

Group Child Care Home Certification Inspection Instrument (Initial)

Facility Name:	PCID:
Certification Representative:	Inspection Date:

Key: ✓ = Compliant O = Non-compliant, notes if applicable N/A = Not Applicable EX = Exemption on file UA = Unable to assess

Entrance Interview

✓ or O	Code	Description	Notes
	§ 3280.23	Departmental access, as applicable	

- Introduce self and show ID
- Inform Legal Entity (LE / Primary Staff Person) of the reason for inspection
- Verify ID for Primary Staff Person/Responsible Staff Person _____

✓ or O	Code	Description	Notes
	§ 3280.95 (b)	Primary staff or designated staff person ensures fire detection requirements are met	

Posted Notices

✓ or O	Code	Description	Notes
	§ 3280.26(d)	Emergency plan	
	§ 3280.94(a)(5)	Evacuation routes on each floor	

Required Paperwork on File

✓ or O	Code	Description	Notes
	§ 3280.15(b)	Certificate of Occupancy <ul style="list-style-type: none"> - Ask about structural changes - Any noted restrictions - Check regional office file _____ or on site _____ 	
	§ 3280.14/3280.20	Written policy to address the following: <ul style="list-style-type: none"> ___ Recognition of potential signs/symptoms of shaken baby syndrome and abusive head trauma ___ Strategies for coping with a crying, fussing, or distraught child ___ The prevention and identification of child maltreatment 	
	§ 3280.17	Liability insurance	
	§3280.26(a)(e)	Emergency plan including:	facility's written plan Parent letter
	(a)(1)	Shelter and lockdown	
	(a)(2)	Evacuation	
	(a)(3)	Method to contact parents	
	(a)(4)	Method to inform parents emergency has ended and instructions for how to safely be reunited with their children	
	(a)(5)	Accommodations for infants, toddlers, children with disabilities, and children with chronic medical conditions (if applicable)	
	(f)	Emergency plan and subsequent plan updates sent to the ___local municipality and ___county EMA	
	§ 3280.14/3280.20	Emergency plan addresses continuity of operations and specifies the role of a volunteer, if applicable.	

	§ 3280.95(a)(b)	Documentation of testing every 30 days OR Documentation of annual testing from a fire safety professional (if unable to test) Proof of purchase of interconnected system (if applicable)	
	§ 3280.118(a-c)	Pets	

Fire Safety

✓ or O	Code	Description	
	§ 3280.91(a-c)	Exits (a-c)	
	§ 3280.92(a-c)	Space heaters (a-c)	
	§ 3280.93	Fireplaces and stoves	
	§ 3280.94(a)(6-8)	Fire drills and evacuation plan	
	§ 3280.95(a)(b)	Act 62; operability of fire detection devices/systems, fire extinguisher (as applicable)	
	§ 3280.20	Conditions at the facility may not pose a threat to the health or safety of the children.	

Physical Site

✓ or O	Code	Room #/Name	1	2	3
	§ 3280.61	Measurement and use of indoor space			
	§ 3280.62	Measurement and use of play space			
	§ 3280.63	Unsafe areas in outdoor space			
	§ 3280.64	Outside walkways			
	§ 3280.65	Protective electrical covers			
	§ 3280.66(a-d)	Toxics			
	§ 3280.70	Indoor Temperature			
	§ 3280.71	Water pipes, other sources of heat			
	§ 3280.72(a-d)	Ventilation			
	§ 3280.73	Telephone			
	§ 3280.75(a-d)	First-aid kit			
	§ 3280.76	Building surface			
	§ 3280.77(a-g)	Paint / Plaster			
	§ 3280.79	Firearms / Storage (residence only)			
	§ 3280.81(a-c)	Toilet areas			
	§ 3280.101(a-c)	Type of play equipment			
	§ 3280.102(a-f)	Condition of play equipment			
	§ 3280.104	High chairs			
	§ 3280.106	Refrigerator (45° F or below)			
	§ 3280.115	Water activity / Pool accessibility			
	§ 3280.116	School-age children / Homework			

Exit Interview

✓ Review areas of non-compliance prior to leaving	✓ Address any provider questions
✓ Allow provider to locate missing paperwork	✓ Obtain plans of correction if time permits
✓ Provide technical assistance as needed	✓ Review next steps in process