

**Maine Department of Education- Child Nutrition
Child and Adult Care Food Program**

Health & Safety Standards Checklist

Organization Name: _____

Site Name: _____

Site Address: _____

Name of Person Completing this Checklist: _____

Date Inspection and Checklist Completed: _____

Does the facility show evidence of routine maintenance? Y N

Does the facility have working smoke detectors? Y N

Does the facility conduct monthly fire drills (documentation of drills on file)? Y N

Does the facility have an approved source of drinking water? Y N

Does all equipment appear to be clean and in a safe condition? Y N

Is there sufficient space to assure that participants are comfortable? Y N (35 square feet of usable space per child).

Is the room temperature at a comfortable level? Y N (No lower than 68 degrees Fahrenheit and no higher than 82 degrees Fahrenheit)

Are heating units safe guarded? Y N (Portable heaters are not allowed).

Do stairs have safety railings? Y N

Are all cleaning supplies, medications, weapons, matches, etc. kept out of the reach of children? Y N

Is the area well lighted? Y N

Is the area well ventilated? Y N

Is smoking prohibited on the premises? Y N

Do children have individual space for their belongings? Y N

Does the facility have a working telephone? Y N

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Are restrooms clean with hot and cold running water, soap and disposable towels? Y N
(1 toilet and sink is required for every 20 children).

Is the hot water kept at 120 degrees Fahrenheit or lower in sinks used by children? Y N

Does the facility have a well-stocked first aid kit? Y N

Does the facility have a safe and spacious outside play area? Y N

Are the children supervised at all times, inside and outside? Y N

Are swimming pools clean? Y N N/A

Are swimming pools safeguarded and supervised by adults? Y N N/A

Is the kitchen clean, safe, well lighted and equipped with all the necessary equipment for meal preparation? Y N

Are foods held at proper temperatures (cold foods held at or below 40 degrees Fahrenheit and hot foods held at or above 135 degrees Fahrenheit)? Y N

Are refrigerator temperatures kept at 40 degrees Fahrenheit or below? Y N

Are freezer temperatures kept at 0 degrees Fahrenheit or below? Y N

Are fruits and vegetables thoroughly washed? Y N

Are meal areas and surfaces cleaned and sanitized before each meal? Y N

Do children and staff follow appropriate hand washing procedures? Y N

Are sanitary procedures followed in all aspects of food service? Y N

Are proper procedures used to sanitize dishes and utensils? Y N

Are single serve utensils disposed of after one use? Y N

Are meal areas and surfaces cleaned and sanitized before the meals? Y N

Are leftovers properly stored or disposed of? Y N

Are all staff and volunteers at least sixteen (16) years old? Y N

Are all childcare personnel made aware of their status and responsibility as mandated reporters to the Department of Health and Human Services when there is reasonable cause to suspect abuse or neglect of a child under the age of eighteen years old? Y N

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BY SIGNING BELOW, I ACKNOWLEDGE THAT REGULATIONS GOVERNING THE USDA CHILD & ADULT CARE FOOD PROGRAM (CACFP) HAVE BEEN EXPLAINED TO ME, THAT I UNDERSTAND THE REGULATIONS AND THAT I WILL BE HELD RESPONSIBLE FOR ADMINISTERING THE PROGRAM IN ACCORDANCE WITH THESE REGULATIONS. I HAVE RECEIVED INSTRUCTION AS TO HOW TO ACCESS CACFP INFORMATION AND THE FEDERAL REGULATIONS 7 CFR, PART 226 ON THE FOLLOWING WEB SITE: www.fns.usda.gov

RESPONSIBLE PRINCIPAL/INDIVIDUAL: _____ Date: _____

CACFP CONTRACT SPECIALIST: _____ Date: _____