

**MONTHLY BUILDING & GROUNDS CHECKLIST \* MONTH of \_\_\_\_\_**

| MON | TUE | WED | THUR | FRI | Areas Checked                                  |
|-----|-----|-----|------|-----|--|
|     |     |     |      |     | Smoke detectors for new batteries              |
|     |     |     |      |     | Flashlights in every room for new batteries    |
|     |     |     |      |     | Holes in walls or fencing outside              |
|     |     |     |      |     | Shake outdoor play equipment for sturdiness    |
|     |     |     |      |     | Toys for dangerous, broken, and/or sharp edges |
|     |     |     |      |     | Toys for cleanliness                           |
|     |     |     |      |     | Ants in the yard or insects inside             |
|     |     |     |      |     | Grass mowed and trimmed                        |
|     |     |     |      |     | First aid supplies in Center & van complete    |
|     |     |     |      |     | GAS, FIRE, HEALTH inspections are current      |
|     |     |     |      |     | Fire drills held every month & documented      |
|     |     |     |      |     | Emergency drills twice a year & documented     |
|     |     |     |      |     | Check tires on van for signs of wear, hazards  |

*All required documentation must be located on premises of the center.*

**Are there any other possible hazards in the or related to :**

|                              | YES | NO | COMMENTS: |
|------------------------------|-----|----|-----------|
| <b>Center?</b>               |     |    |           |
| <b>Yard(s)?</b>              |     |    |           |
| <b>Van / Transportation?</b> |     |    |           |
|                              |     |    |           |
|                              |     |    |           |