

## 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"> <li>facility free of broken tile, torn carpet, and holes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>walls and ceilings free from holes and peeling paint and paper</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>windows and doors free of broken glass and hazard free</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Outdoor Play Area	Yes	No	N/A	Notes
Fencing:				
<ul style="list-style-type: none"> <li>begins at ground level</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>is at least 48 inches high</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>is safe, stable, secure, upright</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits and gates:				
<ul style="list-style-type: none"> <li>at least one exit away from building</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>gates are closed while children are outside</li> </ul>	<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"> <li>free of obstacles</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>prevent hazard(s) from conflicting activity</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>do not overlap</li> </ul>	<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:				
<ul style="list-style-type: none"> <li>• at least weekly</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• after contact with body fluids</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• before use by another child</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• after use by an ill child</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• stored in a sanitary method</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bedding is changed at least weekly; except crib and play yard sheet changed daily, and:				
<ul style="list-style-type: none"> <li>• when soiled</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• before use by another child</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• after use by an ill child</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• stored in a sanitary method</li> </ul>	<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"/>	

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Signature of personnel completing checklist

\_\_\_\_\_  
Date