

TINCHER CHILD DEVELOPMENT CENTER
Daily Safety Inspection Checklist

WEEK OF: _____

MON TUE WED THU FRI SAT

	AM /	PM										
MODULES												
a. Windows secured												
b. Rooms neat/clean												
c. Exit signs lighted												
d. Audio-visuals unplugged												
e. Lights turned off/on												
f. Doors secured												
g. Hands-free buttons on/off												
h. Playground toys secured												
Doors - 3 stop closure												
GATES-Padlocked/chained												
OUTSIDE-Walkways Hazard Free (ice/debris, etc.)												
JANITOR CLOSET												
a. Buckets empty												
b. Mops/brooms hanging												
c. Door Locked												
LAUNDRY ROOM												
a. Washers off/unloaded												
b. Dryers off/unloaded												
c. Clothes folded												
d. Dryer filters cleaned												
e. Door locked												
BATHROOMS												
a. Water on/off												
b. Lights on/off												
c. Fans on/off												
d. Commodes flushed												

Daily Safety Inspection Checklist--Continued

	MON		TUE		WED		THU		FRI		SAT	
	AM /	PM										
ADMIN/SUPPLY/CR AREAS												
a. Safe secured												
b. Keys secured												
c. Exit signs lighted												
d. Coffee pot turned off												
e. Computers on/off												
f. Copy machine on/off												
g. Windows secured												
h. Doors secured												
i. Hands-free buttons on/off												
KITCHEN (PM Check)												
a. Appliances turned off												
b. Lights turned off/on												
c. Doors closed/locked												
DOORS SECURED (other than modules)												
BREAK AREA												
a. Windows secured												
b. Coffee pot(s) unplugged												
c. Hands-free buttons on/off												
d. Table-tops clean												
e. Counter-tops clean												
f. Sink clean												

COMMENTS/RECOMMENDATIONS/INITIALS:

MON
