

reset form

Certified School-Age Center Sanitation Inspection

This inspection form can be completed electronically, or handwritten on a printed copy. All of OCC's sanitation forms can be downloaded here: <https://oregonearlylearning.com/news-resources/resource-library/>.

Date of Inspection: _____ Renewal Date: _____ License No. _____ Capacity: _____

Facility Name: _____

Address: _____

Program Representative Name and Position: _____ Program phone #: _____

Environmental Specialist Name: _____ EHS phone #: _____

In Compliance	Corrections needed	N/A	Building Safety and Sanitation Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0490(1)(b) Mix, use and store cleaners, sanitizers and disinfectants according to label directions;
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0490(1)(c) Prevent the contamination of food, food-contact items and surfaces when using cleaners, sanitizers or disinfectants;
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0490(1)(d) Sanitizers and disinfectants have an Environmental Protection Agency registration number on the label;
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0490(2) A school-age center must maintain the building, equipment, and vehicles in good repair, in a clean and sanitary condition, and free of clutter and litter.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0490(5) Garbage cans and receptacles must be emptied on a daily basis and cleaned and disinfected as needed.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0520(1) Play equipment and materials are: (b) Sturdy and free of sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, or paint that contains lead or other toxic materials; and (c) Have smooth, nonporous surfaces or washable fabric surfaces that are easy to clean and sanitize, or be disposable.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0530(3) Keep outdoor play areas free of litter, animal waste, solid waste and refuse, ditches, or other conditions presenting a potential hazard.
In Compliance	Correction needed	N/A	Poison Control Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0480(1) A school-age center must ensure that all toxic or potentially dangerous items, such as cleaning supplies and equipment, poisonous and toxic materials, and flammable and corrosive materials, are stored in a manner that prevents use or access by children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0590(b) Poisonous or toxic materials and cleaning supplies must not be stored with food.
In Compliance	Corrections needed	N/A	Infection Control and Child Health Policy Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0550(1) A school-age center must observe and monitor each child upon their arrival at the center and throughout the hours of care for symptoms of an illness and obvious signs of infestation or physical injuries. (a) A child's temperature is taken when there is a concern.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0550(4) If a child who has been admitted into care shows signs of illness, as described in this rule, a school-age center must: (a) Separate the child from the other children in a location where the child can be seen and heard by staff and carefully observed at all times. (b) Notify the parent to remove the child from the center as soon as possible. (c) Until the parent arrives, provide the child with an individual cot, mat, or bed that can be easily cleaned and sanitized or disinfected after use. (d) Give extra attention to handwashing and sanitation including cleaning and disinfecting toys, equipment, and surfaces used by the ill child immediately after the child leaves. (e) Keep disposable items and used linens in a closed container in the isolation area until cleaned or thrown away.

In Compliance	Corrections needed	N/A	First Aid Supplies and Injury Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0560(4) A school-age center must maintain the following first aid supplies at the center, in any vehicle used to transport children in care, and for group activities away from the center: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (a) Non-medicated adhesive bandages (assorted sizes); <input checked="" type="checkbox"/> (b) Adhesive tape; <input checked="" type="checkbox"/> (c) Sterile gauze pads (various sizes); <input checked="" type="checkbox"/> (d) A sling, or a large triangular bandage; <input checked="" type="checkbox"/> (e) Bottled water (for cleaning wounds or eyes); <input type="checkbox"/> (f) Liquid handwashing soap or handwashing gel; <input type="checkbox"/> (g) Sealed antiseptic towelettes or solution to be used as a wound cleaning agent; <input type="checkbox"/> (h) Scissors; <input type="checkbox"/> (i) Tweezers; <input type="checkbox"/> (j) Disposable latex-free, powder-free gloves; <input type="checkbox"/> (k) Plastic bags (for disposing of blood and other body fluids); <input type="checkbox"/> (l) Mercury-free and glass-free thermometer; <input type="checkbox"/> (m) Cold pack; <input type="checkbox"/> (n) Chlorine bleach or other sanitizer for sanitizing after a blood spill; <input type="checkbox"/> (o) Flexible rolled gauze; and <input type="checkbox"/> (p) A chart or handbook of first aid instructions.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0560(5) A school-age center must ensure that the first aid supplies are readily available to staff and kept inaccessible to children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0560(6) A school-age center must maintain the first aid supplies in a clean and sanitary manner and replace them as needed, including expired items.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0560(1) A school-age center must have and follow written procedures for handling injuries that are made known to all staff, including: <ul style="list-style-type: none"> • Procedure for requesting or taking a child to emergency medical care; • First aid measures for serious accidents; • Routine care for treatment of minor injuries; • Standard precautions to handle potential exposure to blood and other potentially infectious fluids.
In Compliance	Corrections needed	N/A	Handwashing and Handwashing Sinks Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0540(1) Staff and children shall wash their hands with soap and warm running water: <ul style="list-style-type: none"> (a) After using the toilet; (b) After assisting someone with toileting; (c) Before handling food; and (d) Before and after eating.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0540(2) Staff and children must either wash their hands with soap and warm running water or use hand sanitizer with alcohol content between 60-95%: <ul style="list-style-type: none"> (a) After wiping the nose; (b) After coughing or sneezing; (c) When arriving at the center; (d) After outside activities; and (e) After handling pet toys or touching animals, other than dogs and cats.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0540(3) When handwashing is not possible, but required, e.g. on field trips and on the playground, moist towelettes and hand sanitizer with alcohol content between 60-95% shall be used together.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0540(4) For children with special needs who are not able to wash their own hands, staff may wash children’s hands with a single-use cloth rather than under running water.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0470(3)(e) Have liquid soap and paper towels within easy reach of children and dispensed in a sanitary manner with a trash container. Other hand drying options must be approved by the environmental health specialist.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0470(6) If not located in a public school building, a sign demonstrating the proper handwashing technique must be posted at the sinks designated for handwashing.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0610(1) Water for preparing food, drinking or cooking shall not be obtained from handwashing sinks.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0470(4) When plumbing is unavailable to provide a handwashing sink, a school-age center may provide a handwashing sink using a portable water supply and a sanitary catch system, with a written plan approved by a local public health department . A mechanism must be in place to prevent children from gaining access to soiled water or more than one child from washing in the same water.

In Compliance	Corrections needed	N/A	Safe Food and Beverage Service Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0590(2) A school-age center's kitchen must be separate from any child care areas and not allow for unsupervised access by children and adults who are not qualified to follow sanitation and safety procedures.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0590(4)(b) Dishwashing equipment that meets the requirements in the Oregon Health Authority's administrative rules.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0590(4)(b)(A) Centers with a maximum capacity of 19 children may use a light commercial dishwasher approved by an environmental health specialist.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0590(4)(b)(D) Separate sinks approved by the environmental health specialist for handwashing, for food preparation activities, and for dishwashing activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0590(8) A school-age center must provide accurate thermometers designed to measure cold storage temperature in refrigerators and freezers that are clearly visible and easy to read. Thermometers in refrigerators must show a reading of 41°F or below, and thermometers in freezers must show a reading of 0°F or below.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0610(1) A school-age center must store, prepare, and serve all food and drink in a sanitary manner and protected from contamination.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0610(8) A school-age center must protect food from contamination by: (d) Discarding all food removed from the kitchen after meal service.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0610(8)(e) Labeling, dating, and refrigerating any prepared food which has not been removed from the kitchen and used within 48 hours or immediately freeze for later use.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0610(8)(f) Washing, rinsing, and sanitizing multi-use dishes, cups, serving and eating utensils, tables, and high chair trays after each use according to the Oregon Health Authority's Food Sanitation Rules.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0600(6) If a school-age center serve family style meals , where food is brought to the table in larger quantities and served to the plates from the table, the center must have a <u>written plan, approved by OCC</u> and available for review by the environmental health specialist, which includes at least the following elements: (a) Separate serving portions for each table; (b) Serving utensils distinct from eating utensils; (c) Staff oversight to ensure sanitary practices; and (d) Provision for serving mildly ill children to prevent the spread of the illness.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0600(8) Catered foods are: (a) Prepared in a kitchen approved by the Oregon Health Authority or a county health department; (b) Transported and delivered in a safe, sanitary manner with hot food maintained at temperatures not lower than 135°F and cold foods maintained at 41°F or lower; and (c) Received, held, and served through a process approved by the environmental health specialist.
In Compliance	Corrections needed	N/A	Pool Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0680(3) Not use a swimming pool unless it has been licensed by the Oregon Health Authority or delegated agent.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0680(3)(c) Swimming pools must be maintained, cleaned and sanitized according to Department of Health or local health jurisdiction guidelines.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0680(6) If a school-age center has on-site swimming or is responsible for off-site swimming, the center's written emergency includes pool and swimming safety. When a swimming pool is located on the center premises, emergency telephone numbers and the center's address must be posted near an immediately accessible telephone in the pool area.

In Compliance	Corrections needed	N/A	Animal/Pet Requirements
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0690(1) A school-age center must ensure that any animal at the center is: <ul style="list-style-type: none"> (a) In good health and shows no signs of carrying disease; (c) Kept free of fleas, ticks, and worms; (d) Fully immunized including rabies vaccinations for all dogs; (e) Kept in a cage or tank with the exception of cats and dogs; and (f) Not permitted in food preparation areas or on children’s resting surfaces.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0690(7) A school-age center must have and follow <u>written procedures</u> for the care and maintenance of any animals in the center. The procedures must address: <ul style="list-style-type: none"> (a) Responsibility for the handling, care, and feeding of the animal(s). With close staff supervision, children may participate in the care of animals. (b) At least weekly cleaning and disinfection of pet containers and cages performed in areas not used for food storage or preparation and only when children are not present. (c) Location of litter boxes in areas not accessible to children or used for food storage or preparation; and (d) Prevention of debris spilling out of a container or cage used for pets and animals, if applicable.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0690(8) A school-age center must keep animal food supplies out of the reach of children and store them separately from food supplies and equipment. Animal food must be stored in a manner that does not attract rodents or insects.

Notes:

Required Corrections:

Select one:

- Center Approved
- Center Approved for ___ Days
- Center Not Approved

Program Representative Name: _____

Date: _____

Environmental Health Specialist Signature*:

** Signing this document locks the form fields.*

A note to the EHS

A signed copy of the completed form must be provided to the child care program. The inspection form can be shared by: (1) emailing the completed electronic checklist to the program; (2) making copies of the printed form to leave with the program; or (3) printing and mailing a copy to the program.