

Program Information

Program name _____ K8 _____ Personnel name _____ Date completed _____

Physical environment checklist must be completed at least every 12 months.

This is not an inclusive list of all requirements to be met in Licensing Requirements for Child Care Programs.

Facility	Yes	No	N/A	Notes
Temporary wiring is used as permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are used as permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unused electrical outlets accessible to 5-year-olds and younger are equipped with safety devices, such as outlet covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting is bright enough for comfort and safety and for observing children's facial features at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting fixtures in food prep and service areas are shielded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prohibited heating equipment is in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable heaters, used as supplemental heat, meet all requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-public water supply meets local and Department of Environmental Quality (DEQ) testing requirements and tested for at least bacteria, nitrate, and lead every 12 months from a DEQ accredited drinking water laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toileting facilities are operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand washing facilities are operable:				
• diaper changing area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• food service area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• portable sinks meet sanitary conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• hand washing water temperature is 80° to 120°F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Facility	Yes	No	N/A	Notes
Central detection system for smoke and carbon monoxide is inspected and tagged at least every 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher is tested and tagged every 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central detection system for smoke and carbon monoxide is checked monthly unless continuously monitored for full function by a company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Automatic sprinkler system is fully functional and tagged every 12 months by a state licensed authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility interior and exterior is structurally sound:				
<ul style="list-style-type: none"> • facility free of broken tile, torn carpet, and holes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • walls and ceilings free from holes and peeling paint and paper 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • windows and doors free of broken glass and hazard free 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Outdoor Play Area	Yes	No	N/A	Notes
Fencing:				
<ul style="list-style-type: none"> • begins at ground level 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • is at least 48 inches high 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • is safe, stable, secure, upright 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits and gates:				
<ul style="list-style-type: none"> • at least one exit away from building 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • gates are closed while children are outside 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bodies of water and water features are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shade is accessible to children when outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open unobstructed area for child play is at least 25 percent of required outdoor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use zones:				
<ul style="list-style-type: none"> • free of obstacles 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • prevent hazard(s) from conflicting activity 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • do not overlap 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Outdoor Play Area	Yes	No	N/A	Notes
Impact absorbing materials are in required use zones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two types of surfaces are available for play activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Equipment	Yes	No	N/A	Notes
Equipment is evaluated every 12 months using an Oklahoma Department of Human Services (DHS) applicable equipment inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rest equipment is safe and used appropriately:				
• mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• cots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• cribs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
play yards (only those existing in programs licensed before 01/01/2016, and may not be obtained after 01/01/2016.				
Prohibited equipment is not on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards	Yes	No	N/A	Notes
Facility is free of hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous items are inaccessible:				
• personal belongings; purses, diaper bags, back packs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• toxic materials, health and beauty aids, cleaning materials, pesticides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• tobacco, simulated tobacco, related items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weapons and ammunition are on site. When yes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• weapons unloaded in locked container or cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• ammunition in locked container or cabinet separate from weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• keys, combinations or codes are inaccessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• parents informed of weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirements met for hazards inaccessible to children 2 years of age and younger.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cleanliness and Sanitation	Yes	No	N/A	Notes
Facility and vehicles are clean, sanitary, free of clutter and litter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility and equipment do not have accumulations of dust, dirt, soil, food particles, or other debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning, sanitizing and disinfecting is conducted in manner required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-porous gloves are used to clean vomit, blood, and other body fluids are discarded in an inaccessible closed container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate cleaner, sanitizer, or disinfectants are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Household bleach is used per Licensing Requirements for Child Care Programs, Appendix NN: Cleaners, Sanitizers, and Disinfectants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diaper changing areas are cleaned and disinfected per Licensing Requirements for Child Care Programs, Appendix KK: Diaper Changing Procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indoor play equipment is cleaned and sanitized, including laundered when applicable before being reused when in contact with body fluids and used by an ill child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indoor play equipment is stored in a sanitary manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rest equipment other than bedding, cleaned and sanitized:				
• at least weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• after contact with body fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• before use by another child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• after use by an ill child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• stored in a sanitary method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bedding is changed at least weekly; except crib and play yard sheet changed daily, and:				
• when soiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• before use by another child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• after use by an ill child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• stored in a sanitary method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dirty laundry is kept in containers until laundered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cleanliness and Sanitation	Yes	No	N/A	Notes
Trash containers containing soiled diapers or disposable training pants or food waste, are leak proof, non-absorbent, and covered with tight-fitting lids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior and exterior trash containers are of adequate quantity and size to store all facility trash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility is free of pests and insects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Signature of personnel completing checklist

Date