



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 01**      **ISSUE 1**  
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**EFFECTIVE:** 09/20/2010  
Updated

**SUBJECT: SAFE ENVIRONMENT AGENCY PROCEDURE**

**APPROVED:**

  
**BY: Ron Griffin, Director**

**PURPOSE**

To ensure all Preschool Services Department sites and staff exercise proper procedures to provide a safe environment to the children and families we serve in all programs.

**POLICY**

Preschool Services Department has established the following procedure to ensure the on-going monitoring of the facilities, staff responsibilities in their perspective service area, and program progress towards achieving program goals and complying with Performance Standards -1304.51 (i) (2), and 1304.53 (a) (viii).

**REFERENCE**

Head Start Performance Standards 1304.51 (i) (2), and 1304.53 (a) (viii).

**PROCEDURE**

The procedure is as follows:

1. The Site Supervisor will ensure the completion of the Safe Environment Checklist daily.
2. In Site Supervisor's absence, the Lead Teacher will be the designated back-up person.
3. The Safe Environment checklist will be dated and initialed daily, and kept in a binder at the site.
4. The Site Supervisor and custodian will ensure the completion of the monthly Safe Environment Checklist. The Site Supervisor will date and sign.
5. The Site Supervisor will forward a copy of the weekly and monthly Safe Environment report to their program Manager who will forward a copy to the Quality Assurance Manager.
6. Program Managers will bring all Health and Safety related issues to the Administrations' weekly Management Team Meetings to be addressed.
7. All emergency issues related to Health and Safety is reported immediately to both

Butler Building and Site Program Manager.

8. Facilities Maintenance Manager will inform Licensing Staff Analyst who will follow up to ensure correction or a plan of action for correction within 10 working days.
9. Butler Building Clerk will record receipt of work order from the site.
10. Butler Building Clerk will record completion date of work order.
11. Sites will receive a copy of the Maintenance Work Order Report every week from Butler Building Clerk
12. Facility Maintenance Manager will be responsible for documenting exceptions and plan of action for issues that extend beyond immediate and 10 day timelines on the Maintenance Environment Work Order Report.
13. Facility Maintenance Manager is responsible for the procedure operation.

## OUTDOOR/INDOOR DAILY CHECKLIST

SITE: \_\_\_\_\_ SUPERVISOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Outdoor	Check Daily	Mon	Tues	Wed	Thurs	Fri
1	Ensure there is no broken equipment or hazards on the playground.					
2	Ensure all wheeled toys are in good and clean condition.					
3	Ensure there are adequate sand and/or woodchips under playground equipment for cushioning.					
4	Ensure sand and woodchips are raked and disinfected at least twice per week.					
5	Ensure drinking fountains clean with no leaks.					
6	Ensure no leaking faucets or standing water.					
7	Check light bulbs and replace if necessary.					
8	Check windows for cracks and cleanliness.					
9	Ensure the site and playground is free from debris and trash. (Cigarette butts, paper, cans, overgrown weeds, etc.).					
10	Ensure bathrooms are clean and properly disinfected.					
11	Ensure trash is stored in a safe and sanitary manner until it is collected. Trash receptacles must remain covered when not in use.					
12	Ensure staff, volunteers, and children wash hands throughout the day with soap.					
13	Ensure Mobile Mini's locked at all times.					
14	Post the daily cleaning schedule.					
15	Ensure caution signs are used as needed.					
16	Ensure exits signs and emergency evacuation routes are posted.					
17	Ensure each child is accounted for by conducting a check and count in place.					
18	Ensure adults provide supervision in playground using active supervision techniques.					
19	Ensure staff and volunteers have access to latex gloves and appropriate disinfectants when spills occur.					
20	Ensure building entrances and parking areas are well lighted.					

Indoor	Check Daily	Mon	Tues	Wed	Thurs	Fri
1	Ensure bottled water dispensers are clean and free of standing water and mold.					
2	Ensure classrooms and restrooms are free of hazards and odors.					
3	Ensure there is no broken equipment or materials in the classroom.					
4	Ensure no staff related items are in the classroom, Examples include: purses, cell phones, drinks, and food (See Prohibited Items Memo).					
5	Ensure disinfectants, cleaning solutions, poisons, other items that could pose a danger if readily available to children are stored where they are inaccessible to children.					
6	Ensure medicines shall be stored as specified in Title 22, Section 101226(E) separately from food and not stored in food storage areas used by or for children.					
7	Ensure electrical sockets are covered.					
8	Ensure area and classroom rugs are clean.					
9	Check that flashlights and emergency lighting are in working order.					
10	Ensure caution signs are in place when mopping floors.					
11	Ensure vacuum cleaner bags are emptied daily.					
12	Ensure carpet and tiles are cleaned and free of hazards.					
13	Clean and sanitize toys daily.					

List any other items identified and indicate if work order was submitted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Supervisor or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OUTDOOR/INDOOR MONTHLY CHECKLIST

	Check Monthly	Date & initial					
1	Check Smoke Detectors and Carbon Monoxide Detectors.						
2	Check Alarm System and batteries.						
3	Conduct a Test/Run of Generators quarterly.						
4	Ensure Fire Extinguishers are updated and initialed monthly by appropriate staff on the back of the tag.						
5	Ensure First Aid/Quick Kits are fully stocked and located out of reach of children including the checklist.						
6	Herbicides/Pesticides (as needed).						
7	Ensure Disaster Plan and Exit Signs are current and up to date.						
8	Ensure window coverings are clean and in working order.						
9	Ensure ceiling has no leaks and that tiles are replaced as needed.						
10	Ensure ceiling vents are clean.						
11	Ensure food items are stored separate from poisons/chemicals.						
12	Ensure staff that handles food has active Food Handler's Cards posted.						
13	Ensure staff "wash hands with soap signs" are posted above sinks in bathrooms & kitchen food areas.						
	Ensure emergency drills are practiced monthly related to fire and/or weather).						
14	Check for batteries – Indicate number of each size battery.	AAA	AA	C	D	9V	Other

List any other items identified and indicate if work order was submitted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Supervisor or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_