

Utah Department of Health, Child Care Licensing Program
Child Care Center Pre-License Inspection Checklist L

Center Name: _____ Center Phone #: _____

Address: _____

Director (or Designee): _____ Capacity: _____ Capacity Under Age 2: _____

Licensing Specialist(s): _____ # Classrooms: _____

Inspection Date: ____/____/____ Start Time: _____ am / pm End Time: _____ am / pm

OWNER / DIRECTOR INTRODUCTORY ITEMS

Introduce any unknown Bureau staff to the Owner/Director.	Give the Owner/Director a brief explanation of the complaint process.
Give the Owner/Director a brief explanation of the inspection process.	Explain the difference between cited findings and technical assistance findings.
Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.	

List the names of all personnel who have been hired or the Licensee knows will be hired:

GENERAL INDOOR INSPECTION ITEMS
 ✓ = Compliance O = Noncompliance N/A = Not Applicable

Posted / Entry Area Items

L1. Department's child care guide posted where parents can see it?	100-13(1)	
L2. Menus prepared and available?	100-15(1)(d)	
L3. If the center is not on CACFP, is menu approved as required?	100-15(1)(b)	
L4. Center address and emergency numbers posted near each phone?	100-10(1)	

General Indoor Environment

L5. Peeling, flaking, chalking, or failing paint indoors? If yes: was the structure built before 1978? If yes, documentation of testing and correction?	100-4(1)	
L6. Are glass surfaces within 36" from the floor made of safety glass or have a protective guard?	100-4(10)	

Notes:

GENERAL INDOOR INSPECTION ITEMS		
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L7. Is the facility free of insects, rodents, and other vermin?	100-5(3)	
L8. Does the facility have a working telephone?	100-8(9)	
L9. Will there be any trampolines inside the center?	100-12(11)	
Children's Restrooms		
L10. Is there one working toilet and sink for every fifteen non-diapered preschoolers and toddlers, and one for every 25 school age children?	100-4(2)	
L11. Are restrooms clean and sanitary?	100-5(1) 100-5(2)	
L12. Is hot water accessible to children between 60 and 120 degrees?	100-12(7) 100-16(1)	
L13. Is soap available in each restroom?	100-16(2)(a)-(e)	
L14. Only single use towels from a covered dispenser or an electric hand-drying device be used after handwashing?	100-16(3)	
L15. Is toilet paper accessible to children, and kept on a dispenser?	100-16(4)	
L16. Are handwashing procedures readily visible from each sink?	100-16(5)	
L17. Is the restroom free of unstable heavy equipment a child could pull down?	100-12(3)	
L18. Will school age children have privacy when using the bathroom?	100-4(3)	
First Aid & Body Fluid Kits		
L19. Does the center have first aid supplies including at least antiseptic, band-aids, and tweezers?	100-10(3)	
Medications (N/A for this section if the center will not administer medications.)		
L20. Where will refrigerated and non-refrigerated medications be stored?	100-17(3)	

DIRECTOR INTERVIEW QUESTIONS		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
Personnel & Staffing		
L21. Are all director designees at least 21 years of age?	100-8(6)	
L22. Will all caregivers be at least 18 years of age? Will all assistant caregivers be at least 16 years of age, and will they always work under the immediate supervision of a caregiver who is at least 18 years of age? 100-7(3)-(4)	100-7(2)	
L23. How will you ensure caregivers under 18 are never left unsupervised with children?	100-7(3)-(4)	
L24. How will you ensure that infants or toddlers are never mixed with older children when there are more than 8 children present in the group?	100-24(1)	
L25. How will you ensure that there will always be at least two caregivers with the children at all times when there are more than 8 children or more than 2 infants present?	100-11(3)	
L26. How will you ensure that cooks never change diapers or assist in toileting children? How will you ensure that caregivers who care for diapered children never cook food in the kitchen for children outside of their classroom?	100-16(18) 100-23(13)	
Notes:		

DIRECTOR INTERVIEW QUESTIONS

✓ = Compliance O = Noncompliance N/A = Not Applicable

Staff Supervision

L27. How will you train and supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	100-8(11)(b)(iii)	
L28. What will you train staff to do if they suspect a child has been abused or neglected?	100-8(11)(b)(i)-(ii)	
L29. What will you train staff to do when children misbehave?	100-8(11)(b)(i)-(ii)	
L30. How will you supervise staff to ensure they comply with this training when children misbehave?	100-8(11)(b)(i)-(ii)	
How will you ensure that caregivers never use any of the following discipline methods?	100-19(4)(a)	
L31. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort?		
L32. Restraining a child's movement by binding, tying, or any other form of restraint?	100-19(4)(b)	
L33. Shouting at children?	100-19(4)(c)	
L34. Any form of emotional abuse?	100-19(4)(d)	
L35. Forcing or withholding of food, rest, or toileting?	100-19(4)(e)	
L36. Confining a child in a closet, locked room, or other enclosure?	100-19(4)(f)	

Safety & Sanitation

L37. How will you ensure that bathroom surfaces are cleaned and sanitized daily?	100-5(2)	
L38. How will you ensure that washable toys and materials are cleaned and sanitized weekly, and as needed?	100-16(8)	
L39. How will you ensure that personal hygiene items such as toothbrushes and/or hair accessories are sanitized between each use if they are shared by children or used by staff on more than one child?	100-16(7)	
L40. What will you do when children's clothing becomes wet or soiled with body fluids?	100-16(16)(a)-(b)	

Administration

L41. How will you ensure that either you or a designee with authority to act on your behalf is present whenever the center is open for care?	100-8(5)	
L42. How many hours each week will you be on-site at the facility?	100-8(7)	
L43. Will you also have caregiving duties? If yes, for how many hours per week, in addition to the time you spend managing the center?	100-8(8)	
L44. What will be your sign-in and sign-out procedures? Will each child be signed in and out of the center, including date and time? Will persons signing children in and out use identifiers? Will photo ID be required if an unknown person picks up a child?	100-13(3)(a) 100-13(b)-(c)	
L45. Will parents have access to the center, and to their child's classroom, any time their child is in care?	100-13(2)	

Animals

L46. Will children ever be allowed to handle reptiles or amphibians?	100-22(7)	
L47. Will there be any animals at the center? (N/A for remaining animal questions if the answer is no.) If yes, how will you ensure that all animals at the facility are clean and free of obvious disease or health problems that could adversely affect children?	100-22(2)	
L48. What will you do if any animal at the center ever bites someone, or behaves in a dangerous or aggressive manner?	100-22(4)	
L49. Who will clean the animals and their equipment? (Infants, toddlers, and preschoolers may not do this.)	100-22(5)	
L50. Will animals ever be allowed in food preparation or eating areas?	100-22(6)	

Notes:

DIRECTOR INTERVIEW QUESTIONS

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Transportation & Off-Site Activities (N/A if the center will not transport or take children off-site.)

L51. How will you ensure that the temperature in vehicles used to transport children is between 60-90 degrees when children are being transported?	100-21(1)(e)	
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RECORD REVIEW ITEMS

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General Center Records

L52. Does the center have ASTM documentation for cushioning under indoor stationary play equipment, if needed?	100-12(9)(b) 100-12(10)(b)	
L53. Does the center have documentation for safety glass, if needed?	100-4(10)	

Review of Forms

L54. Does center's child admission form include the following information for the child: Child's name.	100-9(2)(a)(i)(vii)	
Child's date of birth.		
Parent's name, address, and phone number.		
Names of people authorized by the parent to pick up the child.		
Name, address and phone number of emergency contact person.		
Name, address, and phone for out of area emergency contact, if available.		
Current signed emergency medical treatment and transportation releases.		
L55. Does the center's health assessment contain the following information for the child: Allergies.	100-9(2)(b) 100-14(5)(a)-(f)	
Food sensitivities.		
Acute and chronic medical conditions.		
Instructions for special or non-routine daily health care.		
Current medications.		
Any other special health instructions for the caregiver.		
L56. Does the center's medication permission form contain at least the following instructions to be completed by the parent: (N/A if the center will not administer medication.) The name of the child.	100-17(4)(a)-(c)	
The name of the medication.		
Written instructions for administration; including: The dosage.		
The method of administration.		
The times and dates to be administered.		
The disease or condition being treated.		
The parent signature and the date signed.		

RECORD REVIEW ITEMS

✓ = Compliance O = Noncompliance N/A = Not Applicable

L57. Does the center's medication administration form contain at least the following information to be completed by the person administering the medication: (N/A if the center will not administer medication.) The date, time, and dosage of the medication given?	100-17(7)(e)	
Signature or initials of person who administered the medication?		
Any errors in administration or adverse reactions?		
Emergency Drills		
L58. Does the center's fire drill log include all of the following information for each drill: The date and time of the drill.	100-10(10)(a)-(e)	
The number of children participating.		
The name of the person supervising the drill.		
The total time to complete the evacuation.		
Any problems encountered.		
L59. Does the center's disaster drill log include all of the following information for each drill: The type of disaster.	100-10(12)(a)-(e)	
Date and time of the drill.		
Number of children participating.		
Name of the person supervising the drill.		
Any problems encountered.		
Personnel Records		
L60. Does the center have a cleared initial CBS/ LIS form for every staff member?	100-9(4)(c) 6-3(3)	
L61. Does the center have a copy of a current valid Utah driver's license for all drivers who will transport children?	100-21(3)(a)	
Is there documentation of current first aid and CPR certification for the following individuals:	100-9(4)(g) 100-10(2)	
L62. Enough individuals (including openers and closers) to ensure someone with current first aid and CPR certification is always present at the facility whenever center is open?		
L63. Enough individuals to ensure there is always someone with current first aid and CPR certification present on every off-site activity?	100-9(4)(g) 100-20(5)(d)	
L64. Enough individuals to ensure that there is always someone with current first aid and CPR certification present in each vehicle that transports children?	100-9(4)(g) 100-21(2)	
L65. If center has a pool over 4' deep, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification?	100-12(12)(d)	
Notes:		

INDIVIDUAL CLASSROOM INSPECTION ITEMS – AGE 2 AND OLDER ✓ = Compliance O = Noncompliance N/A = Not Applicable		Classroom:			
Physical Environment					
L66. Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction?	100-4(1)				
L67. Working hand washing sink in the classroom? (For buildings built after 1 July 1997.)	100-4(4)				
L68. Room ventilated by windows that open and have screens, or by mechanical ventilation?	100-4(7)				
L69. Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit?	100-4(8)				
L70. Adequate light intensity for the safety of children and the type of activity?	100-4(9)				
L71. Glass surfaces within 36" from the floor or ground safety glass, or have a protective guard?	100-4(10)				
L72. Evidence of insects, rodents, or other vermin in the classroom?	100-5(3)				
L73. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	100-5(4)				
Indoor Gross Motor Play Equipment					
L74. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	100-12(9)				
L75. Elevated designated play surface less than 18" in height not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	100-12(9)(a)				
L76. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	100-12(9)(b)				
L77. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less?	100-12(10)				
L78. Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone?	100-12(10)(a)				
L79. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone?	100-12(10)(b)				
Safety Hazards					
L80. Is the room free of tripping hazards such as unsecured flooring or cords?	100-12(2)				
L81. Is the room free of unstable heavy equipment a child could pull down on himself or herself?	100-12(3)				
Are the following items inaccessible to children?	100-12(4)(a)				
L82. Firearms, ammunition, weapons?					
L83. Tobacco, alcohol, illegal substances, and sexually explicit material?	100-12(4)(b)				
L84. When in use, portable space heaters, fireplaces, and wood burning stoves?	100-12(4)(c)				
L85. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	100-12(4)(d)				
L86. Poisonous plants?	100-12(4)(e)				
L87. Matches or cigarette lighters?	100-12(4)(f)				
Notes:					

INDIVIDUAL CLASSROOM INSPECTION ITEMS – AGE 2 AND OLDER ✓ = Compliance O = Noncompliance N/A = Not Applicable		Classroom:			
L88. Open flames?	100-12(4)(g)				
L89. Sharp objects, edges, corners, or points which could cut or puncture skin?	100-12(4)(h)				
L90. For age 4 and under, ropes/cords long enough to encircle a child's neck?	100-12(4)(i)				
L91. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons?	100-12(4)(j)				
L92. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?	100-12(4)(k)				
L93. Are toxic or hazardous chemicals stored in a container labeled with its contents?	100-12(5)				
L94. For age 4 and under, are accessible outlets and surge protectors covered?	100-12(6)				
Preventing the Spread of Disease					
L95. If the classroom has a handwashing sink: Is soap (cannot be bar soap) available for children to wash their hands?	100-16(2)(a)-(e)				
L96. Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing?	100-16(3)				
L97. Are handwashing procedures posted readily visible from each handwashing sink?	100-16(5)				
L98. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	100-16(9)				
Sleeping Equipment					
L99. Do mats and mattresses have a smooth, waterproof surface?	100-18(4)				
L100. Is sleeping equipment in good repair?	100-18(5)				
L101. Will a sheet and blanket or acceptable alternative be provided for each child?	100-18(9)				

DIAPERING INSPECTION ITEMS ✓ = Compliance O = Noncompliance N/A = Not Applicable (N/A if the center will not care for diapered children.)				
L102. Is each room where diapered children will be cared for equipped with a diaper changing station?	100-23(1)			
L103. Is each diapering station equipped with railings to prevent a child from falling?	100-23(2)			
L104. Is each diapering surface smooth, waterproof, and in good repair?	100-23(4)			
L105. Are diapering procedures posted at each diapering station?	100-23(5)			
L106. Will caregivers keep a written record daily for each infant/toddler documenting diaper changes that includes the time of the diaper change and whether the diaper was wet, soiled, or both?	100-23(12)			
L107. Is there a container with a tightly fitting lid and a plastic lining where caregivers will place soiled disposable diapers?	100-23(8)			
Notes:				

INFANT / TODDLER CLASSROOM INSPECTION ITEMS ✓ = Compliance O = Noncompliance N/A = Not Applicable		Classroom:			
Physical Environment					
L108. Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction?	100-4(1)				
L109. Room ventilated by windows that open and have screens, or by mechanical ventilation?	100-4(7)				
L110. Indoor temperature between 65 and 82 degrees Fahrenheit?	100-4(8)				
L111. Adequate light intensity for the safety of children and the type of activity?	100-4(9)				
L112. Glass surfaces within 36" from the floor or ground safety glass or have a protective guard?	100-4(10)				
L113. Evidence of insects, rodents, or other vermin in the classroom?	100-5(3)				
L114. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	100-5(4)				
L115. Does the room meet one of the following criteria? (a) Two working sinks in the room: one used exclusively for food/bottle preparation and food hand washing, and the other used exclusively for hand washing after diapering and non-food activities. Or, (b) One working sink in the room which is used exclusively for diapering and hand washing, and all food/bottle preparation is done in kitchen and brought to the infants/toddlers by a non-diapering staff member.	100-4(5)(a)-(b)				
L116. Will infant and toddler areas be used as access to other areas or rooms?	100-4(6)				
L117. Is there a safe area where mobile infants and toddlers will have freedom of movement?	100-24(21)				
L118. Are there safe toys to stimulate children's healthy development?	100-24(22)				
Indoor Gross Motor Play Equipment					
L119. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children are 3' in height or less?	100-12(9)				
L120. Elevated designated play surface less than 18" in height not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	100-12(9)(a)				
L121. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	100-12(9)(b)				
Safety Hazards					
L122. Is the room free of tripping hazards such as unsecured flooring or cords?	100-12(2)				
L123. Is the room free of unstable heavy equipment a child could pull down on himself or herself?	100-12(3)				
Are the following items inaccessible to children?	100-12(4)(a)				
L124. Firearms, ammunition, weapons?					
L125. Tobacco, alcohol, illegal substances, and sexually explicit material?	100-12(4)(b)				
L126. When in use, portable space heaters, fireplaces, and wood burning stoves?	100-12(4)(c)				
L127. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	100-12(4)(d)				
L128. Poisonous plants?	100-12(4)(e)				
Notes:					

INFANT / TODDLER CLASSROOM INSPECTION ITEMS ✓ = Compliance O = Noncompliance N/A = Not Applicable		Classroom:			
L129. Matches or cigarette lighters?	100-12(4)(f)				
L130. Open flames?	100-12(4)(g)				
L131. Sharp objects, edges, corners, or points which could cut or puncture skin?	100-12(4)(h)				
L132. Ropes/cords long enough to encircle a child's neck?	100-12(4)(i)				
L133. Plastic bags large enough to fit child's head inside, latex gloves, balloons?	100-12(4)(j)				
L134. Choking hazards (objects less than 1-1/4" X 2-1/4")?	100-12(4)(k)				
L135. Are toxic or hazardous chemicals stored in a container labeled with its contents?	100-12(5)				
L136. Are accessible outlets and surge protectors covered?	100-12(6)				
L137. Will infants and toddlers have access to objects made of styrofoam?	100-24(17)				
Preventing the Spread of Disease					
L138. Is soap (cannot be bar soap) available for handwashing?	100-16(2)(a)-(e)				
L139. Will only single use towels from covered dispenser or electric hand-drying device be used after handwashing?	100-16(3)				
L140. Are handwashing procedures posted readily visible from each handwashing sink?	100-16(5)				
L141. How will you ensure that washable toys and materials are cleaned and sanitized weekly, after being put in a child's mouth, and after coming into contact with body fluids?	100-24(23)(a)-(c)				
L142. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	100-16(9)				
Equipment					
L143. Do high chairs have T-safety straps or devices?	100-12(8)				
L144. Are there any infant walkers with wheels?	100-24(16)				
Sleeping Equipment					
L145. Will infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)?	100-24(11)				
L146. Do mats and mattresses have a smooth, waterproof surface?	100-18(4)				
L147. Do all infant cribs have tight fitting mattresses?	100-24(12)(a)				
L148. Do all infant cribs have slats spaced no more than 2-3/8 inches apart?	100-24(12)(b)				
L149. Do all infant cribs have at least 20 inches from the top of mattress to top of the crib rail?	100-24(12)(c)				
L150. Do any infant cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?	100-24(12)(d)				
L151. Is sleeping equipment in good repair?	100-18(5)				
L152. Will a sheet and blanket or acceptable alternative be provided for each child?	100-18(9)				
Notes:					

INFANT / TODDLER CLASSROOM INSPECTION ITEMS ✓ = Compliance O = Noncompliance N/A = Not Applicable				Classroom:			
Meeting Children's Needs							
L153. Will caregivers keep written record daily of each infant's eating and sleeping? Will the record be completed within 1 hour of each feeding or nap, and will it include the food/beverages eaten, and times child slept?				100-24(15)			

GENERAL OUTDOOR INSPECTION ITEMS ✓ = Compliance O = Noncompliance N/A = Not Applicable			
General Outdoor Environment			
L154. Is there peeling, flaking, chalking, or failing paint outdoors? If yes, was the structure built before 1978? If yes, documentation of testing and correction?	100-4(1)		
L155. Is the outdoor play area free of dangerous insects, rodents, and other vermin? (For example, a wasp's nest.)	100-5(3)		
L156. Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards?	100-5(5)		
L157. Glass surfaces within 36" from the floor/ground safety glass, or have a protective guard?	100-4(10)		
L158. Is the outdoor play area safely accessible to children?	100-6(1)		
L159. Is the outdoor play area free animal excrement, harmful plants, objects, or substances, and standing water?	100-6(7)		
L160. Does the outdoor play area have a shaded area to protect children from excessive sun and heat?	100-6(8)		
L161. Will children in the outdoor play area have an outdoor source of drinking water whenever the outside temperature is 75 degrees or higher?	100-6(9)		
L162. Are there any trampolines in the outdoor play area?	100-12(11)		
Transportation & Vehicles (N/A for this section if the center will not transport children.)			
If the center will transport children, does every vehicle used for transporting children meet the following:	100-21(1)(a)		
L163. Is each vehicle enclosed?			
L164. Is each vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order?	100-21(1)(b)		
L165. Does each vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate.)	100-21(1)(c)		
L166. Is the vehicle maintained in a safe condition?	100-21(1)(d)		
L167. Does each vehicle contain a first aid kit?	100-21(1)(f)		
L168. Does each vehicle contain a body fluid clean up kit?	100-21(1)(g)		
Swimming Pools (N/A for this section if no swimming pool at the center.)			
Is there a swimming pool on the premises that is not emptied after each use? If yes:	100-12(12)(a)		
L169. Is the pool enclosed in a fence or other solid barrier at least 6' high, that will be kept locked whenever pool is not in use?			
L170. Does the pool appear to be maintained in a safe manner?	100-12(12)(b)		
Notes:			
Checklist J will be used for outdoor equipment inspection items.			