



Classroom Inspection / Safety Checklist

Month/Yr: _____

Staff: _____

Location/Rm: _____

For the daily inspections items, please look over your classroom daily and initial below for that day. For the monthly inspection, please invite a parent or volunteer to look over your classroom with you once each month and fill out the report below. Please add any comments, notes, or deficiencies. This inspection list and report must be submitted to the Operations Director by the end of each month. Thank you for keeping your classroom safe.

Daily Inspection Check:

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AM																															
PM																															

Monthly Inspection Date: _____

Staff member: _____

Parent/Volunteer: _____

Comments:



Classroom Inspection / Safety Checklist

Month/Yr: _____

Staff: _____

Location/Rm: _____

Daily Inspection	Compliant / Not Compliant C/NC	Comments:
Toys and classroom materials are safe and in good repair.		
Equipment and Furniture are safe and in good repair.		
All adult use materials/equipment are not assessable by children. (Scissors, tape, rubber bands, staplers, coffee, etc...)		
Environment is of appropriate/comfortable temperature, humidity, and ventilation		
All doors are safe and in good repair		
Doors can be opened/unlocked from inside		
Windows are in safe condition / not broken, cracked		
No window cord or other like cords presenting strangulation hazard		
Toys are stored in a safe and orderly fashion.		



Classroom Inspection / Safety Checklist

Month/Yr: _____

Staff: _____

Location/Rm: _____

Shelves are safely positioned/mounted and not overloaded. Stored materials are organized and clean.		
Work spaces are clean and orderly		
Floors are clean, dry, and free of tripping hazards. Rugs are not tripping hazards.		
No water/drowning hazards, no standing water / buckets		
No weapons / dangerous materials, Knives, etc..		
Emergency evacuation routes are posted		
Emergency telephone numbers/contacts are posted by all phones		
Emergency backpacks are present and contain required items including First Aid supplies. First aid kit is easily available, labeled, and routinely stocked		
Nonporous gloves are available and ready		
Current class list and parent/guardian emergency contact and child release forms		



Classroom Inspection / Safety Checklist

Month/Yr: _____

Staff: _____

Location/Rm: _____

All medications are properly stored/secured, labeled, and out of reach of children		
All chemicals, cleaning materials, hazardous materials are inaccessible to children and clearly labeled.		
All garbage is stored in a safe and sanitary manner to prevent contamination		
All electrical outlets are covered		
Toilets and handwashing facilities are clean, in good repair, and easily accessible and appropriately stocked/supplied including toilet paper, hand soap, and paper towels.		



Classroom Inspection / Safety Checklist

Month/Yr: _____

Staff: _____

Location/Rm: _____

Monthly Inspection	Compliant / Not Compliant C/NC	Comments:
All heating and cooling systems do not present a hazards including water or surfaces exceeding 120 degrees F.		
No molds or pollutants are present		
Classroom and work spaces are well lit. Light fixtures are safe, secured, and in good repair. Free-standing lamp are safe and secured.		
Children are protected from any hazards posed by classroom pets or other animals brought into the agency. Any pets/animals are healthy, safe, and approved for classroom		
Ceilings, walls, trim are in good repair. Painted surfaces are not chipping/peeling.		
Appropriate space per child. (35 sqft per child)		
Accessible to children of all abilities. Necessary accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities		



Classroom Inspection / Safety Checklist

Month/Yr: _____

Staff: _____

Location/Rm: _____

Pictures and wall hanging are lightweight and secured/ no falling hazards		
No highly flammable furnishings, decorations, or potentially toxic materials (no fabric bulletin boards, excessive paper/artwork hanging, or use of air fresheners). Fabrics used are treated with flame retardant		
Floors are clean, dry, and free of tripping hazards. Rugs are not tripping hazards		
Indoor Plants are safe / check for poisonous plants		
All exit signs & emergency lights are in working order. Exits are clearly marked and unobstructed		
Emergency flashlight is available and in working order		
Fire extinguishers are available/accessible, tested and serviced regularly		
Quick reference safety procedures for emergencies are clearly posted/available		
Approved chemical/cleaning products and appropriate use is posted MSDS sheets are posted on the front of chemical storage/closet		



Classroom Inspection / Safety Checklist

Month/Yr: _____

Staff: _____

Location/Rm: _____

Toileting and diapering areas are separated from areas used for food preparation and eating and equipped with sanitizing supplies exclusive for use in this area.		
Electrical cords are kept orderly, good condition, and plugs/circuits are not overloaded		
No extension cords are used as permanent wiring, Use of power strips/Surge protectors only as approved		
No portable/space heaters		
Fans are equipped with appropriate and safe blade guards		