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

<table>
<thead>
<tr>
<th>Date of Inspection:</th>
<th>New Open Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Operator</td>
</tr>
<tr>
<td></td>
<td>Renewal</td>
</tr>
<tr>
<td></td>
<td>Renewal Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of Operation:</th>
<th>Hours not Available:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Age Range:</th>
<th>Capacity:</th>
</tr>
</thead>
</table>

### Facility Information

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Facility Address</th>
<th>Director's Name</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Licensing Specialist’s Name</th>
</tr>
</thead>
</table>

### Building Safety and Sanitation

<table>
<thead>
<tr>
<th>In comp.</th>
<th>Not in comp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ __</td>
<td>__ __</td>
</tr>
</tbody>
</table>

- **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

<table>
<thead>
<tr>
<th>__ __</th>
<th>__ __</th>
</tr>
</thead>
</table>

- **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

Oregon Department of Education • Early Learning Division • Office of Child Care • [www.childcareinoregon.org](http://www.childcareinoregon.org)  
CRT-146 01/26/2015
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(8)) 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
Health Division Approval Required for the Following Written Policies/Procedures

<table>
<thead>
<tr>
<th>Policy Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage/handling food (0030(10)(a))</td>
<td>9</td>
</tr>
<tr>
<td>Diaper changing &amp; Disposal (0030(10)(b))</td>
<td>9</td>
</tr>
<tr>
<td>Bathing Infants (0030(10)(c))</td>
<td>9</td>
</tr>
<tr>
<td>Care of bed linen (0030(10)(d))</td>
<td>9</td>
</tr>
<tr>
<td>Handwashing procedure (0030(10)(e))</td>
<td>10</td>
</tr>
<tr>
<td>Serving formula (0030(10)(f))</td>
<td>10</td>
</tr>
<tr>
<td>Storage and handling of bottles (0030)(10)(f)</td>
<td>10</td>
</tr>
<tr>
<td>Feeding infants (0030)(10)(f)</td>
<td>10</td>
</tr>
<tr>
<td>Family style eating plan (if applicable)</td>
<td>37</td>
</tr>
<tr>
<td>Mats, cots and bed linen properly stored (0210(7))</td>
<td>30</td>
</tr>
<tr>
<td>Pacifier appropriately sanitized (0180(5)(b))</td>
<td>27</td>
</tr>
</tbody>
</table>

Safe Food and Beverage Service

<table>
<thead>
<tr>
<th>Policy Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food from approved source (0250(2)(a))</td>
<td>34</td>
</tr>
<tr>
<td>Pasteurized and fortified milk (0250(2)(b))</td>
<td>34</td>
</tr>
<tr>
<td>Potentially hazardous food held at proper temperature (0250(3)(b))</td>
<td>34</td>
</tr>
<tr>
<td>Proper temperature Cold Hot</td>
<td></td>
</tr>
<tr>
<td>Thermometer in each refrigerator (0250)(3)(a)(A)</td>
<td>34</td>
</tr>
<tr>
<td>Probe thermometer used for hot food (0250(3)(b)(C))</td>
<td>34</td>
</tr>
<tr>
<td>Potentially hazardous food properly cooled (0250(3)(b)(A))</td>
<td>34</td>
</tr>
<tr>
<td>Potentially hazardous food properly reheated (0250(3)(b)(E))</td>
<td>34</td>
</tr>
<tr>
<td>Potentially hazardous food properly transported (0250(3)(b)(B))</td>
<td>34</td>
</tr>
<tr>
<td>Drinking water supplied in a sanitary manner (0180(1))</td>
<td>25</td>
</tr>
<tr>
<td>Dishwashing method approved (0260(1)(a)&amp;(b))</td>
<td>35</td>
</tr>
<tr>
<td>Mechanical Manual Sanitizer test paper</td>
<td></td>
</tr>
<tr>
<td>Food preparation sink has air gap</td>
<td></td>
</tr>
<tr>
<td>Food Sanitation Rule 333-154-0020</td>
<td>35</td>
</tr>
<tr>
<td>All food prepared in kitchen or served appropriately (0280(8))</td>
<td>37</td>
</tr>
<tr>
<td>If no kitchen, food prepared in accordance with (0280)(8)(a-e) single service</td>
<td></td>
</tr>
<tr>
<td>utensils, pre-wrapped foods, dedicated food storage and refrigerator present if</td>
<td></td>
</tr>
<tr>
<td>needed.</td>
<td>38</td>
</tr>
</tbody>
</table>
In comp.  Not in comp.

Handwashing sink in kitchen (0200(7)) pg. 29 & pg. 34
Approved sink
Soap and towels
Warm running water

Safe Food and Beverage Service (continued)

All food removed from the kitchen is discarded (0250(5)(d) pg.35
Walls, floors, and ceilings smooth, washable, and easily cleanable (0200(3)) pg. 28
Walls, floors, and ceilings clean (0180(4)(a)(F)) pg. 26
Food service equipment and utensils easily cleanable, durable, non-toxic, and non-absorbent and in good repair (0200(4)(a-e) pg. 29
Food service equipment and utensils clean (0250(4)(c)) pg. 35
Proper utensil storage (0260(3)) pg. 36
No reuse of single service utensils (0250(5)(a)(A)) pg. 35

□ Center Approved
□ Center Approved for ______ days. Re-inspection required for final approval.
□ Center Not Approved

Environmental Specialist Signature ________________________________ Date ____________
Provider Signature ________________________________ Date ____________

Environmental Specialist Printed Name ________________________________

Environmental Specialist Phone Number ________________________________

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