

|                                      |                         |
|--------------------------------------|-------------------------|
| <b>Facility Name:</b>                | <b>PCID:</b>            |
| <b>Certification Representative:</b> | <b>Inspection Date:</b> |

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

**School Building Yes or No (If no, complete additional section on last page)**

### Entrance Interview

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

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

### 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"> <li>- Ask about structural changes</li> <li>- Any noted restrictions</li> <li>- Check regional office file _____ or on site _____</li> </ul>   |                         |               |
|        | § 3280.17   | Liability insurance  |                         |               |
|        | § 3280.14/ 3280.20  | Written policy to address the following:<br>___ Recognition of potential signs/symptoms of shaken baby syndrome and abusive head trauma<br>___ Strategies for coping with a crying, fussing, or distraught child<br>___ The prevention and identification of child maltreatment                |                         |               |
|        | § 3280.14/ 3280.20<br>SA only in School Building<br>(Effective 10/1/2024) | <b>If applicable:</b> Written agreement between school and child care program's legal entity documenting the school's process for the disposal of hazardous materials and biological contaminants if the child care program's facility is unable to meet requirements of Announcement C-24-01. |                         |               |
|        | § 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 ___ N/A infants, ___ N/A 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 & specifies the role of all facility persons including volunteers.   |                         |               |

|  |                 |      |  |
|--|-----------------|------|--|
|  | § 3280.118(a-c) | Pets |  |
|--|-----------------|------|--|

**Fire Safety**

| ✓ or O | Code           | Description   | Notes |
|--------|----------------|---|-------|
|        | § 3280.91(a)   | Exits   |       |
|        | § 3280.92(a-d) | Space heaters   |       |
|        | § 3280.93      | Fireplaces and stoves   |       |
|        | § 3280.20      | ONLY for programs not located in a school building: Act 62; operability of fire detection devices/systems |       |

| ✓ or O | Code      | Description   | Notes |
|--------|-----------|---|-------|
|        | § 3280.20 | Conditions at the facility may not pose a threat to the health or safety of the children. |       |

**Physical Site**

| ✓ or O | Regulation                                       | Room # / Name   | 1 | 2 | 3 | 4 |
|--------|--|---|---|---|---|---|
|        | § 3280.101(a-c)                                  | Type of play equipment  |   |   |   |   |
|        | § 3280.102(a-c)                                  | Condition of play equipment   |   |   |   |   |
|        | § 3280.115(a)(b)                                 | Water activity / Pool accessibility   |   |   |   |   |
|        | § 3280.14/§ 3280.20<br><br>(Effective 10/1/2024) | <b>Cleaning materials and other toxics shall be:</b><br><input type="checkbox"/> Kept in an area or container that is locked or made inaccessible to children.<br><input type="checkbox"/> Stored in an original labeled container or in a container that specifies the content.<br><input type="checkbox"/> Stored away from food and food prep areas and child care spaces.<br><input type="checkbox"/> Used in a way that does not contaminate play surfaces, food, food preparation areas and does not constitute a hazard to the children. |   |   |   |   |
|        | § 3280.14/§ 3280.20<br><br>(Effective 10/1/2024) | <b>Sanitation:</b><br><input type="checkbox"/> Trash shall be removed from the facility at least once per day.<br><input type="checkbox"/> Trash shall be removed from the facility grounds at least once per week.<br><input type="checkbox"/> Trash that has been contaminated by human secretions or excrement shall be contained in closed, plastic lined receptacles.  |   |   |   |   |

**Exit Interview**

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

**APPLICABLE ONLY TO SCHOOL-AGE PROGRAMS NOT LOCATED IN A SCHOOL BUILDING**
**Required Paperwork on File**

|  |                  |   |  |
|--|------------------|---|--|
|  | <b>§ 3280.20</b> | ONLY for programs not located in a school building:<br>___ Documentation of testing every 30 days OR<br>___ Documentation of annual testing from a fire safety professional (if unable to test)<br>___ Proof of purchase of interconnected system (if applicable) |  |
|--|------------------|---|--|

**Physical Site**
**APPLICABLE ONLY TO SCHOOL-AGE PROGRAMS NOT LOCATED IN A SCHOOL BUILDING**

| ✓ or O | Regulation   | Room # / Name  | 1 | 2 | 3 | 4 |
|--------|--|--|---|---|---|---|
|        | <b>§ 3280.14/§ 3280.20</b><br><br><b>(Effective 10/1/2024)</b> | <b>Cleaning materials and other toxics shall be:</b><br><input checked="" type="checkbox"/> Kept in an area or container that is locked or made inaccessible to children.<br><input type="checkbox"/> Stored in an original labeled container or in a container that specifies the content.<br><input type="checkbox"/> Stored away from food and food prep areas and child care spaces.<br><input type="checkbox"/> Used in a way that does not contaminate play surfaces, food, food preparation areas and does not constitute a hazard to the children. |   |   |   |   |
|        | <b>§ 3280.61</b>   | Measurement and use of indoor space  |   |   |   |   |
|        | <b>§ 3280.62</b>   | Measurement and use of play space  |   |   |   |   |
|        | <b>§ 3280.69</b>   | Water  |   |   |   |   |
|        | <b>§ 3280.72(a)</b>  | Ventilation  |   |   |   |   |
|        | <b>§ 3280.73</b>   | Telephone  |   |   |   |   |
|        | <b>§ 3280.76</b>   | Building surface   |   |   |   |   |
|        | <b>§ 3280.79</b>   | Firearms   |   |   |   |   |
|        | <b>§ 3280.81(a)(c)</b>   | Toilet areas   |   |   |   |   |