

INSPECTION PROCESS

The Licensing Specialist will assess compliance with regulations by looking at all areas of the facility and the outdoor area (if it is maintained by the provider), by asking questions, and by reviewing required documents.

The Licensing Specialist will look in **inaccessible** rooms/areas to be sure there are no children or illegal items. A room/area is **inaccessible** when it is behind a locked door. A locked door is:

- a door locked with a key or combination lock; or
- a door locked with a lock that doesn't have a key or combination but the lock is at least 60 inches high; or
- a door locked with a child safety device on the doorknob

The Licensing Specialist will look for safety hazards in **accessible** rooms/areas. A room/area is **accessible** when:

- it will ever be used by children in care; or
- it is not behind a locked door.

The Licensing Specialist will only look at what is **accessible** to children. Items are accessible to children when they are:

- on the floor; or
- on a shelf that is 48 inches or less from the floor when all children in care are school-age and 36 inches from the floor when any child in care is younger than school-age; or
- in an unlocked cupboard or drawer that is 48 inches or less from the floor when all children in care are school-age and 36 or less inches from the floor when any child in care is younger than school-age; or
- in a bathroom cupboard or on a bathroom shelf that is 48 inches or less when all children in care are school-age and 36 inches or less when any child in care is younger than school-age from a surface on which a child could stand, such as a toilet, bathtub, or counter.

The Licensing Specialist will open and look in all **accessible** closets, cupboards, and drawers. He/She will not look in purses or backpacks.