



## **Certified Family Child Care Home Sanitation Inspection Form**

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To: Environmental Specialist

This is a short set of instructions to assist you for the first time or two that you perform an inspection of a child care facility. The checklist was developed by the Office of Child Care in response to questions from Environmental Specialists about what they should look for in inspecting a child care facility.

Oregon Statute enables the Office of Child Care to establish minimum standards for child care facilities and directs the Office of Child Care to consult with the Department of Human Services (329A.260(1)&(2)). Statute further states that the division may issue a certificate if the Office of Child Care finds that the health and safety of any child will not be endangered thereby. (329A.300(2)).

The division relies on the expertise of the Environmental Specialists from the Health Department of DHS to let us know if there are health issues in a child care setting. Therefore, although the Environmental Specialists asked the Office of Child Care to provide a checklist of items to review, the information for this checklist and for our rules came from consultation with the Health Department. Office of Child Care staff depend on you to let us know if there are issues in a facility that may compromise children's health.

The attached checklist is the communication tool that assists the Office of Child Care in implementing your directions for the facility. You should have received the checklist directly from the facility operator. The numbers attached to each section refer to the actual rule number. If you need more information on any section you can look the rule number up in either the "Rules for the Certification of Child Care Centers" or the "Rules for Certified Family Child Care Homes". If you need a copy of any set of rules, you may ask the operator of the facility (by rule they should have a copy available) or call the Office of Child Care Licensing Specialist and ask if they would send you a copy.

As you work through the checklist, mark each item in compliance or not in compliance. Add whatever notes you would like to make to the operator. The Office of Child Care Licensing Specialist will get a copy of the checklist, and will have access to any of your notes you make. On the last page, or on additional sheets if needed, put a list of whatever items you feel need to be corrected.

If you check center approved and there are not items noted needing abatement, the Office of Child Care licensing specialist will assume that as far as you are concerned this facility is ready to get an annual license.

If you check approved, but have additional items listed that need to be abated, the Licensing Specialist will assume that the Office of Child Care will follow up on these items. If you are planning to follow up yourself to assure abatement, please note that on the form. Office of Child Care staff will then look for additional paperwork to let us know that the items have been abated.

If you check center approved for \_\_\_\_\_ days **and you fill in number of days**, the Office of Child Care staff will assume that if corrections are not made within that time frame, your approval ends. If you approve the center for limited number of days, Office of Child Care staff will assume that the Environmental Specialist will be making a follow up visit. **If you approve the center for a limited number of days and wish Office of Child Care staff to follow up** on this issue to assure items have been abated, you need to call the Licensing Specialist and inform them that they are responsible for follow up. As the end of the approved time noted gets close, very likely you and the Licensing Specialist will converse about the issues in the facility.

If you check that the center is **not approved**, the Licensing Specialist will very likely call you. The division is not willing to let a facility operate without the Health Department's approval.

Thank you for partnering with the Office of Child Care to make child care safe for Oregon's children.

# Certified Family Child Care Home Sanitation Inspection

|   |                |
|---|----------------|
| Date of Inspection:   | New Open Date: |
| <input type="checkbox"/> New <input type="checkbox"/> New Operator <input type="checkbox"/> Renewal              _____<br><span style="float: right;">Renewal Date</span> |                |
| Hours of Operation:   | Capacity:      |
| Age Range:  |                |

|                             |                  |
|-----------------------------|------------------|
| Facility Name               |                  |
| Facility Address            |                  |
| Provider's Name             | Telephone Number |
| Licensing Specialist's Name |                  |

| In Comp. | Not In Comp. | N/A   | Rule No.    | Requirement  |
|----------|--------------|-------|-------------|--|
| _____    | _____        | _____ | 0160(1)     | Water supply source approved.<br><input type="checkbox"/> Private water source analysis provided if applicable.                    |
| _____    | _____        | _____ | 0160(1)(c)  | Drinking water supplied in sanitary manner.  |
| _____    | _____        | _____ | 0160(3)(a)  | Building, toys, equipment, and furniture maintained in a clean, sanitary, and hazard-free condition.                               |
| _____    | _____        | _____ | 0160(3)(b)  | Dishwashing method approved.<br><input type="checkbox"/> Domestic Dishwasher <input type="checkbox"/> Three Compartment Sink       |
| _____    | _____        | _____ | 0170(10)(e) | Hot water heater equipped with safety release valve and overflow pipe directed to approved location.                               |
| _____    | _____        | _____ | 0160(3)(d)  | Soap, paper towels, and hot and cold running water provided at each handwashing sink.  |
| _____    | _____        | _____ | 0170(9)     | Items of potential danger: _____<br>_____  |
| _____    | _____        | _____ |             | Kept in original container or labeled;   |
| _____    | _____        | _____ |             | Stored under child-proof lock; and   |
| _____    | _____        | _____ |             | Away from food supplies.   |
| _____    | _____        | _____ | 0160(4)(a)  | Home free of rodents and insects.  |
| _____    | _____        | _____ | 0160(4)(b)  | Doors and windows used for ventilation equipped with fine-meshed screens.  |
| _____    | _____        | _____ | 0150(3)     | Outside play area is:<br><br>Suitably surfaced and well drained; and<br><br>Kept free of conditions presenting a potential hazard. |
| _____    | _____        | _____ | 0160(3)(f)  | Refuse storage and disposal approved.  |
| _____    | _____        | _____ | 0190(1)(a)  | Documentation of animals vaccinated.   |
| _____    | _____        | _____ | 0190(4)     | Animals other than cats and dogs properly caged and maintained in sanitary manner.   |

