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|  Policy #: FME- 1 | Effective Date: 9/26/17 | Page #: 1 of 2 |
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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 the Environmental Health and Safety Checklist bi-annually.
- Center maintenance and center supply requests are to be completed by utilizing work order system. Work order request are to be submitted in ChildPlus. Center supply request are to be e-mailed to the appropriate manager as needed.
- All requested maintenance must be requested via the work order.

Safe Facilities

All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum:

- Compliant with licensing requirements;
 - In cases where these licensing standards are less comprehensive or less stringent than the Head Start regulations, or where no state or local licensing standards are applicable, the program ensures that the facilities are in compliance with the Head Start Program Performance Standards related to health and safety.
- Clean and free from pests;
- Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety;
- Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards;
- Well lit, including emergency lighting;
- Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies;
- Free from firearms or other weapons;
- Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities; and,
- Kept safe through an ongoing system of preventative maintenance.

Safe Equipment and Materials

Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and other equipment and materials as applicable, meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).

At a minimum, Head Start equipment and materials:

- Are clean and safe for children's use and are appropriately disinfected;
- Are accessible only to children for whom they are age appropriate;
- Are designed to ensure appropriate supervision of children at all times; and,
- Are kept safe through an ongoing system of preventative maintenance.