

**West Virginia Department of Health & Human Resources
Jefferson County Health Department**

Day Care Center Pre-operating Checklist

- All necessary applications and plan reviews submitted and approved
- Water Well and Septic System evaluated and approved (If applicable)
- Lead Assessment completed if built prior to 1978
- Integrated Pest Management Program In-place and all outer openings are protected to prevent insect/rodent entry
- Dogs and Cats vaccinated (records on-site)
- State Fire Marshall Contacted/Approval
- Diaper Changing Station(s) designated, surfaces non-absorbent and easily cleanable
- Handwashing sink installed next to diaper changing station (to be used for nothing but handwashing)
- Hot and Cold running water is provided with a minimum pressure of 20 psi. The temperature of the water is not over 120 F where children are in direct contact with the water.
- Drinking fountains (if provided) are of the angle-type with non-oxidizing mouth guards and properly regulated
- Waste container that is easily cleanable, plastic lined and tightly covered for disposing of soiled disposable diapers
- Commercial container for storage of cloth diapers
- Diaper Changing Station Signs Posted
- Diaper Changing Station Sanitizer Solution provided and bottle labeled. (800 ppm Sanitizer Concentration is required on diaper changing tables)
- Signage Posted for Toys & Equipment
- Sanitizing Solution provided for cots, tables and toys (200 ppm Sanitizer Concentration is required)
- Signage Posted at Handwashing Sink(s) with soap and paper towels provided

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- Do all the rooms used by children have a thermometer installed located approximately 30 inches above the floor level, to ensure the room temperature is kept at 68 ° F or above?
- Blinds have safety devices installed to secure the cords
- Outlets are protected and covered
- Shelving/furniture is secured to prevent tipping
- Chemicals/first aid kits are stored out of children's reach and/or are in locked/child proof cabinets
- Wood surfaces, floors (no carpet in the dining area or bathrooms), furniture etc. smooth, easily cleanable and non-absorbent; carpet securely attached and non-skidding
- Walls in toilet rooms are water resistant to a minimum of 4 feet above the floor level and coved molding is installed

OUTDOOR PLAY AREAS

- Outdoor play areas are of a accident free environment – all equipment is in good repair and safe, all gates are locked, area is fenced (3 feet barrier), no poisonous plants, sandboxes provided with covers, **NO WADING POOLS.**
- All unsafe areas (outdoors) where the children have access have been fenced off or have a natural barrier at least 3 feet high. (Unsafe areas include: heat pumps, gas tanks, swimming pools, high voltage boosters, driveways, parking lots, railroad tracks, street and roads etc.)