

**NAVY SCHOOL AGE CARE (SAC) AND YOUTH PROGRAM (YP)
DAILY CHECKLIST**

Week Of: (DD/MM-DD/MM/YYYY)	Location:						
ACTIVITY ROOMS AND ADMINISTRATIVE AREAS	S	M	T	W	T	F	S
Cleaning supplies (other than bleach solution), 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 and lids are clean. <i>* Daily and when soiled.</i>							
Furnishings and fixtures are clean and in good repair.							
Doors, cabinets and cabinet handles are clean and in good working order. <i>* Daily and when soiled.</i>							
All carpets and rugs are clean. There are no tripping hazards. <i>* Carpets vacuumed daily when children are not present. Preventive Medicine approves method of cleaning carpets. * Rugs are vacuumed/ laundered weekly or when soiled. Non-skid rugs are used.</i>							
Toys and equipment in activity rooms are clean, in good repair, and non-toxic. <i>* Toys are cleaned and shelves are wiped off regularly.</i>							
Dress up clothes are clean. <i>* Clothes are laundered weekly and when soiled; hats are laundered after use or disposable hats are used.</i>							
Mops and cleaning rags (if used) are washed, rinsed, sanitized and properly stored before and after each day of use.							
All closets are clean and organized. <i>* Nothing stored within 18" from the ceiling.</i>							
Spaces are free of toxic plants and materials, 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 HANDWASHING AREAS	S	M	T	W	T	F	S
The Centers for Disease Control hand washing and sanitation procedures are posted at sinks.							
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>							
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 are clean and in good repair. <i>* Daily or immediately if soiled.</i>							

OUTDOOR ACTIVITY AREAS	S	M	T	W	T	F	S
All toys, equipment and materials are in good repair and are non-toxic. <i>*Broken or hazardous items are removed from play area, if possible. Work requests have been submitted to management and are repaired in a timely manner.</i>							
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>							
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>							
The fence is in good repair with no safety hazards.							
There is no trash, litter, weeds, 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							
Director's Signature:							