GRANDMA'S HOUSE | DAILY FACILITY SAFETY

BEFORE OPENING • Complete and resolve hazards before admitting children

Date: _____ Checked by: _____ Time: _____

1 | CABINETS, LOCKS & RESTRICTED SPACES

☐ Physically tug/test the safety latch on EVERY child-accessible cabinet and drawer (kitchen, bathrooms, playroom, garage and storage).

☐ Emergency supply room door LOCKED; test handle/lock. Emergency equipment remains quickly accessible to authorized adults.

☐ Off-limits bedrooms, closets, office, garage and storage secured; hazardous items inaccessible; adult access to emergency exits maintained.

☐ Poisons, detergents, cleaners and other dangerous items stored inaccessible; poison/dangerous-weapon storage LOCKED; medicines, tools and sharps secured.

☐ Outlet protection, cords, window-covering cords, gates, stairs (where applicable), furniture and shelving checked for hazards.

2 | CLEANLINESS, ROOMS & FOOD

☐ Floors, play surfaces, toilets/diaper area and high-touch spots clean; no spills, pests, clutter or accessible choking hazards.

☐ Soap, drying supplies, diapering and trash supplies available; covered/secured waste and soiled linens.

☐ Food-prep surfaces and utensils clean; children's food labeled where brought from home and stored/refrigerated appropriately.

☐ Comfortable temperature, ventilation, lighting, drinking water and working telephone confirmed.

3 | PHYSICAL & FIRE SAFETY

☐ All approved indoor/outdoor care spaces walked; toys/furniture/equipment safe, intact and not recalled; no baby walkers.

☐ Outdoor play area boundaries and gate latches secure; pool/spa/pond/standing-water barriers checked if applicable.

☐ Smoke detector, carbon monoxide detector and fire extinguisher present; no visible fault/damage (perform functional tests on scheduled intervals).

☐ Fireplace/heater screens or guards safe where applicable; escape routes clear and usable.

4 | CHILD & EMERGENCY READINESS

☐ First-aid kit, charged phone, emergency numbers, current roster and child emergency cards available.

☐ Written disaster plan and evacuation supplies accessible; check for any drill or maintenance follow-up due.

☐ Planned attendance/ages and qualified staff coverage checked against license capacity and infant ratios.

☐ If infants enrolled: approved crib/play yard, firm fitted mattress/sheet, no loose items or bumpers; safe-sleep monitoring forms and 15-minute checks ready.

OPENING DECISION: ☐ Safe to open ☐ HOLD — hazard isolated/corrected before children enter

Issue / action: _____

Signature: _____

Built from Child Care Homes Standard Tool" (tabs: Physical Plant; Care and Supervision; Facility Administration; Records; Staffing Ratio and Capacity; Personal Rights), especially CCR §§102417, 102425, 102416.5, 102421 and HSC §1597.543. Additional daily cabinet latch tests, opening/closing checks and the emergency supply room lock check are Grandma's House internal preventive practices—not represented as separately mandated daily CDSS procedures.

GRANDMA'S HOUSE | DAILY FACILITY SAFETY

AFTER CLOSING • Complete after the final child is released

Date: _____ Checked by: _____ Time: _____

1 | ATTENDANCE & ACCOUNTABILITY

☐ All children released to authorized adults; confirm sign-outs and reconcile final headcount.

☐ Sweep all rooms, bathrooms, closets, nap spaces, garage and outdoor areas to confirm no children remain.

☐ Confidential child records, roster, medication and special-care information stored securely.

2 | CLEAN & RESET FOR TOMORROW

☐ Clean and sanitize tables, learning stations, shared toys, high-touch fixtures and appropriate changing surfaces.

☐ Sweep/vacuum/mop as needed; remove food debris, choking hazards, spills and trash; address pest or maintenance issues.

☐ Clean and restock bathroom, handwashing and diaper supplies; secure waste, soiled bedding and laundry.

☐ Clean food preparation/eating areas; label/store/refrigerate or discard food correctly; secure food-service tools.

☐ Wash/replace soiled infant linens, inspect crib/play-yard surfaces and remove unsafe sleep items.

☐ Store materials neatly and inspect for damaged/recalled toys, furniture and equipment.

3 | PHYSICAL LOCK TEST — REPEAT AFTER RESTOCKING

☐ Physically TEST every child safety cabinet/drawer latch again after cleaning or restocking.

☐ LOCK emergency supply room and test door handle; restricted rooms, tools, medicines and chemicals secured.

☐ Check gates/fences and any pool or water-hazard barriers; outdoor materials safe and secured.

☐ Clear escape paths; check smoke/CO alarm fault indicators and extinguisher condition; no fire/heater hazards.

☐ Check doors/windows, security measures and adult-only storage; do not lock or obstruct needed emergency egress.

4 | CLOSEOUT & FOLLOW-UP

☐ Document incidents, equipment defects, failed locks, supply shortages or maintenance problems in corrective-action log.

☐ If hazards remain, block child access, designate owner and due date, and flag for next opening review.

☐ Check first-aid, hygiene, food and activity supplies for next day; verify safe room setup.

CLOSING STATUS: ☐ Secure / ready for next day ☐ Follow-up required

Issue / action: _____

Follow-up owner: _____ Due: _____ Signature: _____

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PERIODIC COMPLIANCE REMINDERS • Not all items are required daily

Date: _____ Checked by: _____ Time: _____
Use this page as a reminder alongside separate records; it does not replace formal required logs or licensing inspections.

EACH DAY WHEN APPLICABLE

☐ During care: maintain active supervision and accurate attendance; observe child health and follow illness procedures.
☐ Infant sleep: place infants under 12 months on backs unless a valid documented medical exemption; no swaddling, covered heads, or car-seat sleeping.
☐ For sleeping infants, conduct/document physical checks every 15 minutes and monitor for distress; maintain required visibility/proximity.
☐ Keep infant sleeping plans and any applicable physician exemptions current and available.

SCHEDULED / AS NEEDED

☐ Fire and disaster drills: conduct at least once every SIX MONTHS and retain date/time documentation (CCR 102417(g)(9)(A)).
☐ Test/maintain smoke and CO alarms, fire extinguisher, safety devices and first-aid stock per manufacturer or applicable schedule.
☐ Review infant equipment for recalls, expired products, crib/play-yard safety and appropriate bedding.
☐ Review current child roster, emergency cards, immunization information and parent-rights notices/records.
☐ Verify required staff training/CPR-first aid qualifications and license capacity/staffing arrangements.
☐ Before converting garage/off-limits spaces or making specified building/grounds changes, follow CDSS notification/approval requirements.

CORRECTIVE ACTION / EXCEPTION LOG

Date: _____ Checked by: _____ Time: _____
Critical rule: For any immediate hazard or failed lock, prevent child access and correct or safely isolate the condition BEFORE children use the area. Recheck and document resolution.

Date / time / location	Finding / failed check	Immediate protective action / owner	Resolved / rechecked at / initials

Next opening review required: ☐ Yes ☐ No Reviewed by: _____ Date/time: _____

Additional notes:

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