



Facility Management List

Facility Name: _____

Facility Address: _____

Director Name: _____

(The director is ultimately accountable for all aspects of the facility operation)

According to Rule 414-300-0010(12), "A management list shall be submitted with the application." This list will identify who in the organization will be responsible for each function. Please keep a copy of this list in your records as it will be reviewed at each certification renewal.

Please enter the name of the person who is responsible for each of the following tasks:

Financial Management: _____

Maintaining Records: _____

Budgeting: _____

Policy Development: _____

Staff Management: _____

Staff Orientation: _____

Staff Training: _____

Maintenance of buildings & grounds: _____

Transportation of Children: _____

Ensuring the appropriateness of program activities: _____

Director's Signature _____ Date _____