

Head Start

"Building partnerships, changing lives"

CAMPUS DIRECTOR BUILDING & PLAYGROUND MONITORING FORM (Stand Alone Campus)

CAMPUS: _____ MONTH: _____

Week # 1 Date:	Week # 2 Date:	Week # 3 Date:	Week # 4 Date:	Week # 5 Date:	INTERIOR AREAS MONITORED (√ Areas of compliance one day a week)
					Snack foods/items put away and properly stored (tables cleaned before and after snacks)
					Menus are posted in the campus
					Allergy List is posted in classrooms and in assigned areas
					Bathroom floors are dry & free of slipping hazards (i.e. water puddles, soap leakage & water leaks)
					All trash is located in trash receptacles & emptied regularly
					All toxic and cleaning supplies are kept out of children's reach
					Furniture and fixtures are free of dust
					Tables, glass doors, mirrors, and water coolers are disinfected/cleaned as required
					Glove dispensers are replenished vinyl gloves only
					Child/staff ratio is maintained indoors and outdoors
					Indoor equipment/furniture/toys are maintained in good/safe/clean condition. Broken items have been removed or repaired.
					Electrical outlets are covered
					Toys inspected daily and sanitized weekly & after episodes of illness
					All storage rooms are locked
					Visible hazards have been addressed (i.e. slippery surfaces and tripping hazards)

					Interior walls are free of dust/holes/chipping/peeling paint
					Doors and pathways remain unblocked at all times, including nap time
					At least one staff person is certified in CPR/First Aid in each room during all hours of operation
					Toothbrush sanitizers are cleaned weekly
					Floors/carpets/mats are swept/vacuumed/mopped as needed
					A/C & H control is maintained between 72 and 84 degrees and is in good/clean working condition.
					Fire/Smoke/CO2 detectors are in place and are monitored for good working condition

Comments or Actions Taken: (more room on back side of page)

By signing this, you are ensuring that all the Custodial/Maintenance Staff D/W/M duties have been completed and verified.

Campus Director's Signature

Date

*ISD maintains common areas – kitchen, gyms, bathrooms, etc. This check list is to ensure that all required maintenance is being provided and monitored at each campus.

Must be submitted to Health Services by the 5th of each month

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Week # 1 Date:	Week # 2 Date:	Week # 3 Date:	Week # 4 Date:	Week # 5 Date:	EXTERIOR AREAS MONITORED (√ Areas of compliance one day a week)
					All exit doors leading to the unfenced areas are not readily accessible to children
					All playground equipment/toys are from rust, cracks, splintered or rotted wood and peeling paint
					No loose are protruding bolts, nails, screws, missing/broken parts, sharp points, or rough edges that may catch clothing
					No trash, debris, sharp limbs, broken glass, tools, or machinery in play area
					Surface material is maintained including appropriate depth of loose fill material (9 inches)
					No tripping hazards, such as large rocks, roots, or ground barrier
					No standing water in objects, such as water drains from yard
					No mold, algae, or fungus
					Outside walkways/parking lots are free from debris
					Grass/shrubs trimmed, no weeds or branches that present a hazard
					No berries, flowers, or thorns that present a choking or poison hazard
					Fencing is in good repair at all points with no gaps or crawl space
					All storage rooms are locked

Week # 1 Date:	Week # 2 Date:	Week # 3 Date:	Week # 4 Date:	Week # 5 Date:	EXTERIOR AREAS MONITORED (√ Areas of compliance one day a week)
					No gaps or opening in guardrails or climbing/play equipment that may cause entrapment or crushing.
					Retaining walls are free of hazards/cracks/raised anchor bolts
					Visible hazards have been addressed

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