  **Classroom/Outdoor Cleaning & Inspection Log**

**Policy:** **Maintenance of Premises**

The premises shall be maintained **daily** in a clean and safe condition and shall not pose a threat to health or safety. Examples: Floors are clean and safe; rooms are free of unnecessary clutter; cords (drapes, blinds, appliances) are out of reach of children; the center is free of insect and rodent infestation; outside grounds are free of debris, animal waste, standing water, tripping hazards; hazardous items are inaccessible to children such as sharp objects, cleaning supplies, plastic bags, garbage; ground covering meets standards (rake wood chips as needed).

**Site/Teacher**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time | Outdoor | Indoor | **List Any and All Hazards** | Person Reported to if Required | Corrective Action Taken | Staff Signature |
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**Weekly- Carbon Monoxide and Smoke Detector Inspection Log Policy:**

Centers shall properly install and maintain all detectors in operable condition in accordance with manufacturer's recommendations. Manufacturer's Instructions/Manuals are accessible on site. Carbon Monoxide and Smoke Detectors are to be tested at least weekly.

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| Date | Carbon Monoxide  **Exp. Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Smoke Detector  **Exp. Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Staff Signature |
|  | Week 1 Status: | Week 1 Status: |  |
|  | Week 2 Status: | Week 2 Status: |  |
|  | Week 3 Status: | Week 3 Status: |  |
|  | Week 4 Status: | Week 4 Status: |  |

References: R400.8380 (1) R400.8540 (3) HS 1302.47 GSRP: Classroom Requirements

**Distribution: Original-Teacher Copy-Site Supervisor/Coordinator monthly**

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