



Bureau of Child Development, Child Care Licensing
Change of Location Inspection Checklist G

Facility ID #: _____

Phone #: _____

Applicant Name: _____		Inspection Date: ____/____/____	
Address: _____		Start Time: ____ AM / PM End Time: ____ AM / PM	
Approved Capacity: _____ Family Licensed _____ Residential Certificate _____		Licensing Specialist (s): _____	
Notes:		Check before inspection	
		<input type="checkbox"/> Previous Notes	<input type="checkbox"/> BCI
		<input type="checkbox"/> DAS	<input type="checkbox"/> Other:
		<input type="checkbox"/> Is Affidavit is required	

INTRODUCTORY ITEMS

<p>Introduce any unknown staff to the applicant.</p>	<p>Ask the applicant if s/he wants you to tell her/him about noncompliance items as you conduct the walk-through or wait until the inspection is over. Explain that no findings will be issued during this inspection, but any non-compliance items will need to be corrected and verified before a license/certificate is given.</p>
<p>Give the applicant a brief explanation of the inspection process.</p> <p>Explain that if transportation is going to be offered, the vehicle needs to be available during the inspection.</p>	<p>Ask if the applicant rents out part of their home, or is a renter in someone else's home? If yes:</p> <p>*Explain what areas of the home will be inspected.</p> <p>*Check to make sure required background screening forms have been submitted for all required individuals.</p>

INDOOR & OUTDOOR INSPECTION ITEMS

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

Rule

Posted Items	Rule
G1. (Observe or ask .) Is the Department's child care guide where parents can review it or will you give one to every parent?	90/50-13(1)
G2. (Ask .) Where will you post your license or certificate so parents can see it as they come and go?	1-6(3)
G3. (Ask .) Will the current week's menu be available for parent review?	90/50-15(1)(b)
G4. LICENSED ONLY. (Ask .) Will you be on the Food Program? If not, what menu will you use?	90-15(1)(b)
General Environment	
G5. (Observe.) Are emergency numbers and the home's address posted near the telephone?	90/50-10(1)
G6. (Observe.) Is there a working telephone in the home?	90/50-8(7)
G7. (Observe, ask if falling paint is observed.) Is there peeling, flaking, chalking, or falling paint anywhere on the premises? If yes, was the home or structure built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? (N/A if home built after 1978)	90/50-4(1)

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G8. (Observe.) Is the home ventilated by mechanical ventilation (a heating system), or windows that are open and have screens?		90/50-4(4)
G9. LICENSED ONLY. (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit?		90-4(5)
G10. (Observe.) Is there adequate light for the safety of children and the type of activity?		90-4(6); 50-4(5)
G11. (Observe.) Does the home appear clean and sanitary, except for normal daily messes?		90/50-5(1)
G12. (Observe.) Is there evidence of insects, rodents, or other vermin in the home or the outdoor play area? Outdoor examples: beehives, wasps, yellow jacket or hornet nests, and red ant hills.		90/50-5(2)
G13. (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment in good repair? <u>Hazards include:</u> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>exposed accessible electrical wiring</p> <p>accessible fiberglass insulation</p> <p>wooden equipment and furnishings that have splinters and are used by children</p> <p>equipment with cracks that could pinch a child's skin</p> </div> <div style="width: 45%;"> <p>torn draperies or broken blinds in which a child could become entangled</p> <p>leaking plumbing other than a leaking faucet</p> <p>heat vents that are accessible to children and are missing covers</p> </div> </div>		90/50-5(3), 90/50-12(1)
G14. LICENSED ONLY. (Observe.) Are there first aid supplies in the home including at least antiseptic, band-aids, and tweezers?		90-10(3)
Safety Hazards – assessed in areas accessible to children		
G15. (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)?		90/50-12(2)
G16. (Observe.) Are the home and outdoor play area free of unstable heavy equipment a child could pull down on himself or herself?		90/50-12(3)
(Observe all.) Are the following items accessible to children, including on garage shelves 36" high or lower, if the garage is accessible to children? G17. (Observe and ask.) Do you have any firearms or other weapons on your property? If yes: Are firearms loaded? Is ammunition kept separate from the firearm(s)? Please show me where all firearms are kept. (Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons. Firearms must be locked with a key or combination lock, and kept separate from ammunition. Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, hunting knives, and nunchucks. Weapons must be inaccessible.)		90/50-12(4)(a)
G18. (Observe.) Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?		90/50-12(4)(b)
G19. (Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and will be used when children are in care?		90/50-12(4)(c)
G20. (Observe.) Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, gun powder; WD-40; super glue; liquid correction fluids, such as White Out; rubber cement; spray paint; gun solvent; water sealant; fertilizer with weed killer; iodine; model glue; corroded batteries; and rubbing alcohol.)		90/50-12(4)(d)
G21. (Observe.) Poisonous plants? (Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.)		90/50-12(4)(e)
G22. (Observe.) Matches or cigarette lighters?		90/50-12(4)(f)
G23. (Observe.) Open flames?		90/50-12(4)(g)
G24. (Observe.) For age 4 and under, window blind or drapery cords and pacifier cords longer than 12"?		90/50-12(4)(i)
G25. (Observe.) Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes; cactus; running fans if children's fingers could fit through the guard; tacks or pins on the floor.)		90/50-12(4)(h)
G26. (Observe.) For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?		90/50-12(4)(j)
G27. (Observe.) For under age 3 in care, choking hazards (objects less than 1-1/4" X 2-1/4") on the floor, or anywhere within 36" up from the floor?		90/50-12(4)(k)

INDOOR & OUTDOOR INSPECTION ITEMS		Rule
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G28. (Observe.) Are toxic and hazardous chemicals stored in a labeled container?		90/50-12(5)
G29. (Observe.) If children age 4 and under will be in care, are accessible unused outlets and surge protectors covered, including outlets in accessible outdoor areas, bathroom counters, furniture a child sleeps on, and garages?		90/50-12(6)
Infection Control		
G30. (Observe.) Are washable toys visibly dirty? (Ask.) Will you ensure that all washable toys and materials are cleaned and sanitized after each 5 days of use or more often if needed? (As needed for RC.)		90-16(8); 50-16(7)
G31. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are any of these items visibly dirty?		90-16(9); 50-16(8)
Medications		
G32. (Observe and ask.) Where will you keep prescription and over-the-counter medications, including vitamins and herbal supplements?		90-17(3); 50-17(2)
G33. (Ask. If yes, observe.) Will you have any refrigerated medications? If yes, how will you store refrigerated medications?		90-17(3); 50-17(2)
Bathrooms		
G34. (Observe.) Is there a working toilet and handwashing sink accessible to non-diapered children?		90/50-4(2)
G35. (Observe.) Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)?		90/50-4(3)
G36. (Observe.) Is hot water accessible to children at or below 120 degrees?		90/50-12(7)
G37. (Observe.) Is soap available for children to wash their hands?		90/50-16(2)(a)-(d)
G38. LICENSED ONLY. (Observe.) Are single use towels or individually labeled cloth towels available to be used by children to dry hands after handwashing?		90-16(4)
G39. (Observe.) Is toilet paper accessible to children, and kept on a dispenser?		90-16(5); 50-16(4)
Napping		
G40. LICENSED ONLY. (Observe.) Where will children rest or sleep?		90-18(1)
G41. (Observe.) Will infants in care sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Will you ensure that infants are not placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.? (N/A if applicant won't have infants or toddlers.)		90/50-24(10)
Cribs (N/A if there are no cribs or only porta-cribs.)		
G42. (Observe.) Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?		90/50-24(11)(a)
G43. (Observe.) Do all cribs that will be used by children in care have tight fitting mattresses?		90/50-8(2)
G44. (Observe.) Do all cribs that will be used by children in care have slats spaced no more than 2-3/8 inches apart?		90/50-24(11)(b)
G45. (Observe.) Do all cribs that will be used by children in care have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child who will be using the crib cannot sit up without assistance?		90/50-24(11)(c)
G46. (Observe.) Do any cribs that will be used by children in care have strings, cords, ropes, or other entanglement hazards strung across crib rails?		90/50-24(11)(d)
Infant and Toddler Care (N/A if applicant won't have infants or toddlers.)		
G47. (Observe.) Will there be any infant walkers with wheels being used or accessible to any child in care?		90/50-24(14)
G48. (Observe and ask.) Will infants and toddlers have access to objects made of styrofoam?		90/50-24(15)
G49. (Observe.) Will safe toys be accessible to infants and toddlers to stimulate their healthy development, and will there be enough safe toys for each infant and toddler to be engaged in play?		90/50-24(20)

OUTDOOR INSPECTION ITEMS		Rule
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General Outdoor Environment		
G50. (Ask.) Is there an outdoor play area and is it safely accessible to children?		90/50-6(1)
G51. (Observe.) If required by rule, is there a 4' fence or wall, or a solid natural barrier at least 4' high? <u>A 4' fence or natural barrier is required around the outdoor play area if:</u> the home is located on or within half a mile of a street with a speed limit higher than 25 miles per hour the home is located on or within half a mile of a street with more than two lanes of traffic <u>A 4' fence or natural barrier is required to separate the following hazards from children:</u> livestock on the property or within 50 yards of the property line	water hazards, such as a swimming pool, pond, ditch, lake, reservoir, river, stream, creek, or animal watering trough, on the property or within 100 yards of the property dangerous machinery, such as farm equipment, on the property or within 50 yards of the property a drop-off of more than five feet on the property of within 50 yards of the property line barbed wire within 30 feet of the children's play area	90/50-6(3)-(4)
G52. (Observe or measure.) Are there any gaps greater than 5" x 5" in the fence or barrier or between the fence and the ground?		90/50-6(7)
G53. (Ask.) How will you ensure the outdoor area is free of animal excrement (except isolated bird droppings) when in use by children?		90/50-6(6)
G54. (Ask if not observed.) Does the outdoor play area have a shaded area to protect children from excessive sun and heat?		90/50-6(8)
G55. (Ask.) Will drinking water be available to children who are outside whenever the outside temperature is 75 degrees or higher?		90/50-6(9)
Outdoor Safety Hazards		
G56. (Observe, and ask about what will happen in bad weather.) Will entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards?		90/50-5(4)
G57. (Observe.) Will the outdoor play equipment be maintained to protect children's safety? For example: no equipment will be in danger of failing due to missing, broken, or worn out components, insecure or missing hardware, or rusted metal; there will be no splintery wood; there will be no unstable equipment; cushioning will be free of animal excrement.		90-6(16); 50-6(15)
G58. (Observe.) Is the outdoor play area and equipment free of harmful plants, objects, or substances, and standing water? <u>Harmful objects include:</u> Raised decks or balconies 5' or higher, or open basement stairwells, without a 36" protective barrier that has no gaps > 5 inches. Unanchored heavy equipment a child could climb on and/or pull over on themselves, including an unanchored swing set. Rotting garbage not in a container with a lid. Asbestos or accessible fiberglass insulation. Empty refrigerators or freezers a child could accidentally get shut inside of. Welding torches. Motor vehicles up on blocks and car batteries.	Fence post stirrups. Exposed live electrical wire. Dead animals. Filled milk or slop buckets. Unattended running vehicles or farm equipment. Standing ladders. Unstably stacked wood piles or bales of hay or straw. Rebar / metal rods less than 48" sticking up from the ground. Any rope, cord, wire or chain that is hanging from a piece of playground equipment.	90/50-6(5) 90/50-6(13)
<u>Standing water</u> does not include temporary puddles due to rainfall or sprinklers.		

OUTDOOR INSPECTION ITEMS		Rule
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Outdoor Play Equipment (N/A if there is no outdoor play equipment)		
G59. (Observe.) Is outdoor stationary play equipment that will be used by any child in care located over a hard surface such as cement, asphalt, or packed dirt?		90/50-6(10)
G60. LICENSED ONLY. (Observe.) Does outdoor stationary play equipment that will be used by any child in care have a 3 foot use zone? (Observe.) Is stationary play equipment over not a hard surface such as cement, asphalt, or packed dirt?		90/50-6(10)
(Observe all.) LICENSED ONLY. Do any of the following hazards exist on or <u>within the use zone of</u> , or adjacent to the use zone of any piece of stationary play equipment? RESIDENTIAL CERTIFICATE. Do any of the following hazards exist on any piece of stationary play equipment?		90/50-6(12)
G61. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33")		
G62. Strangulation hazards? This includes hanging ropes, cords, twine, wires, or chains longer than 12" that can make a loop 5" in diameter, except if they have swings attached at the bottom of them. This does not include strangulation hazards (except ropes, cords, or chains) on the bottom surface of platforms over 48" high.		90/50-6(13)
G63. Crush, shearing, or sharp edge hazards?		90/50-6(14)
G64. LICENSED ONLY. (Observe.) Tripping hazards?		90-6(15)
Wading & Swimming Pools (N/A if wading pools will not be used and there are no swimming pools.)		
G65. (Ask.) Will there always be a caregiver at the pool supervising children whenever there is water in the pool (for wading pools), or whenever any child in care has access to the pool (for swimming pools)?		90/50-12(9)(a) 90/50-12(10)(a)
G66. (Ask.) Will diapered children always wear swim diapers and rubber pants while in the pool?		90/50-12(9)(b) 90/50-12(10)(b)
G67. (Ask.) Will wading pools be emptied and sanitized after each use?		90/50-12(9)(c)
G68. (Ask.) Will you obtain parental permission before children use pools?		90/50-12(9)(d)
If there is a swimming pool on the premises that is not emptied after each use: (N/A if there is not one.) G69. (Observe and ask.) Is the pool enclosed in a fence or other solid barrier at least 4' high, kept locked with a key or combination lock whenever the pool is not in use, or covered by a properly working ASTM approved safety cover?		90/50-12(10)(c)
G70. (Observe.) Does the pool appear to be maintained in a safe manner?		90/50-12(10)(d)
G71. (Ask.) If the pool is over 6 feet deep and when it is in use, will there be a Red Cross or equivalent certified lifeguard on duty?		90/50-12(10)(f)
Hot Tubs (N/A if there are no hot tubs.)		
G72. (Observe and ask.) If there is a hot tub on the premises that will be accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked?		90/50-12(11)(a)-(b)
Trampolines (N/A if there is no trampoline.)		
G73. (Ask.) Will a caregiver always be at the trampoline supervising its use whenever any child in care is on the trampoline?		90/50-12(12)(a)
G74. (Ask.) Will only one person at a time use the trampoline?		90/50-12(12)(b)
G75. (Ask.) Will children in care be allowed to do flips or somersaults on the trampoline?		90/50-12(12)(c)
G76. (Observe.) Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?		90/50-12(12)(d)
G77. (Observe.) Is the trampoline at least 6 feet (or 3 feet if there is a properly installed net) away from any structure, playground equipment, trees, and fences?		90/50-12(12)(e)
G78. (Observe.) Are there any ladders near the trampoline that children could use to access the trampoline?		90/50-12(12)(f)
G79. (Ask.) Will children be allowed to play under the trampoline when it is in use?		90/50-12(12)(g)
G80. (Observe and ask.) Is the trampoline placed over 6 inches of protective cushioning, in a 6 foot use zone or a 3 foot use zone if there is a net properly installed? If less than 6 inches of protective cushioning, is it ASTM F1292?		90/50-12(12)(i)

Maximum Capacities

Applicant's Name _____ **Date** _____
Number of Applicant's Children Ages 4 through 12 _____

Indoor Maximum Capacity

To determine the maximum capacity, first calculate the square footage of all rooms/areas of the home that the applicant identifies as those that will be used for child care. To do this, first divide each room and/or area into squares and/or rectangles sections. Then measure the length and width of each square and/or rectangle. When taking these measurements, use a tape measure and stretch it across the floor.

Use the following conversions when recording measurements:

- | | | |
|--------------------------|--------------------------|---------------------------|
| 1 inch equals .083 feet | 5 inches equal .416 feet | 9 inches equal .750 feet |
| 2 inches equal .166 feet | 6 inches equal .500 feet | 10 inches equal .833 feet |
| 3 inches equal .250 feet | 7 inches equal .583 feet | 11 inches equal .916 feet |
| 4 inches equal .333 feet | 8 inches equal .666 feet | |

Then, for each square and/or rectangle section, multiply the length times the width and add those numbers together. This is the square footage for that room/area. Add together the square footage of each room/area and divide by 35. (Carry each calculation out to three decimal points.) Do not round up to the next number.

You only need to measure until you determine there is enough square footage for the requested capacity plus the number of household members ages 4 through 12. If the calculated capacity of the rooms/areas designated for child care is less than the capacity requested by the applicant plus the number of household members ages 4 through 12, calculate the capacity of rooms/areas not designated for child care but used by the applicant's related children under age four and add those capacities to the capacities of the areas/ rooms designated for child care.

If there is enough square footage for the requested capacity plus the number of household members ages 4 through 12, there is enough square footage for the requested capacity. The requested capacity is the maximum capacity of the license/certificate.

If there is not enough square footage for the requested capacity plus the number of household members ages 4 through 12, reduce the requested capacity accordingly. The reduced number is the maximum capacity of the license/certificate.

Room/Area	Measurements	Square Footage
TOTAL INDOOR SQUARE FOOTAGE: _____		INDOOR MAXIMUM CAPACITY: _____

Outdoor Maximum Capacity

Use the same procedure for the indoor capacity, but divide by 40 instead of 35. You only need to measure until you determine there is enough square footage for the requested capacity.

Measurements of Outdoor Play Area _____

OUTDOOR MAXIMUM CAPACITY _____ This is less than the indoor maximum capacity.

Use the back of this page if more space is needed.