or lights
- 16. Paper on walls covers 30% or less

Definition: *in good repair*

In the condition it was when new, operational, safe; any and all repairs have restored it to its original level of operation and safety.

Write comments on reverse.

Date submitted to Supervisor: _____

Supervisor Signature: _____