

Utah Department of Health, Child Care Licensing Program
Change of Location (Home Child Care License & Certificate) Inspection Checklist G

Provider Name: _____ Phone #: _____

New Address: _____

Licensing Specialist(s): _____

____ License ____ Residential Certificate Date: ____/____/____ Start Time: _____ am / pm End Time: _____ am / pm

Licensur Notes:

LICENSEE / CERTIFICATE HOLDER INTRODUCTORY ITEMS	
Introduce any unknown Bureau staff to the Licensee/Certificate Holder.	Explain the difference between cited findings and technical assistance findings.
Give the Licensee/Certificate Holder a brief explanation of the inspection process.	Give the Licensee/Certificate Holder a brief explanation of the complaint process.
Ask the Licensee/Certificate Holder if s/he wants you to tell her/him about noncompliance areas as you conduct the walk-through, or wait until the inspection is over.	Ask if the provider rents out part of their home, or is a renter in someone else's home? If yes: <ul style="list-style-type: none"> • Explain what areas of the home will be inspected. • Check to make sure required background screening forms have been submitted for all required individuals.

INDOOR & OUTDOOR INSPECTION ITEMS		
Posted Items		
A1. ♦(Ask.) Where will you post your license or certificate so parents can see it as they come and go?	1-6(3)	
A2. ♦(Ask.) Will the current week's menu be available for parent review?	90/50-15(1)(b)	
A3. LICENSED ONLY. (Ask.) Will you be on the Food Program? If not, what menu will you use? (N/A for RC.)	90-15(1)(b)	
A4. (Observe.) Are emergency numbers and the home's address posted near the telephone?	90/50-10(1)	
General Environment		
A5. ♦(Observe and ask.) Is there a working telephone in the home? If your telephone number changes, will you notify (within 48 hours) the parents of each child in care and the Department of the change?	90/50-8(7)	
A6. ♦(Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint anywhere on the premises? If yes, was the home or structure built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? (N/A if home built after 1978)	90/50-4(1)	
A7. (Observe.) Is the home ventilated by mechanical ventilation (a heating system), or windows that are open and have screens?	90/50-4(4)	
A8. LICENSED ONLY. (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit?	90-4(5)	
A9. (Observe.) Is there adequate light for the safety of children and the type of activity?	90-4(6); 50-4(5)	

A10. (Observe.) Does the home appear clean and sanitary, except for normal daily messes?	90/50-5(1)	
A11. (Observe.) Is there evidence of insects, rodents, or other vermin in the home or the outdoor play area? Outdoor examples: beehives, wasps, yellow jacket or hornet nests, and red ant hills.	90/50-5(2)	
A12. (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment in good repair? <u>Hazards under this rule include:</u> <ul style="list-style-type: none"> • exposed accessible electrical wiring. • accessible hot wax or candle warmers when in use. • accessible fiberglass insulation. • wooden equipment and furnishings that have splinters and are used by children. • cracks in equipment that could pinch a child's skin. • torn draperies or broken blinds that a child could become entangled in. • leaking plumbing other than a leaking faucet. • heat vents that are accessible to children and are missing covers. 	90/50-5(3), 90/50-12(1)	
A13. LICENSED ONLY. (Observe.) Are there first aid supplies in the home including at least antiseptic, band-aids, and tweezers?	90-10(3)	
Safety Hazards – to be assessed in areas accessible to children.		
A14. (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)?	90/50-12(2)	
A15. (Observe.) Are the home and outdoor play area free of unstable heavy equipment a child could pull down on himself or herself?	90/50-12(3)	
(Observe all.) Are the following items accessible to children indoors and out, including on garage shelves 36" high or lower, if the garage is accessible to children? A16. ♦(Observe and ask.) Do you have any firearms or other weapons on your property? If yes: Are firearms loaded? Is ammunition kept separate from the firearm(s)? Please show me where all firearms are kept. (Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons. Firearms must be locked with a key or combination lock, and kept separate from ammunition. Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, hunting knives, and nunchucks. Weapons must be inaccessible.)	90/50-12(4)(a)	
A17. (Observe.) Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?	90/50-12(4)(b)	
A18. ♦(Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and will be used when children are in care?	90/50-12(4)(c)	
A19 (Observe.) Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, gun powder; WD-40; super glue; liquid correction fluids, such as White Out; aqua MDS (for fish tanks); rubber cement; spray paint; gun solvent; water sealant; fertilizer with weed killer; iodine; model glue; and rubbing alcohol.)	90/50-12(4)(d)	
A20. (Observe.) Poisonous plants? <u>Poisonous plants include:</u> Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.	90/50-12(4)(e)	
A21. (Observe.) Matches or cigarette lighters?	90/50-12(4)(f)	
A22. (Observe.) Open flames?	90/50-12(4)(g)	
A23. (Observe.) Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes; cactus; and running fans if children's fingers could fit through the guard. Also, tacks or pins on the floor.)	90/50-12(4)(h)	
A24. (Observe.) For age 4 and under, window blind or drapery cords and pacifier cords longer than 12"?	90/50-12(4)(i)	
A25. (Observe.) For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	90/50-12(4)(j)	
A26. (Observe.) For under age 3 in care, choking hazards (objects less than 1-1/4" X 2-1/4") on the floor, or anywhere within 36" up from the floor?	90/50-12(4)(k)	
A27. (Observe.) Are toxic and hazardous chemicals stored in a labeled container?	90/50-12(5)	

A28. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors covered, including outlets in accessible outdoor areas, bathroom counters, furniture a child sleeps on, and garages?	90/50-12(6)	
Medications Medications do not include topical antiseptic from a first aid kit, diaper cream, sunscreen, baby powder, teething gel or tablets, lotion, simethicone gas drops or pills, saline only drops or spray, or hydrocortisone cream unless any of these are prescription strength. Over-the-counter medications do include vitamins and herbal supplements, because these can be harmful if an overdose is taken.		
A29. ♦(Observe and ask.) Where do you keep prescription and over-the-counter medications, including vitamins and herbal supplements?	90-17(3); 50-17(2)	
Bathrooms		
A30. (Observe.) Is there a working toilet and handwashing sink accessible to non-diapered children?	90/50-4(2)	
A31. (Observe) Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)?	90/50-4(3)	
A32. (Observe.) Is hot water accessible to children at or below 120 degrees?	90/50-12(7)	
A33. (Observe.) Is soap available for children to wash their hands?	90-16(2)(a)-(d)	
A34. LICENSED ONLY. (Observe.) Are single use towels or individually labeled cloth towels available to be used by children to dry hands after handwashing?	90-16(4)	
A35. (Observe.) Is toilet paper accessible to children, and kept on a dispenser?	90-16(5); 50-16(4)	
Napping		
A36. LICENSED ONLY. (Observe.) Where will children rest or sleep?	90-18(1)	
A37. ♦(Ask.) Will sleeping equipment ever be placed where it blocks an exit?	90-18(5); 50-18(1)	
A38. ♦(Ask.) Will sleeping infants in care be monitored in one of these ways: N/A if Licensee or Certificate Holder does not accept infants. <ul style="list-style-type: none"> • with a Department approved sleep monitoring device • by placing sleeping infants within sight and hearing of a provider • by checking on sleeping infants at least once every 15 minutes? 	90/50-11(1)(c)	
Animals (N/A if no animals are ever allowed on the premises.)		
A39. ♦(Ask.) Will children in care ever be allowed to handle reptiles or amphibians?	90/50-22(6)	
A40. ♦(Observe and ask.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children?	90/50-22(2)(a)	
A41. ♦(Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior?	90/50-22(3)	
A42. ♦(Observe and ask.) Are animals and animal equipment ever in food preparation or eating areas during food preparation or eating times?	90/50-22(5)	
A43. ♦(Ask.) Who will clean the animals and their equipment? (Children in care may not do this.)	90/50-22(4)	
A44. ♦(Observe and ask.) If there are animals on the premises accessible to children, does the Licensee/Certificate Holder have current animal vaccination records? (N/A if there are no animals on the premises accessible to children.)	90-9(1)(b) 50-9(1)(a) 90/50-22(2)(b)	
Diapering		
♦(Ask.) Will you ever diaper children? If no, N/A for A45 – A48. If yes:		
A45. ♦(Ask.) Will children be diapered in food preparation or eating areas?	90/50-23(1)	
A46. ♦(Ask.) Will children be diapered directly on the floor, or on any surface that is used for another purpose?	90/50-23(2)	
A47. ♦(Ask.) Will the diapering surface be smooth, waterproof, and kept in good repair?	90/50-23(3)	
A48. ♦(Ask.) Will children's diapers be changed promptly whenever wet or soiled, and checked at least once every two hours?	90-23(9); 50-23(7)	

OUTDOOR INSPECTION ITEMS

General Outdoor Environment

B1. ♦(Ask.) Is there an outdoor play area and is it safely accessible to children?	90/50-6(1)	
B2. (Observe.) If required by rule, is there a 4' fence or wall, or a solid natural barrier at least 4' high? <u>A 4' fence or natural barrier is required around the outdoor play area if:</u> <ul style="list-style-type: none"> • the home is located on or within half a mile of a street with a speed limit higher than 25 miles per hour • the home is located on or within half a mile of a street with more than two lanes of traffic <u>A 4' fence or natural barrier is required to separate the following hazards from children:</u> <ul style="list-style-type: none"> • livestock on the property or within 50 yards of the property line • water hazards, such as a swimming pool, pond, ditch, lake, reservoir, river, stream, creek, or animal watering trough, on the property or within 100 yards of the property • dangerous machinery, such as farm equipment, on the property or within 50 yards of the property • a drop-off of more than five feet on the property of within 50 yards of the property line • barbed wire within 30 feet of the children's play area 	90/50-6(3)-(4)	
B3. (Observe or measure.) Are there any gaps greater than 5" x 5" in the fence or barrier or between the fence and the ground?	90/50-6(7)	
B4. ♦(Ask.) How will you ensure the outdoor area is free of animal excrement (except isolated bird droppings) when in use by children?	90/50-6(6)	
B5. ♦(Ask if not observed.) Does the outdoor play area have a shaded area to protect children from excessive sun and heat?	90/50-6(8)	
B6. ♦(Ask.) Will drinking water be available to children who are outside whenever the outside temperature is 75 degrees or higher?	90/50-6(9)	

Outdoor Safety Hazards

B7. ♦(Observe, and ask about what will happen in bad weather.) Will entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards?	90/50-5(4)	
B8. (Observe.) Is the outdoor play equipment maintained to protect children's safety? For example: no equipment in danger of failing due to missing, broken, or worn out components, insecure or missing hardware, or rusted metal; no splintery wood; equipment is stable; cushioning is free of animal excrement.	90-6(16); 50-6(15)	
B9. (Observe.) Is the outdoor play area and equipment free of harmful plants, objects, or substances, and standing water? <u>Harmful objects include:</u> <ul style="list-style-type: none"> • Raised decks or balconies 5' or higher, or open basement stairwells, without a 36" protective barrier that has no gaps > 5 inches. • Unanchored heavy equipment a child could climb on and/or pull over on themselves, including an unanchored swing set. • Rotting garbage not in a container with a lid. • Asbestos or accessible fiberglass insulation. • Empty refrigerators or freezers a child could accidentally get shut inside of. • Welding torches. • Motor vehicles up on blocks and car batteries. • Fence post stirrups. • Exposed live electrical wire. • Dead animals. • Filled milk or slop buckets. • Unattended running vehicles or farm equipment. • Standing ladders. • Unstably stacked wood piles or bales of hay or straw. • Rebar / metal rods less than 48" sticking up from the ground. • Any rope, cord, wire or chain that is hanging from a piece of playground equipment. <p>Standing water does not include temporary puddles due to rainfall or sprinklers.</p>	90/50-6(5) 90/50-6(13)	

Outdoor Play Equipment – N/A if there is no outdoor play equipment.

B10. (Observe.) Is outdoor stationary play equipment that will be used by any child in care located over a hard surface such as cement, asphalt, or packed dirt?	90/50-6(10)	
B11. LICENSED ONLY. (Observe.) Does outdoor stationary play equipment that will be used by any child in care have a 3 foot use zone that is not a hard surface such as cement, asphalt, or packed dirt?	90/50-6(10)	

B12. ♦(Ask.) How will you ensure that any child in care is using the outdoor play equipment safely and in the manner intended by the manufacturer? Unsafe use includes activities such as: walking or climbing up a slide, going down a slide head first, walking across the top of a swing set, climbing up the outside of covered slides, playing on the roof of a composite structure, and swinging while standing.	90/50-6(11)	
(Observe all.) LICENSED ONLY. Do any of the following hazards exist on or within the use zone of, or adjacent to the use zone of any piece of stationary play equipment? RESIDENTIAL CERTIFICATE. Do any of the following hazards exist on any piece of stationary play equipment?	90/50-6(12)	
B13. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33"		
B14. Strangulation hazards? This includes hanging ropes, cords, twine, wires, or chains longer than 12" that can make a loop 5" in diameter, except if they have swings attached at the bottom of them. This does not include strangulation hazards (except ropes, cords, or chains) on the bottom surface of platforms over 48" high.	90/50-6(13)	
B15. Crush, shearing, or sharp edge hazards?	90/50-6(14)	
B16. LICENSED ONLY. (Observe.) Tripping hazards?	90-6(15)	
Wading & Swimming Pools –(Observe and ask) Will you use wading pools? N/A if there are no wading pools will be used.		
B17. ♦(Ask.) Will there always be a caregiver at the pool supervising children whenever there is water in the pool (for wading pools), or whenever any child in care has access to the pool (for swimming pools)?	90/50-12(9)(a) 90/50-12(10)(a)	
B18. ♦(Ask.) Will diapered children always wear swim diapers and rubber pants while in the pool?	90/50-12(9)(b), 90/50-12(10)(b)	
B19. ♦(Ask.) Will wading pools be emptied and sanitized after each use?	90/50-12(9)(c)	
B20. ♦(Ask.) Will you obtain parental permission before children use pools?	90/50-12(9)(d),	
If there is a swimming pool on the premises that is not emptied after each use: (N/A if there is not one.)	90/50-12(10)(c)	
B21. ♦(Observe and ask.) Is the pool enclosed in a fence or other solid barrier at least 4' high, kept locked with a key or combination lock whenever the pool is not in use, or covered by a properly working ASTM approved safety cover?		
B22. (Observe.) Does the pool appear to be maintained in a safe manner?	90/50-12(10)(d)	
B23. ♦(Ask.) If the pool is over 6 feet deep and when it is in use, will there be a Red Cross or equivalent certified lifeguard on duty?	90/50-12(10)(f)	
Hot Tubs – N/A if there are no hot tubs on the premises.		
B24. (Observe and ask.) If there is a hot tub on the premises that is accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked?	90/50-12(11)(a)- (b)	
Trampolines (indoor and outdoor)		
Is there a trampoline on the premises accessible to children? If no, N/A for 25-33. If yes:		
B25. ♦(Observe and ask.) Are children allowed to use a trampoline while in care? If yes, do you have DOH approved trampoline permission forms signed by the parent? N/A if there is no trampoline.	90/50-12(12)(h)	
B26. ♦(Ask.) Will a provider always be at the trampoline supervising its use whenever any child in care is on the trampoline?	90/50-12(12)(a)	
B27. ♦(Ask.) Will only one person at a time use the trampoline?	90/50-12(12)(b)	
B28. ♦(Ask.) Will children in care be allowed to do flips or somersaults on the trampoline?	90/50-12(12)(c)	
B29. (Observe.) Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?	90/50-12(12)(d)	
B30. (Observe.) Is the trampoline at least 6 feet (or 3 feet if there is a properly installed net) away from any structure, playground equipment, trees, and fences?	90/50-12(12)(e)	
B31. (Observe.) Are there any ladders near the trampoline that children could use to access the trampoline?	90/50-12(12)(f)	
B32. ♦(Ask.) Will children be allowed to play under the trampoline when it is in use?	90/50-12(12)(g)	
B33. ♦(Observe and ask.) Is the trampoline placed over grass or 6 inches of protective cushioning, in a 6 foot use zone (3 feet if there is a properly installed net)?	90/50-12(12)(i)	

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS

Personnel & Administration

C1. How will you supervise the children when you are inside the house? Will you use more than one level of your home for child care? If yes, how will you supervise children when they are on a different level?	90-11(1)(a)	
C2. How will you supervise when children are outside? What will you do when a child is sleeping during outdoor play time?	90/50-11(1)(b)	
C3. Are you aware of any providers or anyone age 12 or older living in the home having been arrested, charged, or convicted of a felony or misdemeanor?	6-4(9)	

Emergencies & Disasters

RESIDENTIAL CERTIFICATE ONLY. (N/A for Licensed Family; a <u>written</u> Emergency & Disaster Plan is required for Licensed Family providers.) Please explain your emergency plan for the following:	50-10(3)(a)	
C4. Procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider.		
C5. Procedures for responding to fire, earthquake, flood, power failure, and water failure.	50-10(3)(b)	
C6. The location of and procedure for emergency shut off of gas, electricity, and water.	50-10(3)(c)	
C7. Procedures to be followed if a child is missing.	50-10(3)(d)	
C8. The name and phone number of a substitute to be called in the event you must leave the home for any reason.	50-10(3)(e)	
C9. How often will you conduct fire drills?	90-10(8) 50-10(5)	
C10. How often will you conduct disaster drills?	90-10(10) 50-10(6)	
C11. Will you vary the days and times on which fire and other disaster drills are held?	90-10(12) 50-(10)(7)	
C12. How will you ensure your emergency and disaster plan is followed in the event of an emergency?	90-10(5) 50-10(4)	

Maximum Capacities

Provider's Name _____

Date _____

Indoor Maximum Capacity

To determine the maximum capacity, first calculate the square footage of all rooms/areas of the home that the applicant identifies as those that will be used for child care. To do this, first divide each room and/or area into squares and/or rectangles sections. Then measure the length and width of each square and/or rectangle. When taking these measurements, use a tape measure and stretch it across the floor.

Use the following conversions when recording measurements:

- | | | |
|--------------------------|--------------------------|---------------------------|
| 1 inch equals .083 feet | 5 inches equal .416 feet | 9 inches equal .750 feet |
| 2 inches equal .166 feet | 6 inches equal .500 feet | 10 inches equal .833 feet |
| 3 inches equal .250 feet | 7 inches equal .583 feet | 11 inches equal .916 feet |
| 4 inches equal .333 feet | 8 inches equal .666 feet | |

Then, for each square and/or rectangle section, multiply the length times the width and add those numbers together. This is the square footage for that room/area. Add together the square footage of each room/area and divide by 35. Do not round up to the next number. This is the maximum capacity of the license/certificate. (Carry each calculation out to three decimal points.)

You only need to measure until you determine there is enough square footage for the requested capacity. If the calculated capacity of the rooms/areas designated for child care is less than the capacity requested by the applicant, calculate the capacity of rooms/areas not designated for child care but used by the applicant's related children under age four and add those capacities to the capacities of the areas/ rooms designated for child care.

Room/Area	Measurements	Square Footage
TOTAL SQUARE FOOTAGE:		
MAXIMUM CAPACITY:		

Outdoor Maximum Capacity

Use the same procedure for the indoor capacity, but divide by 40 instead of 35. You only need to measure until you determine there is enough square footage for the requested capacity.

Measurements of Outdoor Play Area _____

OUTDOOR MAXIMUM CAPACITY _____ This is less than the indoor maximum capacity

Use the back of this page if more space is needed.