

 <b>Policy #: FME-5</b>	<b>Effective Date: 6/22/10</b>	<b>Page #: 1 of 2</b>
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**COMPONENT: FACILITIES, MATERIALS, AND EQUIPMENT**

**SUBJECT: ANNUAL SAFETY INSPECTION**

**PERFORMANCE OBJECTIVE:** : The ensure the agency conducts safety inspections, at least annually, to ensure that each facility’s space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children.

**POLICY AND PROCEDURE:** The Facilities Manager will ensure safety inspections are conducted at least annually to ensure that each facility’s space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and development needs of children.

A variety of inspections are completed to ensure that facilities are safe and properly maintained. Such inspections include but are not limited to:

- Quarterly HVAC Inspection
- Annual Fire Marshall Inspection
- Biannual Facilities Monitoring Checklist
- Daily Facilities Checklist
- Annual Fire Extinguisher/Smoke Detector Inspections

Procedure: The Facilities Manager will ensure at a minimum:

- Heating and cooling systems are insulated to protect children and staff from potential burns.
- No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used.
- Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons.
- All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children.
- Rooms are well lit and provide emergency lighting in the case of power failure.
- Approved, working fire extinguishers are readily available.
- An appropriate number of smoke detectors are installed and tested regularly.

- Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable.
- Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions
- Paint coating on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead.
- The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children.
- Electrical outlets accessible to children prevent shock through the use of child restraint covers, the installation of child-protective outlets, or use of safety plugs.
- Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children.
- Only sources of water approved by the local or state health authority are used.
- Toilets and handwashing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating, or children's activities.
- Toilet training equipment is provided for children being toilet trained.
- All sewage and liquid waste is disposed of through a locally approved water system, and garbage and trash are stored in a safe and sanitary manner.
- Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.