

APPENDIX M: SAFETY CHECKLIST FOR CO-OP LAB SCHOOLS

Activity areas must be checked monthly for toys and furniture needing to be repaired. The building, grounds, and facilities shall be inspected quarterly and safety hazards reported to the person responsible for maintenance and repair (i.e., landlord, custodian). The checklist included in this manual as **Appendix M** shall be used to record quarterly inspections and kept on file for a period of three years. Each quarter an inspection report shall be submitted to the chairman of the cooperative board.

Complete the form below quarterly and file it with the chairman of your cooperative preschool. The form is to be kept for 3 years. A copy is to be filed by May 15 with the sponsoring institution.

S - Satisfactory
 *U - Unsatisfactory

Co-op: _____
 Date: _____

 Name of Person Inspecting

***List all items rated U on page 4 and action taken about each one.**

GENERAL BUILDING/PREMISES:	Fall	Winter	Spring
ADEQUATE FIRE/EARTHQUAKE PROTECTION			
Smoke/Heat Detection Units Present and Working			
Exit Doors Free of Obstructions			
Exit Ways Properly Marked/Designated			
Exit Plan Posted			
Fire Extinguishers Properly Located and Serviced			
Fire and Earthquake Plans Posted			
Test Smoke Detectors/Change Batteries Yearly			
Cupboards and Large Items Secured to Walls or Floors			
Cupboard Doors and Items Above Cupboards Secured			
BUILDING SAFETY			
Handrails Present on Stairways and in Good Repair			
Edge of Stairs Defined			
Tile Floors Clean and Dry, No Slipping Hazard			
Rugs & Floors Slip Proof, No Rips or Holes			
Electrical Outlets Protected & Grounded When Near Water			
Only UL Approved Heaters			
No Continual Usage of Extension Cord(s)			
Drapery Cords Out of Reach of Children			
Approved Child Safety Gate on Appropriate Openings			
First Aid Kit Marked with "FIRST AID" and a Red Cross			
First Aid Kit Restocked as Needed			
Fire and Medic Emergency Numbers Posted by Phone			
Battery Operated Radio and Spare Batteries Present			
Heavy Duty Flashlight and Spare Batteries Present			
Test Hot Water Temperature to Assure Under 120 Degrees			

GENERAL BUILDING/PREMISES Continued:	Fall	Winter	Spring
PREMISES			
No "Attractive Nuisance"			
Playground Area Fenced/Secured			
No Deep Holes/Ditches/etc.			
Sidewalks and Patios in Good Repair			
Fences in Good Repair			
FURNITURE			
No Splinters			
In Good Repair			
Legs and Arm Joints Secure/Firm			
CHILDREN'S AREAS			
BLOCKS			
No Splinters			
Safely Stored			
LARGE MOTOR DEVELOPMENT EQUIPMENT (such as Climbers, Rocking Boats, Slides, Etc.)			
Free of Splinters			
Well Braced/Anchored			
Free of Protruding Nails and Bolts			
Dowels and Joints Secure/Firm			
Approved Mats Under All Climbing Equipment			
WHEELED EQUIPMENT (such as Trikes, Bikes, Wagons, etc.)			
Wheels and Handlebars Firm			
Free of Sharp Metal Protrusions			
Pedals Unbroken			
Oiled as Needed			
Well Balanced			
Bicycle Helmets Recommended			
HOME CENTER			
No Sharp Utensils			
No Sharp Corners			
CARPENTRY			
All Tools in Good Repair			
Tools/Nails Properly Stored			
Location of Activity Appropriate for Safety			
Children's Safety Goggles Available			
SAND TABLE/OUTDOOR DIGGING EQUIPMENT			
Tools in Good Condition			
No Sharp Edges			
Rugs Under Sand/Cornmeal/Water Table			
Outdoor Digging Area Free of Animal Contamination			

CHILDREN'S AREAS CONTINUED	Fall	Winter	Spring
SWINGS/SLIDES/CLIMBING EQUIPMENT			
Sturdy and Well Anchored			
Swing Seats in Good Repair			
Appropriate Surfaces under All Equipment			
No Trampolines			
ART SUPPLIES/SCISSORS/ETC.			
Appropriate Storage			
Good Condition			
Non-Toxic Materials			
GENERAL PROCEDURES/PRACTICES:			
HAZARDOUS ITEMS			
Poisons Stored Safely In Cupboards Locked at All Times (e.g., Cleaners, Solvents, Bleach)			
Poisons Marked Properly			
Power Equipment Stored Properly			
Kitchen Appliances Adult Attended at All Times			
Scissors, Knives, Other Sharp Tools Safely Stored			
GENERAL PRACTICES			
Hot Beverages Kept Out of Children's Classroom(s)			
Only Adults Obtain Supplies from Storage			
Large Equipment Anchored or Stored Flat			
Bins, Boxes, or Drawers Used to Store Items Off Floor			
Slides, Balance Beams, etc. Stored Flat			
Tools Stay at Tables where in Use			
Children Never Left Without Adult Supervision			
Children Never Left Unattended in Cars			
Traffic Lanes Kept Clear			
Size of Toys or Parts Appropriate for Children's Age			
Children Eat at Tables			
Foods Such as Nuts, Hard Candy, Chunks of Raw Veggies Avoided to Prevent Choking			
SAFETY AWARENESS			
All Adults Know Location of First Aid Kit			
All Adults Know Location of Emergency Number; Numbers Posted			
All Adults Know Rules for Equipment Use			
All Adults Have Had Instruction on Supervising Outside Large Motor Equipment			
All Adults Have Had Instruction on Supervising Inside Large Motor Equipment			
All Adults Carefully Monitor All Children Especially Those Who are Using the Active Equipment			
All Adults Know Location of Children's Medical Information			
All Adults Know Location of Posted Allergy Information			
All Adults Know Location of and Use Protective Gloves			
All Adults Know Medication Policies			

