

Change of Location Inspection

childcarelicensing.utah.gov

Provider Name						Facility ID #	
NEW Address						Telephone #	
<i>Previous Address</i>						Telephone #	
Email Address							
Approved Capacity		Family Licensed			Residential Certificate		
Notes:							
				<p style="text-align: center;">FOR CHILD CARE LICENSING USE ONLY:</p> <p>Licensing Specialists - Please review all these items in the database and record any notes or information as needed.</p>			
				Background Screenings		DAS	
				Variances		Facility Notes	
				Is Affidavit required?		Other	
				YES		NO	
Introductory Items							
Introduce any unknown Bureau staff to the Licensee / Certificate Holder.							
Give the Licensee/Certificate Holder a brief explanation of the inspection process. Explain that if transportation is going to be offered, the vehicle needs to be inspected during the inspection.							
♦ Ask the Licensee/Certificate Holder if they want you to tell them about all noncompliance areas as you conduct the walk-through or wait until the end of the inspection. Explain that no findings will be issued during this inspection, but any noncompliant items will need to be corrected and verified before a license/certificate is given for the new location.							
YES	NO	♦ Ask if the provider rents out part of their home, or is a renter in someone else's home? Is the home subdivided, or is the outdoor area shared? <i>If yes:</i> Explain what areas of the home will be inspected, review the signed lease agreement and verify that there is a separate mailing address, a separate entrance and that there are no connecting interior doorways. Verify background screening information as required.					
Sex Offender Registry Reviewed: Review with Licensee/Certificate Holder and confirm that individuals on that registry do not have access to children in care.							
INSPECTION		DATE	START TIME	AM / PM	END TIME	AM / PM	LICENSOR(S):
SIGNATURES							
# of Items Found Out of Compliance During Inspection:		Name Of Provider Informed Of This Inspection:				Provider Signature:	
<p><i>We will email you this inspection report after the inspection is completed.</i></p> <p><i>All noncompliance items will need to be corrected and verified before any license/certificate is issued.</i></p>							

INSPECTION ITEMS C=Compliance NC=Noncompliance NA=Not Applicable CDI=Compliance During Inspection					Compliance Required By:
		RULE #	C	NC	
POSTED ITEMS					
1. ♦ (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)				CDI
2. ♦ (Ask.) Where will you post your license or certificate so parents can see it as they come and go?	1-6(3)				CDI
3. ♦ (Ask.) Will the current week's menu be available for parent review?	90/50-15(1)(b)				CDI
4. LICENSED ONLY. ♦ (Ask.) Will you be on a food program (CACFP)? If not, what menu will you use? <i>If yes: Which program?</i>	90-15(1)(b)				CDI
GENERAL ENVIRONMENT (Observe)					
5. Are emergency numbers and the home's address posted in a conspicuous place?	90/50-10(1)				CDI
6. Is there a working telephone in the home?	90/50-8(7)				CDI
7. ♦ (Ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint anywhere on the premises? <i>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)</i>	90/50-4(1)				CDI
INDOOR & OUTDOOR INSPECTION ITEMS					
8. Is the home ventilated by mechanical ventilation (a heating system) or windows that are open and have screens?	90/50-4(4)				CDI
9. LICENSED ONLY. Is the indoor temperature between 65 and 82 degrees Fahrenheit?	90-4(5)				CDI
10. Is there adequate light for the safety of children and the type of activity?	90-4(6); 50-4(5)				CDI
11. Does the home appear clean and sanitary, except for normal daily messes?	90/50-5(1)				CDI
12. 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)				CDI
13. Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment in good repair? <u>Hazards include:</u> <ul style="list-style-type: none"> • Exposed accessible electrical wiring • Accessible fiberglass insulation • Wooden equipment and furnishings that have splinters and are used by children • Equipment with cracks that could pinch a child's skin • Torn draperies or broken blinds in which a child could become entangled • Leaking plumbing other than a leaking faucet • Heat vents that are accessible to children and are missing covers 	90/50-5(3), 90/50-12(1)				CDI
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE THIS PAGE			

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	RULE #	C	NC		NA
14. LICENSED ONLY. Are there first aid supplies in the home including at least antiseptic, Band-Aids, and tweezers?	90-10(3)				CDI
SAFETY HAZARDS – assessed in all areas accessible to children					
15. Is the home free of tripping hazards (unsecured flooring or cords in walkways)?	90/50-12(2)				CDI
16. Is the home and the outdoor play area free of unstable heavy equipment a child could pull down on himself or herself?	90/50-12(3)				CDI
(Observe all.) Are the following items accessible to children both indoor and outdoor, including garages and outbuildings?					
17. ♦ (Ask.) Do you have any firearms or other weapons on your property? <i>If yes:</i> Are firearms loaded? Please show me where all firearms are kept. <i>(Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons. Firearms must be locked with a key or a combination lock, and kept separate from ammunition.) (Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, cross bows, hunting knives, and nun chucks.) Weapons must be inaccessible.</i>	90/50-12(4)(a)				CDI
18. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?	90/50-12(4)(b)				CDI
19. ♦ (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)				CDI
20. Toxic or hazardous chemicals? <i>(Ammonia; antifreeze; bleach; corroded batteries; drain cleaner; energy shots; fertilizer with weed killer; fish bowl/tank cleaners; fluorescent light tubes; gasoline; gun powder; gun solvent; household cleaners; hydrocarbons; insecticides; insect repellent; iodine; jewelry cleaner; kerosene; lighter fluid; linseed oil; liquid correction fluids, such as White Out; model glue; motor oil; nail glue; nail polish remover; paint thinner; pesticides; rubber cement; rubbing alcohol; silicone spray; solvents containing acetone; spray paint; super glue; tiki torch fuel; tile grout sealer; turpentine; vinyl adhesive remover; WD-40; water sealant; weed killer; windshield wiper fluid)</i>	90/50-12(4)(d)				CDI
21. Poisonous plants? (Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.)	90/50-12(4)(e)				CDI
22. Matches or cigarette lighters?	90/50-12(4)(f)				CDI
23. Open flames?	90/50-12(4)(g)				CDI
24. For age 4 and under, window blind or drapery cords and pacifier cords longer than 12"?	90/50-12(4)(i)				CDI
25. Sharp objects, edges, corners, or points which could cut or puncture skin? <i>(Adult scissors; box cutters; broken glass; broken toys with sharp edges; cactus; corn cob holders; dog clippers; fish hooks; hypodermic needles; lancets; paper cutter blades; razors; running fans if children's fingers could fit through the guard; sharp ends of nails or screws protruding from an object; sharp knives; syringes; tacks or pins on the floor; tools-such as saws and axes.)</i>	90/50-12(4)(h)				CDI
26. 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)				CDI
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	RULE #	C	NC		NA
27. For under age 3, 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)				CDI
28. Are toxic and hazardous chemicals stored in a labeled container?	90/50-12(5)				CDI
29. 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)				CDI
INFECTION CONTROL					
30. 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?	90-16(8); 50-16(7)				CDI
31. 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)				CDI
MEDICATIONS – Medications do not include topical antiseptic cream or ointment, diaper cream, sunscreen, baby powder, teething gel or tablets, lotion, simethicone gas drops or pills, saline only drops or spray, or hydrocortisone cream unless any of these are prescription strength. Over-the-counter medications <u>do</u> include vitamins and herbal supplements because these can be harmful if an overdose is taken.					
32. ♦ (Ask.) Where will you keep prescription and over-the-counter medications, including vitamins and herbal supplements?	90-17(3); 50-17(2)				CDI
33. ♦ (Ask. If yes, observe.) Will you have any refrigerated medications? <i>If yes:</i> How will you store refrigerated medications?	90-17(3); 50-17(2)				CDI
BATHROOMS					
34. Is there a working toilet and hand washing sink accessible to non-diapered children?	90/50-4(2)				CDI
35. Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)?	90/50-4(3)				CDI
36. Is hot water accessible to children at or below 120 degrees?	90/50-12(7)				CDI
37. Is soap available for children to wash their hands?	90/50-16(2) (a)-(d)				CDI
38. LICENSED ONLY. Are only single-use towels or individually labeled cloth towels used by children to dry hands after hand washing?	90-16(4)				CDI
39. Is toilet paper accessible to children and kept on a dispenser?	90-16(5); 50-16(4)				CDI
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NAPPING					
40. LICENSED ONLY. ♦ (Ask.) Where will children rest or sleep?	90-18(1)				CDI
41. ♦ (Ask.) 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)				CDI
CRIBS (N/A if there are no cribs or only porta-cribs.)					
42. Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?	90/50-24(11)(a)				CDI
43. Do all cribs that will be used by children in care have tight fitting mattresses?	90/50-8(2)				CDI
44. Do all cribs that will be used by children in care have slats spaced no more than 2-3/8" apart?	90/50-24(11)(b)				CDI
45. Do all cribs that will be used by children in care have at least 20" from the top of mattress to top of the crib rail, or at least 12" if the child who will be using the crib cannot sit up without assistance?	90/50-24(11)(c)				CDI
46. 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)				CDI
INFANT AND TODDLER CARE – Are there any infants or toddlers in care?		YES	NO		
47. ♦ (Ask.) Will there be any infant walkers with wheels being used or accessible to any child in care?	90/50-24(14)				CDI
48. ♦ (Ask.) Will infants and toddlers have access to objects made of Styrofoam?	90/50-24(15)				CDI
49. ♦ (Ask.) 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)				CDI
GENERAL OUTDOOR ENVIRONMENT					
50. ♦ (Ask.) Is there an outdoor play area and is it safely accessible to children?	90/50-6(1)				CDI
51. If required by rule, is there a 4' fence or wall, or a solid natural barrier at least 4' high? <i>A 4' fence or natural barrier is required around the outdoor play area if:</i> <ul style="list-style-type: none"> • 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 <i>A 4' fence or natural barrier is required to separate the following hazards from children:</i> <ul style="list-style-type: none"> • 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 5' on the property or within 50 yards of the property line • Barbed wire within 30' of the children's play area 	90/50-6(3)-(4)				CDI
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52. 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)				CDI
53. ♦ (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)				CDI
54. ♦ (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)				CDI
55. ♦ (Ask.) Will drinking water be available to children who are outside whenever the outside temperature is 75 degrees or higher?	90/50-6(9)				CDI
OUTDOOR SAFETY HAZARDS (<i>Standing water does not include temporary puddles due to rainfall or sprinklers.</i>)					
56. ♦ (Ask.) What will happen in bad weather? Will entrances, exits, steps, and outside walkways be maintained in a safe condition, and free of ice, snow, and other hazards?	90/50-5(4)				CDI
57. ♦ (Ask.) 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)				CDI
58. Is the outdoor play area and equipment free of harmful objects and standing water? <u>Harmful objects include:</u> <ul style="list-style-type: none"> • 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. • Unstable 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)				CDI
OUTDOOR PLAY EQUIPMENT (Observe all.) Is there any outdoor play equipment? YES NO					
59. 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)				CDI
60. LICENSED ONLY. Does outdoor stationary play equipment that will be used by any child in care have a 3' use zone? Is stationary play equipment placed over a hard surface such as cement, asphalt, or packed dirt?	90/50-6(10)				CDI
LICENSED ONLY. Do any of the following hazards exist on or within the use zone of, 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?					
61. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33")	90/50-6(12)				CDI
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62. 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)				CDI
63. Crush, shearing, or sharp edge hazards?	90/50-6(14)				CDI
64. LICENSED ONLY. Tripping hazards?	90-6(15)				CDI
WADING AND SWIMMING POOLS - Are there any swimming or wading pools on the premises?		YES	NO		
65. ♦ (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)				CDI
66. ♦ (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)				CDI
67. ♦ (Ask.) Will wading pools be emptied and sanitized after each use?	90/50-12(9)(c)				CDI
68. ♦ (Ask.) Will you obtain parental permission before children use pools?	90/50-12(9)(d)				CDI
If there is a swimming pool on the premises that is not emptied after each use?		YES	NO		
69. 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)				CDI
70. Does the pool appear to be maintained in a safe manner?	90/50-12(10)(d)				CDI
71. ♦ (Ask.) If the pool is over 6' deep and when it is in use, will there be a Red Cross or equivalent certified lifeguard on duty?	90/50-12(10)(f)				CDI
HOT TUBS - Are there any hot tubs on the premises?		YES	NO		
72. ♦ (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 4' fence, or equipped with a properly working locking cover that is locked?	90/50-12(11) (a)-(b)				CDI
TRAMPOLINES - Are there any trampolines indoor or outdoor?		YES	NO		
73. ♦ (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)				CDI
74. ♦ (Ask.) Will only one person at a time use the trampoline?	90/50-12(12)(b)				CDI
75. ♦ (Ask.) Will children in care be allowed to do flips or somersaults on the trampoline?	90/50-12(12)(c)				CDI
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	C	NC	NA	
76. Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?	90/50-12(12)(d)			CDI
77. Is the trampoline at least 6' (or 3' if there is a properly installed net) away from any structure, playground equipment, trees, and fences?	90/50-12(12)(e)			CDI
78. Are there any ladders near the trampoline that children could use to access the trampoline?	90/50-12(12)(f)			CDI
79. ♦ (Ask.) Will children be allowed to play under the trampoline when it is in use?	90/50-12(12)(g)			CDI
80. Is the trampoline placed over 6" of protective cushioning, in a 6' use zone or a 3' use zone if there is a net properly installed? If less than 6" of protective cushioning, is it ASTM F1292?	90/50-12(12)(i)			CDI
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MAXIMUM CAPACITIES

Applicant's Name:	
Number of Applicant's own 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 by the width and add those numbers together. This is the square footage for that room/area.
- ◆ Add together the square footage of each room or 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 TOTALS
	LENGTH	WIDTH	
TOTAL INDOOR SQUARE FOOTAGE:			Indoor Maximum CAPACITY: <input type="text"/>

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.

OUTDOOR AREA	MEASUREMENTS		SQUARE FOOTAGE TOTALS
	LENGTH	WIDTH	
Outdoor Play Area			
OUTDOOR MAXIMUM CAPACITY:			<input type="text"/>
This is less than the indoor maximum capacity			