

Utah Department of Health, Bureau of Child Care Licensing
Change of Category (Residential Certificate to Licensed Family) Inspection Checklist F

Provider Name: _____ **Phone #:** _____

Address: _____

Licensing Specialist(s): _____

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

Licensors Notes:

LICENSEE / CERTIFICATE HOLDER INTRODUCTORY ITEMS	
	Introduce any unknown Bureau staff to the Licensee/Certificate Holder.
	Give the Licensee/Certificate Holder a brief explanation of the inspection process.
	Ask the Licensee/Certificate Holder if s/he wants you to tell her/him about noncompliance areas as you conduct the walk-through, or wait until the inspection is over.

INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
Posted Items		
A1. ♦(Ask.) Will you be on the Food Program? If not, what menu will you use? 90-15(1)(b)		
General Indoor Environment - If the change is also an increase in capacity		
A2. (Measure if home has not been measured since 9/1/2008.) Is there at least 35 square feet of indoor play space for the requested capacity, including the applicant's related children ages four through twelve who will be in the home during child care hours? 90-4(7); 50-4(7)		
<u>Room Name</u>	<u>Room Measurements</u>	<u>Total Square Footage</u>
		<u>License Capacity</u>

INDOOR INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
Bathrooms	
A3. (Observe.) Are single use towels or individually labeled cloth towels available? 90-16(4)	
Napping	
A4. (Observe.) Is sleeping equipment in good repair? 90-18(3)(a)	
A5. ♦(Ask.) Will sleeping equipment, sleeping bags, pillows, sheets and blankets be clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, will they be cleaned and sanitized prior to each use? 90-18(3)(b)-(c)	
A6. ♦(Ask.) Will pillows be clearly assigned to one child and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, will they be cleaned and sanitized prior to each use? 90-18(4)	

OUTDOOR INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable								
General Outdoor Environment - If the change is also an increase in capacity									
B1. (Measure if outdoor area has not been measured since 9/1/2008.) Is .) Is there at least 40 square feet of space for the requested capacity? 90-6(2); 50-6(2)									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"><u>Area</u></th> <th style="width: 25%;"><u>Area Measurements</u></th> <th style="width: 25%;"><u>Total Area Square Footage</u></th> <th style="width: 35%;"><u>Total Licensed Capacity</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Area</u>	<u>Area Measurements</u>	<u>Total Area Square Footage</u>	<u>Total Licensed Capacity</u>					
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Outdoor Play Equipment									
B2. (Observe.) Does outdoor stationary play equipment that will be used by any child in care have a 3 foot use zone that is filled with grass or 6 inches or protective cushioning? 90-6(15)									
(Observe all.) Do any of the following hazards exist on or within the use zone of any piece of stationary play equipment?									
B3. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33" 90-6(16); 50-6(16)									
B4. Protrusion or strangulation hazards? (Except underneath equipment on a surface more than 48" high) 90-6(17); 50- 6(17)									
B5. Crush, shearing, or sharp edge hazards? 90-6(18); 50-6(18)									

OUTDOOR INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
B6. Tripping hazards? 90-6(19)	
Transportation	
B7. Will at least one adult in each vehicle transporting children have current first aid and CPR certification? 90-21(2)	

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS	✓ = Compliance O = Noncompliance N/A = Not Applicable
Personnel & Administration	
C1. Are all assistant caregivers at least 16 years of age, and will they always work under the immediate supervision of a caregiver who is at least 18 years old? 90-7(2)	
C2. Will assistant caregivers ever be left at the home alone with the children? 90-7(3)	
C3. Will each child be signed in and out by either the parent or provider, including date, time, and signature or initials? 90-13(3)	
Accidents, Injuries, Incidents	
C4. How and when will you notify parents of children's minor accidents and injuries? 90-13(6); 50-13(5)	
Emergencies & Disasters	
C5. Will you update your emergency and disaster plan at least annually and note the date on the plan? 90-10(6)	
C6. Will you ensure your emergency and disaster plan is available for immediate review by parents and the Department? 90-10(7)	
Policies and Procedures	
C7. How will you ensure your written policies and procedures are available for review during business hours by parents and the Department? 90-8(10)	

RECORDS INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
Personnel Records	
D1. (Review.) Does the applicant have documentation of current first aid and CPR training for adults who will transport children in care? 90-21(2)	
Children's Records	
D2. ♦(Ask.) Will the applicant have current immunization records or documentation of a legally valid exemption for each enrolled child? 90-9(2); 50-9(2)	
D3. (Review.) Does the applicant have a form to document incident, accident, and injury reports? 90-9(2)(e)	
D4. ♦(Ask.) Will the applicant keep a six week record of incident, accident, and injury reports 90-9(2)(e)	
General Records	
D5. ♦(Ask.) If not participating in the Food Program, will the applicant keep a one week record of food served? 90-15(1)	