State of NM Classroom Checklist

Classrooms	Room #2	Room #3	Room #4	Room #5	Room #6	Room #8	Room #9	Room #10	Room #11	Room #12	Room #13 3A	Room #14	Room #19	Room #23 3B
Capacity of room & ratios posted														
Daily Activity Schedule posted														
Check Evacuation Plan posted														
Check Equipment (enough supplies & activities for the amount of children, age appropriate)														
Bottles and cups labeled														
Check the Lights Shielding														
Check for Plug Covers														
Check for Running Water Hot/Cold														
Hand washing: staff/children after diapering and before preparing/eating food														
Check staff/child ratios														
Check for unattended children														
Identifiable Learning Centers/Areas														
Learning centers clearly defined using shelves and furniture														
TV - one hour/day														
Listen for music - Age appropriate?														
Listen to how teacher talks to children														

TLC Development Centers

Date: _____

Administration Records

_____	Renewal Application mailed Date _____
_____	License Posted
_____	Fire Inspection Posted - ***CHECK DATES!***
_____	Current fire inspection
_____	Environmental Health Inspection Posted
_____	Dated weekly menus posted 8.16.2.22.A(3)
_____	Discipline Policy Posted
_____	Current Notifiable/Communicable Diseases Posted
_____	Last Licensing Survey Posted
_____	State Regs Posted
_____	Mission Statement
_____	Philosophy Statement
_____	Curriculum Statement
_____	Parent Handbook
_____	Personnel Handbook 8.16.2.22G
_____	Sign In/Out 8.16.2.22E(1)(i)
_____	Policy and Procedures 8.16.2.22C(1-7)
_____	Dated Weekly Work Schedule 8.16.2.22F(2)
_____	Person in Charge while Director is out
_____	Weekly playground inspections
_____	Vehicle Maintenance Log
_____	Fire Drill log
_____	Disaster Preparedness 8.16.2.22C(7)

http://www.health.state.nm.us/erd/healthdata/pdf/Notifiable%20DC%20043009.pdf

Office / Building:

_____	Check Emergency Number next to phone (Fire, Police, Ambulance, and Poison Control)
_____	Check Fire Extinguishers (one in kitchen and one centrally located with inspection tag - to be tested annually)
_____	Exit signs illuminated
_____	Check First Aid Kit:
	Band Aids, Guaze Pads, Adhesive Tape, Scissors, Soap, Non Porous Gloves,
_____	Thermometer
_____	Check Medication Box (LOCKED) and Sheet - Parent's Initials & be sure expired medication is discarded
_____	Check smoke detectors
_____	Check Emergency Lights

Housekeeping:

_____	Ceiling Tiles
_____	Dangerous materials inaccessible to children
_____	Trash can in kitchens & outdoor area w/ tight fitting lid

Naps / Rest:

_____	Cribs / Mats 30" apart
_____	Check Cribs (clean and in good repair)
_____	Labeled cots / mats
_____	Mats at least 3/4 " thick
_____	Staff/Child ratios maintained

Infants:

- No propping bottles or children sleeping with bottles
- No child sleeping in high chair, swing, or seat
- No pillow in cribs
- Infant placed on back for sleeping
- Evacuation Crib

Diapering & Toilets:

- Toilet paper, soap, paper towels
- Ventilation
- Clean
- Staff wear gloves & wash hands after diapering
- Child's personal items labeled, Soiled diapers/ container w/ tight fitting lid
- Diapers changed on waterproof/disinfected surface

Kitchen:

- Check Refrigerator (41° / Freezer 0 ° or below) for thermometers
- Check Refrigerator for cleanliness
- Open food labeled & dated
- Check pantry for open containers

Playground:

- Equipment safe and securely anchored
- ***Equipment inspections weekly - documented***
- Fence at least 4' high and 1 latch gate for emergency exit
- Energy absorbing surfaces in Fall Zones:

Equipment Height	Fine Sand	Coarse Sand	Fine Gravel	
	Uncompressed Depth of Material			For poured or installed foam rubber surfaces, the materials must meet the ASTM F129 requirements with written verification from the manufacturer.
5' or less	6"	6"	6"	
6'	12"	12"	6"	
7'	12"	12"	9"	
8'	12"	12"	12"	
9'	12"	N/A	12"	
10'	N/A	N/A	12"	

- Sufficient equipment for outdoor activities
- Separate area for children under 2 for crawling safety
- Playground capacity posted

Vans:

- Proof of insurance & registration in the vehicle
- Driver's License of all van drivers
- Check vans for equipment:
  - Fire Extinguisher, First-Aid Kit W/ MANUAL, Water, Blanket
- Clean and inspected - Inspections DOCUMENTED