

## Appendix M

### Daily Indoor Safety Checklist

	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
1. Walkways and indoor/outdoor play areas are clean and free from tripping hazards, clutter, or potentially harmful debris.						
2. Windows and steps have necessary guards blocking children's access.						
3. Doorways to unsupervised areas are closed and locked.						
4. Safety latches on cupboards and drawers are in good working order.						
5. Electrical outlets are covered, and cords are not accessible to children.						
6. Heaters and fans are inaccessible to the children.						
7. Cleaning materials are in secured cabinets.						
8. Toys are stored safely and easily accessible by the children.						
9. Toys are clean and in good repair.						
10. Children's furniture (highchairs, cribs) is clean and in good working order.						
11. Sinks and toilets are clean.						
12. Food preparation areas are clean and disinfected.						
13. Indoor and outdoor trash cans are covered, empty, and clean.						
14. Cribs are empty of all materials (pillows, toys, bumper pads, stuffed animals).						
15. Cribs are placed at least three feet apart.						
16. First aid kit and medications are properly stored and only accessible to adults.						
17. First aid kits have been re-stocked.						
18. Materials have been restocked (diapers, wipes, paper towels, toilet paper, etc.).						
19. Fire extinguisher is in place.						
20. Emergency numbers are posted in an easily viewed area.						

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