Inspection of Indoor Premises

The following indoor inspection is to be completed every morning prior to the children arriving. Any concern and/or repairs need to be reported to your supervisor. Please turn in the completed indoor inspection at the end of each week to your supervisor for filing once any concerns and/or needed repairs have been completed.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Items to be Inspected | Monday  Date | | Tuesday  Date | | Wednesday  Date | | Thursday  Date | | Friday  Date | |
| Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
| File Cabinets are locked |  |  |  |  |  |  |  |  |  |  |
| All plugs are covered with a safety plug |  |  |  |  |  |  |  |  |  |  |
| All lights are working |  |  |  |  |  |  |  |  |  |  |
| Cleaning materials are in locked cabinet |  |  |  |  |  |  |  |  |  |  |
| Floors are clean of debris and have been swept, mopped, and/or vacuumed |  |  |  |  |  |  |  |  |  |  |
| Blind cords hang freely, NOT tied together in a loop |  |  |  |  |  |  |  |  |  |  |
| Bathroom and sink area stocked with tissue paper, soap, paper towels |  |  |  |  |  |  |  |  |  |  |
| Tissues are available in the classroom |  |  |  |  |  |  |  |  |  |  |
| All sharp objects are put up out of reach of children (ie, adult scissors, staplers, hammers, etc.) |  |  |  |  |  |  |  |  |  |  |
| Furniture is in good repair |  |  |  |  |  |  |  |  |  |  |
| Toys are in good repair |  |  |  |  |  |  |  |  |  |  |
| Toys have been sanitized |  |  |  |  |  |  |  |  |  |  |
| Room is attractive and inviting |  |  |  |  |  |  |  |  |  |  |
| Initials of the person inspected for the day |  | |  | |  | |  | |  | |
| Repairs needed and reported to Center Coordinator  Yes No | If yes, brief description of repair needed: | | | | | | | | | |

7/21rk