



Child Care Center Sanitation Inspection Form

OAR numbers generally refer to numbers in the Office of Child Care's
Rules for the Certification of Child Care Centers

**REMOVE THIS COVER
AND INSERT UNDER EACH SET
FOR WRITING BOARD**

Oregon Department of Education is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request.

CRT-146 01/26/2015

To: Environmental Specialist

This is a short set of instructions to assist you for the when 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 direct the Office of Child Care to consult with the Department of Human Services (329A.250 through 329A.460). Statute further states that the Office of Child Care 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 Office of Child Care 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 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. Offices 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 checksheet is the communication tool that assists the Office of Child Care in implementing your directions for the facility. You should have received the checksheet 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 for a copy.

As you work through the checksheet, 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 receive a copy of the checksheet, and will have access to any of your notes that 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 receive an annual license.

If you check approved, but have additional items listed that need to be abated, the Licensing Specialist will assume that 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 the timeframe, your approval ends. If you approve the center for a limited number of days and want Office of Child Care to follow up on the issue to assure items have been abated, you need to call the Licensing Specialist and inform them that they are responsible for following up. At the end of the approved time noted, very likely you and another 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 Office of Child Care 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.

Child Care Center Sanitation Inspection

Date of Inspection:		New Open Date:	
<input type="checkbox"/> New	<input type="checkbox"/> New Operator	<input type="checkbox"/> Renewal	_____ Renewal Date
Hours of Operation:	Hours not Available:	Age Range:	Capacity:

Facility Name	
Facility Address	
Director's Name	Telephone Number
Licensing Specialist's Name	

Building Safety and Sanitation

In comp. Not in comp.

_____	_____	Drinking water supply (0180(1)) pg. 25	_____
		Approved by Health Dept _____	
_____	_____	Sewage disposal (0180(7) (a)) pg. 25	_____
		Public	
		Septic system	
_____	_____	Rodent and Insect Control (0180(3)) pg. 26	_____
_____	_____	Toilets and bathroom sinks (0190(1) & (2)) pg. 27/28	_____
		Good repair	
		Soap & paper towels	
		Warm running water	
_____	_____	Center hazard free (0170) pg. 24	_____
		Building good repair (0180(4) (a)) pg. 26	
		Equipment	
		Toys	
_____	_____	Furniture safe, good repair (0210(1)) pg. 29	_____
_____	_____	Ventilation/Heating approved (0180(2)) pg. 25	_____
_____	_____	Doors and windows used for ventilation	_____
		equipped with fine mesh screen (0180(3) (b)) pg. 26	
_____	_____	Garbage/Refuse storage & disposal (0180(7)) pg. 27	_____
_____	_____	Floors, walls, ceilings, shall be in good	_____
		repair (0180) (4) (A) (F)) pg. 26	
_____	_____	Lead based paint shall not be used on walls,	_____
		furnishings, toys, or equipment (0170) (1) (j)) pg. 24	
		(If playground equipment or building is pre 1978 paint may contain lead.)	

Playground Safety and Sanitation

_____	_____	Play equipment durable and safe (0340(1)(b)) pg. 42	_____
_____	_____	Material under play structures approved (0150(3)(a))	_____
		pg.23 (see appendix)	
_____	_____	Free of hazardous conditions (0150(3)(c)) pg.23	_____
_____	_____	Well drained (0150(3)(b)) pg.23	_____

Distribution: White – Health Department
Yellow – Facility
Pink – Office of Child Care

In comp. Not in comp.

Pool

___ ___ Center has pool (0380) yes ___ No ___ pg. 46

If Yes: Inspection Date _____
License Date _____

___ ___ Pool/Emergency Plan (0380(3)(j)) pg. 48

___ ___ Emergency Phone (0380)(K)(A) pg. 48

___ ___ Body Fluid Spill Kit located in pool area
(0380(3)(k)(b)) pg. 48

Poison Control

___ ___ Chemical storage (0170(1)(i)) pg. 24
Kept in original container & labeled
Secured by child proof latch/lock

___ ___ Medical Storage (0230(2)(a)&(b)) pg. 33
Storage area has child proof latch/lock
Stored in areas not accessible to children

Infection Control and Child Health Policy

___ ___ Children not admitted with a child daycare
restrictable disease (0220(1)(a)(A)) pg.31

___ ___ Infant and toddler equipment and toys
cleaned and sanitized after each use (0180(5)(a)) pg. 26

___ ___ Crib, cots, mats 2 ft apart if children placed
head to toe; 3 ft apart otherwise (0210(5)) pg. 30

___ ___ Approved diaper changing procedures posted
(0190(5)(c)) pg. 28

___ ___ First aid supplies (0220(2)(b)(A)) pg. 32

- Band-Aids
- Adhesive tape
- Sterile gauze pads
- Wound cleaning agent
- Scissors
- Plastic disposable gloves
- Chlorine bleach
- Temperature taking device

___ ___ Handwashing sink in diapering area (0190(5)(a-d)) pg. 28

- Good repair
- Running warm water
- Soap and towels
- Restricted use

___ ___ Ill child isolation area (0220 (1)(d)) pg.31

Animals in Center

___ ___ Animals and animal areas clean, sanitary
(0240(6)) pg. 33

___ ___ Animals vaccinated (0240(1)(a)) pg. 33

___ ___ Animals other than cats and dogs
caged (0240(6)) pg. 33

___ ___ Litter boxes not in an area accessible to
children (0240(7)) pg. 33

Distribution: White – Health Department
Yellow – Facility
Pink – Office of Child Care

Health Division Approval Required for the Following Written Policies/Procedures

- ___ ___ Storage/handling food (0030(10)(a)) pg. 9
- ___ ___ Diaper changing & Disposal (0030)(10)(b)) pg. 9
- ___ ___ Bathing Infants (0030(10)(c)) pg. 9
- ___ ___ Care of bed linen (0030(10)(d)) pg. 9
- ___ ___ Handwashing procedure (0030(10)(e)) pg. 10
- ___ ___ Serving formula (0030(10)(f)) pg. 10
- ___ ___ Storage and handling of bottles (0030)(10)(f) pg. 10
- ___ ___ Feeding infants (0030)(10)(f) pg. 10
- ___ ___ Family style eating plan (if applicable)
(0280(7)(a-e)) pg. 37
- ___ ___ Mats, cots and bed linen properly stored (0210(7)) pg. 30
- ___ ___ Pacifier appropriately sanitized (0180(5)(b)) pg. 27

Safe Food and Beverage Service

- ___ ___ Food from approved source (0250(2)(a)) pg. 34
- ___ ___ Pasteurized and fortified milk (0250(2)(b)) pg. 34
- ___ ___ Potentially hazardous food held at proper temperature (0250(3)(b)) pg. 34
 - ___ ___ Proper temperature
 - ___ ___ Cold
 - ___ ___ Hot
 - ___ ___ Thermometer in each refrigerator (0250(3)(a)(A)) pg. 34
 - ___ ___ Probe thermometer used for hot food (0250(3)(b)(C)) pg. 34
- ___ ___ Potentially hazardous food properly cooled (0250(3)(b)(A)) pg. 34
- ___ ___ Potentially hazardous food properly reheated (0250(3)(b)(E)) pg. 34
- ___ ___ Potentially hazardous food properly transported (0250(3)(b)(B)) pg. 34
- ___ ___ Drinking water supplied in a sanitary manner (0180(1)) pg.25
- ___ ___ Dishwashing method approved (0260(1)(a)&(b)) pg. 35
 - ___ ___ Mechanical
 - ___ ___ Manual
 - ___ ___ Sanitizer test paper
- ___ ___ Food preparation sink has air gap
Food Sanitation Rule 333-154-0020 pg. 35
- ___ ___ All food prepared in kitchen or served appropriately (0280(8)) pg. 37
- ___ ___ If no kitchen, food prepared in accordance with (0280)(8)(a-e)
single service utensils, pre-wrapped foods, dedicated food storage and refrigerator present if needed. pg. 38

