



Bureau of Child Development, Child Care Licensing

## Hourly Child Care Center Pre-License Inspection Checklist A

Facility ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

<b>Center Name:</b> _____		<b>Inspection Date:</b> _____	
<b>Address:</b> _____		<b>Start Time:</b> _____ AM PM <b>End Time:</b> _____ AM PM	
<b>Capacity:</b> _____	<b># of Classrooms:</b> _____	<b>Licensing Specialist (s):</b> _____	
<b>Director:</b> _____		_____	
Owner/Director Introductory Items			
_____	Introduce any unknown Bureau Staff to the Owner/Director.	_____	Explain the difference between cited and technical assistance findings.
_____	Give the Owner/Director a brief explanation of the inspection process.	_____	Ask the Owner/Director if s/he want you to tell staff about noncompliance as you conduct the walk-through, or wait until the inspection is over and tell only the Owner/Director.
List the names of all persons who are required to have completed CBS/LIS for the license to be issued (owners, board members, and directors)			
<b>DIRECTOR INTERVIEW QUESTIONS</b>			<b>O=Noncompliance</b>
			<b>Rule #</b>
<b>A 1.</b>	Are all director designees at least 21 years of age?		60-8(6)
<b>A 2.</b>	Will all caregivers included in the required caregiver to child ratios be at least 18 years of age?		60-7(2)
<b>A 3.</b>	How will you train and supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?		60-8(9)(b)
<b>A 4.</b>	What will you train staff to do if they suspect a child has been abused or neglected?		60-8(9)(a)
<b>A 5.</b>	What will you train staff to do when children misbehave?		60-8(9)(a)
<b>A 6.</b>	How will you supervise staff to ensure they comply with this training when children misbehave?		60-8(9)(a)
<b>Notes:</b>			

<b>A 7.</b>	How will you ensure that caregivers never use any of the following discipline methods? Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort. Restraining a child's movement by binding, tying, or any other form of restraint. Shouting at children. Any form of emotional abuse. Forcing or withholding of food, rest, or toileting. Confining a child in closet, locked room, or other enclosure.	60-19(4)(a)-(f)	
<b>A 8.</b>	How will you ensure that bathroom surfaces are cleaned and sanitized daily?	60-5(2)	
<b>A 9.</b>	How will you ensure that washable toys and materials are cleaned and sanitized weekly, and as needed?	60-16(5)	
<b>A 10.</b>	What will you do when children's clothing becomes wet or soiled with body fluids?	60-16(9)(a)-(b)	
<b>A 11.</b>	How will you ensure that either you or a designee with authority to act on your behalf is present whenever the center is open for care?	60-8(5)	
<b>A 12.</b>	What will be your sign-in and sign-out procedures? Will each child be signed in and out of the center by the person dropping the child off or picking the child up, including the date and time? Will persons signing the children in and out use identifiers? Will photo ID be required if an unknown person picks up a child?	60-13(3)(a) 60-13(3)(b)-(c)	
<b>A 13.</b>	Will parents have access to the center, and to their child's classroom, any time their child is in care?	60-1613(2)	
<b>A 14.</b>	Will children ever be allowed to handle reptiles or amphibians?	60-22(7)	
<b>A 15.</b>	Will there be any animals at the center? (N/A for remaining animal questions if the answer is "no").		
<b>A 16.</b>	How will you ensure that all animals at the facility are clean and free of obvious disease or health problems that could adversely affect children?	60-22(1)	
<b>A 17.</b>	What will you do if any animal at the center ever bites someone, or behaves in a dangerous or aggressive manner?	60-22(3)	
<b>A 18.</b>	Who will clean the animals and their equipment? (Infants, toddlers, and preschoolers may not do this).	60-22(4)	
<b>A 19.</b>	Will animals ever be allowed in food preparation or eating area?	60-22(6)	
<b>A 20.</b>	How will you ensure that the temperature in vehicles used to transport children is between 60-90 degrees when children are being transported?	60-21(1)(e)	
<b>GENERAL INDOOR INSPECTION ITEMS</b>			
<b>Posted /Entry Area Items</b>			
<b>A 21.</b>	Department's child care guide posted where parents can see it?	60-13(1)	
<b>A 22.</b>	Center address and emergency numbers were posted near each phone?	60-10(1)	
<b>General Indoor Environment</b>			
<b>A 23.</b>	Peeling, flaking, chalking, or failing paint indoors? If yes: was the structure built before 1978? If yes: documentation of testing and correction?	60-4(1)	
<b>Notes:</b>			

<b>A 24.</b> Is the facility free of insects, rodents, and other vermin?	<b>60-5(3)</b>	
<b>A 25.</b> Does the facility have a working telephone?	60-8(7)	
<b>A 16.</b> Will there be any trampolines inside the center?	60-12(10)	
<b>Children's Restrooms</b>		
<b>A 27.</b> Is there one working toilet and sink for every fifteen non-diapered preschoolers and toddlers, and one for every 25 school age children?	60-4(2)	
<b>A 28.</b> Are restrooms clean and sanitary?	60-5(1) 60-5(2)	
<b>A 29.</b> Is hot water accessible to children between 60-120 degrees?	60-12(6) 60-16(1)	
<b>A 30.</b> Is soap available in each restroom?	60-16(2)(a)-(e)	
<b>A 31.</b> Will only single use towels from a covered dispenser or an electric hand-drying device be used after handwashing?	60-16(3)	
<b>A 32.</b> Is toilet paper accessible to children, and kept on a dispenser?	60-16(4)	
<b>A 33.</b> Is the restroom free of unstable heavy equipment a child could pull down?	60-12(2)	
<b>A 34.</b> Will school age children have privacy when using the bathroom?	60-4(3)	
<b>First Aid Kit</b>		
<b>A 35.</b> Does the center have first aid supplies including at least antiseptic, band-aids, and tweezers?	60-10(3)	
<b>Medications</b>		
<b>A 36.</b> Where will refrigerated and non-refrigerated medications be stored?	60-17(3)	
<b>Transportation &amp; Vehicles</b> (N/A this section if the center will not transport children).		
If the center will transport children, does every vehicle used for transporting children meet the following:	60-21(1)(a)	
<b>A 37.</b> Is each vehicle enclosed?		
<b>A 38.</b> Is each vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order?	60-21(1)(b)	
<b>A 39.</b> Does each vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate)?	60-21(1)(c)	
<b>A 40.</b> Is the vehicle maintained in a safe condition?	60-21(1)(d)	
<b>A 41.</b> Does each vehicle contain a first aid kit?	60-21(1)(f)	
<b>A 42.</b> Does each vehicle contain a body fluid clean up kit?	60-21(1)(g)	
<b>Notes:</b>		

INDIVIDUAL CLASSROOM INSPECTION ITEMS		Room:	_____	_____	_____	_____	_____	_____
<b>Physical Environment</b>								
<b>A 43.</b>	Peeling, flaking, chalking, or failing paint indoors? If yes: was the structure built before 1978? If yes: documentation of testing and correction?	60-4(1)	_____	_____	_____	_____	_____	_____
<b>A 44.</b>	Room ventilated by windows that open and have screens, or by mechanical ventilation?	60-4(4)	_____	_____	_____	_____	_____	_____
<b>A 45.</b>	Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit?	60-4(5)	_____	_____	_____	_____	_____	_____
<b>A 16.</b>	Adequate light intensity for the safety of children and the type of activity?	60-4(6)	_____	_____	_____	_____	_____	_____
<b>A 47.</b>	Evidence of insects, rodents, or other vermin in the classroom?	60-5(3)	_____	_____	_____	_____	_____	_____
<b>A 48.</b>	Ceilings, walls, floor coverings, draperies, blinds, furniture, fixture, and equipment in good repair, to prevent injury?	60-5(4)	_____	_____	_____	_____	_____	_____
<b>Indoor Gross Motor Play Equipment</b>								
<b>A 49.</b>	Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	60-12(8)	_____	_____	_____	_____	_____	_____
<b>A 50.</b>	Elevated designated play surface less than 18" in height not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	60-12(8)(a)	_____	_____	_____	_____	_____	_____
<b>A 51.</b>	Elevated designated play surface that is 18" to 3' in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard 1292, in a 3' use zone?	60-12(8)(b)	_____	_____	_____	_____	_____	_____
<b>A 52.</b>	Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5 ½' in height or less?	60-12(9)	_____	_____	_____	_____	_____	_____
<b>A 53.</b>	Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone?	60-12(9)(a)	_____	_____	_____	_____	_____	_____
<b>A 54.</b>	Elevated designated play surface that is 3' to 5 ½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone?	60-12(9)(b)	_____	_____	_____	_____	_____	_____
<b>Safety Hazards</b>								
<b>A 55.</b>	Is the room free of unstable heavy equipment a child could pull down on him/herself?	60-12(2)	_____	_____	_____	_____	_____	_____
	Are the following items inaccessible to children?	60-12(3)(a)	_____	_____	_____	_____	_____	_____
<b>A 56.</b>	Firearms, ammunition, weapons?		_____	_____	_____	_____	_____	_____
<b>A 57.</b>	Tobacco, alcohol, illegal substances, and sexually explicit material?	60-12(3)(b)	_____	_____	_____	_____	_____	_____
<b>A 58.</b>	When in use, portable space heaters, fireplaces, and wood burning stoves:	60-12(3)(c)	_____	_____	_____	_____	_____	_____
<b>Notes:</b>								

<b>A 59.</b> Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	60-12(3)(d)	_____	_____	_____	_____	_____	_____
<b>A 60.</b> Poisonous Plants?	60-12(3)(e)	_____	_____	_____	_____	_____	_____
<b>A 61.</b> Matches or cigarette lighters?	60-12(3)(f)	_____	_____	_____	_____	_____	_____
<b>A 62.</b> Open flames?	60-12(3)(g)	_____	_____	_____	_____	_____	_____
<b>A 63.</b> Sharp Objects, edges, corners or points which could cut or puncture skin?	60-12(3)(h)	_____	_____	_____	_____	_____	_____
<b>A 64.</b> For age 4 and under, ropes/cords long enough to encircle a child's neck?	60-12(3)(l)	_____	_____	_____	_____	_____	_____
<b>A 65.</b> For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons?	60-12(3)(j)	_____	_____	_____	_____	_____	_____
<b>A 66.</b> For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?	60-12(3)(k)	_____	_____	_____	_____	_____	_____
<b>A 67.</b> Are toxic or hazardous chemicals stored in a container labeled with its contents?	60-12(4)	_____	_____	_____	_____	_____	_____
<b>A 68.</b> For age 4 and under, are accessible outlets and surge protectors covered?	60-12(5)	_____	_____	_____	_____	_____	_____
<b>Preventing the Spread of Disease</b>							
If the classroom has a handwashing sink: <b>A 69.</b> Is soap (cannot be bar soap) available for children to wash their hands?	60-16(2)(a)-(e)	_____	_____	_____	_____	_____	_____
<b>A 70.</b> Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing?	60-16(3)	_____	_____	_____	_____	_____	_____
<b>A 71.</b> Stuffed animals, cloth dolls, and dress-up clothes machine washable? Pillows machine washable, or have removable machine washable covers?	60-16(6)	_____	_____	_____	_____	_____	_____
<b>Sleeping Equipment</b>							
<b>A 72.</b> Is sleeping equipment in good repair?	60-18(1)	_____	_____	_____	_____	_____	_____
<b>DIAPERING INSPECTION ITEMS</b> (N/A if the center will not care for diapered children)							
<b>A 73.</b> Is each room where diapered children will be cared for equipped with a diaper changing station?	60-23(1)						
<b>A 74.</b> Is each diapering station equipped with railings to prevent a child from falling?	60-23(2)						
<b>A 75.</b> Is each diapering surface smooth, waterproof, and in good repair?	60-23(4)						
<b>A 76.</b> Are diapering procedures posted at each diapering station?	60-23(5)						
<b>A 77.</b> Is there one handwashing sink used exclusively for diapering and handwashing after diapering?	60-23(6)						
<b>A 78.</b> Is there a container with a tightly fitting lid and a plastic lining where caregivers will place soiled disposable diapers?	60-23(9)						
<b>Notes:</b>							

INFANT/TODDLER INSPECTION ITEMS		Rooms:						
<b>A 79.</b>	Is there a safe area where mobile infants and toddlers will have freedom of movement?	60-24(17)	_____	_____	_____	_____	_____	_____
<b>A 80.</b>	Will infants and toddlers have access to objects made of Styrofoam?	60-24(13)	_____	_____	_____	_____	_____	_____
<b>A 81.</b>	How will you ensure that washable toys and materials are cleaned and sanitized weekly, after being put in a child's mouth, and after coming into contact with body fluids?	60-24(18)(a)-(c)	_____	_____	_____	_____	_____	_____
<b>A 82.</b>	Do high chairs have T-safety straps or devices?	60-12(7)	_____	_____	_____	_____	_____	_____
<b>A 83.</b>	Are there any infant walkers with wheels?	60-24(12)	_____	_____	_____	_____	_____	_____
<b>A 84.</b>	Will infants sleep in equipment designated for sleep (crib, bassinet, porta-crib, or play pen)?	60-24(9)	_____	_____	_____	_____	_____	_____
<b>A 85.</b>	Do all infant cribs have tight fitting mattresses?	60-24(10)(a)	_____	_____	_____	_____	_____	_____
<b>A 86.</b>	Do all infant cribs have slats spaced no more than 2-3/8 inches apart?	60-24(10)(b)	_____	_____	_____	_____	_____	_____
<b>A 87.</b>	► (Observe. Ask if necessary) Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?	60-8(2)	_____	_____	_____	_____	_____	_____
<b>A 88.</b>	Do all infant cribs have at least 20 inches from the top of the mattress to the top of the crib rail?	60-24(10)(c)	_____	_____	_____	_____	_____	_____
<b>A 89.</b>	Do any infant cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?	60-24(10)(d)	_____	_____	_____	_____	_____	_____
<b>RECORD REVIEW ITEMS</b>								
<b>General Center Records</b>								
<b>A 90.</b>	Does the center have ASTM documentation for cushioning under indoor stationary play equipment, if needed?						60-12(8)(b) 60-12(9)(b)	
<b>Review of Forms</b>								
<b>A 91.</b>	Does the center's child admission form include the following information for the child: Child's name Child's date of birth Parent's name, address, and phone number Names of people authorized by the parent to pick up the child Name, address, and phone number of emergency contact person Medical conditions, including a certification that all immunizations are current						60-9(2)(a)(i)-(vi)	
<b>Notes:</b>								

<p><b>A 92.</b> Does the center's medication permission form contain at least the following instructions to be completed by the parent:(N/A if the center will not administer medications)</p> <ul style="list-style-type: none"> <li>The name of the child.</li> <li>The name of the medication</li> <li>Written instructions for administration, including: <ul style="list-style-type: none"> <li>The dosage</li> <li>The method of administration</li> <li>The times and dates to be administered</li> <li>The disease or condition being treated</li> <li>The parent signature and the date signed.</li> </ul> </li> </ul>	60-17(4)(a)-(d)	
<p><b>A 93.</b> Does the center's medication administration form contain at least the following information to be completed by the person administering the medication: (N/A if the center will not administer medications).</p> <ul style="list-style-type: none"> <li>The date, time, and dosage of the medication given?</li> <li>Signature or initials of person who administered the medication?</li> <li>Any errors in administration or adverse reactions?</li> </ul>	60-17(7)(e)	
<b>Emergency Drills</b>		
<p><b>A 94.</b> Does the center's fire drill log include all the of the following information for each drill:</p> <ul style="list-style-type: none"> <li>The date and time of the drill, the number of children participating, the name of the person supervising the drill, the total time to complete the evacuation, any problems encountered.</li> </ul>	60-10(9)(a)-(e)	
<p><b>A 95.</b> Does the center's fire drill log include all of the following information for each drill:</p> <ul style="list-style-type: none"> <li>The type of disaster, date and time of the drill, number of children participating, name of the person supervising the drill, any problems encountered.</li> </ul>	60-10(11)(a)-(e)	
<b>Personnel Records</b>		
<p><b>A 96.</b> Does the center have a cleared initial CBS/LIS form for every required covered individual?</p>	60-9(4)(b) 6-3(3)	
<p><b>A 97.</b> Does the center have a copy of a current valid Utah driver's license for all drivers who will transport children?</p>	60-21(3)(a)	
Is there documentation of current first aid and CPR certification for the following Individuals:		
<p><b>A 98.</b> Enough individuals (including openers and closers) to ensure someone with current first aid and CPR certification is always present at the facility whenever the center is open?</p>	60-9(4)(f) 60-10(2)	
<p><b>A 99.</b> Enough individuals to ensure there is always someone with current first aid and CPR certification present on every off-site activity.</p>	60-9(4)(f) 60-20(2)(d)	
<p><b>A 100.</b> Enough individuals to ensure that there is always someone with current first aid and CPR certification present in the vehicle that transports children?</p>	60-9(4)(f) 60-21(2)	
<b>Notes:</b>		

<b>A 101.</b> Does the center have documentation of caregivers who, as a condition of their employment, are on call to the come to the program as needed and can arrive at the program within 20 minutes after receiving notification to report?	60-11(6)	
<b>A 102.</b> If the center has a pool over 4' deep, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification?	60-12(11)(d)	
<b>Notes:</b>		