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COMPONENT: FACILITIES, MATERIALS, & EQUIPMENT

SUBJECT: CENTER MAINTENANCE REPAIR, SAFETY, AND SECURITY OF FACILITIES, MATERIALS AND EQUIPMENT

PERFORMANCE OBJECTIVE: To ensure and provide for of all maintenance, repair, safety, and security of all facilities, materials, and equipment.

POLICY AND PROCEDURE:

To ensure proper maintenance, repair, safety, and security of the facilities, materials, and equipment owned or used by Highland Rim Head Start:

- Teaching staff will perform a *Daily Health and Safety/Facilities Checklist* in the morning upon arriving at the center and in the afternoon before leaving the facility.
- Teaching Staff will ensure the classroom is neat and cleaned. Ensure floors are swept, mopped, vacuumed daily and when spills occur; bathrooms are cleaned and sanitized daily or when an accident has occurred; shelves are stable and not capable of being turned over; electrical outlets have protective covers; electric cords and window blind cords are out of reach of children; garbage cans have lids, are bagged, clean, and garbage is removed daily; all hazardous materials including cleaning supplies, medications, and potential poisons are properly stored in well marked containers and out of the reach of children.
- Teaching Staff will ensure toys and equipment are in good condition, not broken or have missing pieces.
- Facilities Manager will ensure an up to date MSDS sheet is available for any chemicals used in or around the center. The book will be kept in the kitchen.
- Center staff will perform a *Daily Playground Checklist* before allowing the children to go onto the playground and in the evening before leaving to check for any potential hazards.
- Center staff will ensure all lighted exit signs are working and exits are not blocked.
- The Facilities Manager will assure all facilities are equipped with a monitoring system of buzzers to monitor who comes and goes in our facilities.
- The Facilities Manager or designee will monitor the facilities using a the Environmental Health and Safety Checklist bi-annually.
- Center maintenance and center supply requests are to be completed by utilizing word order system. Work order request are to be e-mailed to the Facilities Manager as the need for repairs arise. Center supply request are to be e-mailed to the appropriate manager as needed.