

**NAVY CHILD AND YOUTH PREOGRAMS
CHILD DEVELOPMENT CENTER
DAILY CHECKLIST**

REQUIRING DIRECTIVE OPNAVINST 1700.9

Week Of: (DD/MM-DD/MM/YYYY)	Room (s):								
CLASSROOMS AND ADMINISTRATIVE AREAS					M	T	W	T	F
Cleaning supplies (other than bleach solution), all other chemicals, staff purses, cosmetics, etc. are kept in locked storage.									
Countertops/tables in food service areas are clean and sanitized. <i>* Daily and when soiled.</i>									
Food preparation and service surfaces are clean and sanitized. <i>* Before and after contact with food activity.</i>									
Floors and walls are clean. Outsides of trash cans are clean. <i>*Daily and when soiled.</i>									
Doors and cabinet hinges are clean and in good working order. <i>*Daily and when soiled.</i>									
All carpets, small and large rugs are clean. There are no trip hazards. <i>*Carpets vacuumed daily when children are not present. Carpets professionally cleaned at least monthly in infant areas; at least every 3 months in other areas and when soiled. Method of cleaning carpets is approved by Preventive Medicine. *Rugs laundered weekly or when soiled. Non-skid rugs are used.</i>									
Toys and equipment in Infant/Pretoddler/Toddler rooms are clean, in good repair, and non-toxic. <i>*Toys are cleaned and shelves are wiped off at least daily. A container is visible in these rooms for mouthed toys. * All toys pass the choke tube test.</i>									
Toys and equipment in Preschool Rooms are clean, in good repair, and non-toxic. <i>*Toys are cleaned and sanitized and shelves are wiped off at least weekly.</i>									
Dress up clothes are clean. <i>*Clothes weekly; hats daily or disposable hats are used.</i>									
Sheets and blankets are clean and accessible in the room. <i>*Laundered weekly and when soiled.</i>									
Cribs, mattresses, and cots are clean. <i>* Weekly and before being used by a different child.</i>									
Mops and cleaning rags are washed, rinsed, and sanitized before and after a day of use.									
All closets are clean and organized. <i>* Nothing stored within 18" from the ceiling.</i>									
All electrical outlets are either covered or child proof and 54" from the floor. <i>*Non-childproof outlets have safety caps.</i>									
Spaces are free of toxic plants, obstructions, protrusions, tripping hazards and all safety hazards. <i>*Children should be able to move about safely.</i>									
Heaters, registers, fans, etc. are not accessible to children.									
First Aid Kit has been checked and is adequately stocked.									

TOILETING AND DIAPERING AREAS	M	T	W	T	F
The Centers for Disease Control diapering, hand washing, and sanitation procedures are posted at sinks/diapering areas.					
Water at hand washing sinks is a comfortable temperature for use by children.					
Hand washing sinks, faucets, surrounding counters, and soap dispensers are clean. <i>*Daily and when soiled.</i>					
Changing table pad is free of rips, tears and holes.					
Tissues, soap, and disposable towels are within children's reach.					
Bleach and water solution is fresh and spray bottles are labeled and dated. <i>* Bleach and water solution is mixed each morning, labeled and dated.</i>					
Toilet seats and bowls, toilet handles, doorknobs, other touchable surfaces, and floors appear clean. <i>* Daily or immediately if soiled.</i>					
OUTDOOR ACTIVITY AREAS					
All toys, equipment and materials are in good repair and are non-toxic.					
The playgrounds meet all Consumer Product Safety Commission standards for equipment and fall protection surfacing.					
There is adequate fall protection surface under the equipment. <i>* Sand, mulch, etc. is replenished. Rubberized surface is not torn, no holes, etc.</i>					
To prevent injury from falls, climbing equipment is the proper size for the children using it.					
Climbing equipment is in good repair. Broken equipment is off limits. <i>* Equipment is sturdy and properly installed; broken equipment is not used until repaired.</i>					
There are no broken riding toys, sand or water toys, balls, equipment, etc. <i>*Work requests have been submitted to management and are repaired in a timely manner.</i>					
Glass doors are clearly marked (at child's eye level) to avoid accidental impact.					
The fence is in good repair with no safety hazards. Panic hardware is operable.					
There is no trash, litter, weeds, animal waste or debris on the grounds. <i>*Outside trash cans have lids and are emptied at least weekly.</i>					
OTHER ITEMS SPECIFIC TO THIS CENTER:					
Corrective Actions Required:					
Initials of Person Completing Checklist:					
CYP Director's Signature/Date:					