CHECKLIST FOR UNLICENSED REGISTERED CHILD CARE MINISTRIES SANITATION SURVEY

State Form 49441 (R11 / 08-26)
FAMILY AND SOCIAL SERVICES ADMINISTRATION
OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING

Name of ministry	Registration number
Location of facility *(number and street, city, state, and ZIP code)*	County
Mailing address (*number and street or PO Box, city, state, and ZIP code*)	County
Type of structure: ☐ Church ☐ School ☐ Residential ☐ Storefront ☐ Other	Telephone number (w/ area code)
Vending source	Food preparation ☐ Cooks ☐ Lunches from home ☐ Vends ☐ Sack lunch and cook ☐ Sack lunch and vend
Date of current survey (*month, day, year*)	Time of current survey Start ☐ AM ☐ PM End ☐ AM ☐ PM
Name of inspector	Name of Director
Purpose of current survey: Annual renewal ____ Proposed ____ Complaint ____ Follow-up ____ Technical Assistance ____ Self-Report	Days open (*check all that apply*) ☐Sunday ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday ☐Saturday Hours open: From: To:
Public water / Private water / IDEM number / Water sample (*date*)	
Water sample: Bacteria ☐ Present ☐ Absent	Public sewage / Private sewage

I - CHILD CARE MINISTRY			
1. IAC 3-4.5 REGISTRATION:	**NO**	**N/A**	**REPEAT**
a. REGISTRATION - Process current **470 IAC 3-4.5-2**			
b. CHILD CARE ROOMS - Surveyed and approved prior to use **IC12-17.2-6-4**			
c. NOTICE OF INSPECTION / REGISTRATION posted in a conspicuous place **IC 12-17.2-6-6**			
d. REGISTRATION of at least ninety (90) days before the expiration of the child care ministry's **IC 12-17.2-6-3**			
e. ADVERTISING as a child care ministry **IC12-17.2-6-10**			
f. RESPONSIBILITY of the applicant to report promptly to the division when location of the building where the child care service is provided changes **470 IAC 3-4.5-2(d)(2)**			
g. MINISTRY shall, for the duration of the child care ministry's registration under this chapter, maintain the electronic mail address I**C 12-17.2-6-2.1**			

2. FIRE AND BUILDING SAFETY DIVISION APPROVAL	**NO**	**N/A**	**REPEAT**
a. APPROVAL by Fire and Building Safety Division **470 IAC 12-17.2-6-6(b)**			
b. AS used in this section, "primary use of the building" means the occupancy classification that is most closely related to the intended use of the building **IC 12-17.2-6-5(a]**			
c. A registered child care ministry with an occupant load of at **least fifty (50)** shall Install and maintain a fire alarm system **IC 12-17.2-6-5(c)(1)(A)**			
d. A registered child care ministry with an occupant load of **less than fifty (50)** shall install and maintain at least one (1) battery operated smoke detector in each room and corridor used by the ministry. **IC 12-17.2-6-5(c)(2)(A**)			
e. EACH registered child care ministry shall comply with the rules of the fire prevention and building safety commission concerning fire drills. **IC 12-17.2-6-5(c)(3)**			

3. FACILITY	NO	N/A	REPEAT
a. PREMISES clean / sanitary / safe / good repair **470 IAC 3-4.5-4**			
b. EQUIPMENT, INTERIOR SURFACES, MATERIALS, FURNISHINGS, OBJECTS clean / sturdy / nontoxic / sanitary / safe **470 IAC** 3-4.5-4**(1)**			
c. INDIVIDUAL BELONGINGS, CLOTHING, BLANKETS kept separate / apart **470 IAC 3-4.5-6(a)**			
d. COTS / CRIBS: 1. Available and adequately used for each child / sturdy / cleanable construction **470 IAC 3-4.5-6(a)**			
2. Properly sanitized **470 IAC 3-4.5-6(a)**			

3. FACILITY (*continued*)	NO	N/A	REPEAT
e. FOUNTAIN / DRINKING WATER sanitarily dispensed / not in restroom **470 IAC 3-4.5-**4**(5)**			
f. SCREENS (*securely fastened 16 mesh*) on all windows / outer openings used for ventilation **470 IAC 3-4.5-4(4)**			
h. BUILDING in safe condition **470 IAC 3-4.5-4**			

4. DIAPERING	NO	N/A	REPEAT
a. CORRECT HANDWASHING by staff **470 IAC 3-4.5-6(d)**			
b. DIAPERING TABLE / PAD sanitized daily / when soiled if using waterproof paper **470 IAC 3-4.5-6(d)**			
1. PAPER (*if used for diapering pad*) is fresh, waterproof, disposable and covers the pad. **470 IAC 3-4.5-6(d)**			
2. DIAPERING PAD sanitized after each use and DIAPERING TABLE sanitized daily / when soiled **470 IAC 3-4.5-6(d)**			
c. DIAPERING TABLE AREA not used for other purposes **470 IAC 3-4.5-6(d)**			
d. DIAPERING PROCESS on table / crib in clean / sanitary manner / correct sanitizing solution **470 IAC 3-4.5-6(d)**			
e. TIGHTLY covered, easily sanitized container for soiled diapers and skin care materials **470 IAC 3-4.5-6(d)**			

5. BATHROOMS	NO	N/A	REPEAT
a. HANDWASHING by adults correct (*after toilet, between child care duties*) **470 IAC 3-4.5-6(b)**			
b. HANDWASHING by children correct (*after toilet, before eating*) **470 IAC 3-4.5-6(b)**			
c. BATHROOMS with flush toilets / handwashing sinks **470 IAC 3-4.5-4(2)**			
d. WATER sufficient / under pressure at each handwashing sink **470 IAC 3-4.5-4(2)**			
e. VENTILATED bathrooms to the outside by fan / screened window **470 IAC 3-4.5-4(2)**			
f. DISPOSABLE TOWELS, SOAP, AND TOILET PAPER provided / dispensed in a sanitary manner **470 IAC 3-4.5-4(2)**			
g. BATHROOMS clean / sanitizable **470 IAC 3-4.5-4(2)**			

6. 470 IAC 3-4.5-3 WATER SUPPLY, PLUMBING, SEWAGE DISPOSAL	NO	N/A	REPEAT
a. WATER SUPPLY shall maintain a safe, sanitary, and potable water supply for all children and staff ☐ PUBLIC SYSTEM ☐ PRIVATE SYSTEM **470 IAC 3-4.5-3(a)**			
b. SEWAGE / WASTEWATER DISPOSAL adequate / sanitary / meets requirements of 410 IAC 6-10.1. ☐ PUBLIC SYSTEM ☐ PRIVATE SYSTEM **470 IAC 3-4.5-3(c)**			

6. 470 IAC 3-4.5-3 WATER SUPPLY, PLUMBING, SEWAGE DISPOSAL *(continued)*	NO	N/A	REPEAT
c. PLUMBING properly installed / maintained / meets requirements **470 IAC 3-4.5 3(4)**			
d. CRACKS around pipes, plumbing and ducts properly sealed **470 IAC 3-4.5-4(4)**			

7. 470 IAC 3-4.5-5 FOOD SAFETY / SERVICE	NO	N/A	REPEAT
DISHWASHING practice (*check one*) ☐ 1. Hand dishwashing / sanitized in commercial sanitizer ☐ Chemical ☐ Hot Water ☐ 2. Commercial dishwasher / sanitizer ☐ Chemical ☐ Hot Water ☐ 3. Manual dishwashing in three-compartment sink ☐ Chemical ☐ Hot Water ☐ 4. Use all single service ware / children bring lunches / vend / cook ☐ 5. Not approved for dishwashing Hot water			
a. CORRECT HANDWASHING shall be done before starting work and as often as necessary to keep them clean **470 IAC 3-4.5-5(g)**			
b. WASH / RINSE / SANITIZING procedure proper **470 IAC 3-4.5-5(e)**			
c. DRAINBOARD / MOVABLE DISH TABLE PROVIDED (*for three-compartment sink*) **470 IAC 3-4.5-5(e)**			
d. UTENSILS / EQUIPMENT air-dried correctly **470 IAC 3-4.5-5(e)(2)**			
e. CLEAN / SANITIZED UTENSILS AND DISHWARE properly handled / stored **470 IAC 3-4.5-5(e)**			
f. EATING SURFACES (*tables / highchairs*) sanitizable; sanitized before and after each use **470 IAC 3-4.5-5(g)**			
g. FOOD PREPARATION SURFACES sanitized before and after use **470 IAC 3-4.5-5(g)**			
h. FOOD free from spoilage / damage / filth / contamination **470 IAC 3-4.5-5(b)**			
i. FOOD in original, unopened, undamaged packaging **470 IAC 3-4.5-5(b)**			
j. FOOD, UTENSILS, EQUIPMENT AND SINGLE-SERVICE ARTICLES stored on nonabsorbent material at least six inches above floor in dry location, away from hazardous materials **470 IAC 3-4.5-5(f)**			
k. TRASH / REFUSE stored correctly (*tight fitting, solid lids in water tight containers; sanitary condition; covered when not in use*) **470 IAC 3-4.5-5(e)(2)**			
l. INSECT control (16 mesh screen) **470 IAC 3-4.5-4(4)**			
m. Properly sealed around pipes, plumbing and ducts, cracks and holes **470 IAC 3-4.5-4(4)**			
n. POTENTIALLY HAZARDOUS FOOD held at proper temperatures during handling or storage; hot holding at 140°F or above; cold holding at 45°F or below **470 IAC 3-4.5-5(e)(2)**			
o. FREEZER: Thermometer present / accurate / good monitoring position / food frozen **470 IAC 3-4.5-5(c)**			
p. METAL-STEM DIAP-TYPE THERMOMETER (0°F to 220°F) available / used **470 IAC 3-4.5-5(b)**			
q. SINGLE-SERVICE articles are not reused . **470 IAC 3-4.5-5(e)(2)**			
r. FOOD HANDLERS wear clean APRON / SMOCK; effective HAIR RESTRAINT **470 IAC 3-4.5-5(g)**			
s. BULK FOOD CONTAINERS clean and labeled **470 IAC 3-4.5-5(f)**			
t. REFRIGERATED MEDICATIONS stored correctly **470 IAC 3-4.5-5(g)**			
u. KITCHEN must be so located that it is not used as a throughway to other rooms or areas. **470 IAC 3-4.5-5(a)**			
v. KITCHEN EQUIPMENT properly sealed / handled / stored **470 IAC 3-4.5-5(a)**			
w. DISHES, POTS, PANS AND UTENSILS stored in a manner that protects them from contamination **470 IAC 3-4.5-5(f)**			
x. HANDWASHING SINK in kitchen or close proximity / equipped with soap and disposable towels **470 IAC 3-4.5-5(g)**			
y. KITCHEN WALLS AND CEILINGS smooth / easily cleanable **470 IAC 3-4.5-5(a)**			

z. STOVE provided if meals prepared; conveniently located / in good condition / clean / safe **470 IAC 3-4.5-5(d)**			
aa. REFRIGERATOR: THERMOMETER PRESENT, 45°F or less and in position for daily monitoring **470 IAC 3-4.5-5(c)**			
bb. FREEZER - THERMOMETER PRESENT, 0°F or less and in position for daily monitoring **470 IAC 3-4.5-5(c)**			
cc. ALL FOOD from approved source / not homemade **470 IAC 3-4.5-5(b)**			
dd. KITCHEN / FOOD PREPARATION AREA(S) not used for office, children's activities, naps, dining or recreational area for adults / children **470 IAC 3-4.5-5(a)**			
ee. KITCHEN / FOOD PREPARATION AREA(S) clean, sanitary condition **470 IAC 3-4.5-5(a)**			

8. VENDING	**NO**	**N/A**	**REPEAT**
a. VENDING: Food temperatures verified upon arrival and recorded **470 IAC 3-4.5-5(b)**			
b. VENDING: Transport containers insulated / washable / maintains food temperatures **470 IAC 3-4.5-5(b)**			

9. ILL CHILDREN	**NO**	**N/A**	**REPEAT**
a. ILL CHILDREN kept from others **470 IAC 3-4.5-6(c)**			
b. SURFACES / ITEMS in contact with ILL CHILDREN cleaned / sanitized after each use **470 IAC 3-4.5-6(c)**			
c. A ministry shall give or apply medication only with prior written permission from a parent or legal guardian **470 IAC 3-4.5-7(a)**			
d. MEDICATION administration must have clear written instructions as to the dosage, time, and reason medication is to be given. **470 IAC 3-4.5-7(a)**			
e. MEDICATION must be labeled with the child's name, physician's name, and pharmacy **470 IAC 3-4.5-7(a)**			
f. OVER -the-counter medication must also be labeled with the child's name. **470 IAC 3-4.5-7(a)**			
g. MELATONIN or other sleep aids must never be used without a parent's written approval, and must be given in accordance with the label **470 IAC 3-4.5-7(a)**			

10. RECORDS	**NO**	**N/A**	**REPEAT**
a. REQUIRED immunization records for each child **IC 12-17.2-6-11**			
b. SIGNED parent's notices for each child. **IC 12-17.2-6-7**			
c. CRIMINAL History Police checks for each staff member / volunteer without convictions **IC 12-17.2-6-14**			
d. REPORT to the division any arrest **IC 12-17.2-6-14(a)(2)**			
e. AN individual who is employed or volunteers within 90 days of hire be trained in Pediatric CPR **IC 12-17.2-6-7.5(b)(1)**			
f. CHILD abuse / neglect checked without substantiation, on all staff / volunteer **IC 12-17.2-6-14(3)(e)**			
g. THE operator / director has completed the approved safe sleep training **IC 12-17.2-6-14.1(a)(1)**			
h. CAREGIVERS of children twelve (12) months of age and younger have completed the approved safe sleep training. **IC 12-17.2-6-14.1(a)(2)**			
i. AT least one (1) adult individual has current certification in cardiopulmonary resuscitation shall be present at all times. **IC 12-17.2-6-7.5 (a)**			
j. AN individual who: (1) is employed; or (2) volunteers; as a caregiver at a child care ministry shall maintain current certification in pediatric first aid applicable to all age groups of children.			

IC 12-17.2-6-7.5 (b)(2)			
k. IF a court order restricts or prohibits an individual's contact with a child, the child care ministry must fully comply with the order. **470 IAC 3-4.5-7(b)**			
l. A parent may not be denied access to their child. **470 IAC 3-4.5-7(b)**			

11. PLAYGROUNDS	**NO**	**N/A**	**REPEAT**
a. PLAYGROUND: free from hazards **470 IAC 3-4.5-4**			

1. ROOM OBSERVATION	**NO**	**N/A**	**REPEAT**
a. CRIBS / COTS available for each child **470 IAC 3-4.5-6(a)**			
b. LINENS / COVERINGS clean **470 IAC 3-4.5-6(a)**			
c. CRIBS / MATTRESS sizes correct / good repair / sturdy / cleanable materials **470 IAC 3-4.5-6(a)**			
d. STAFF following recommended safe sleep practices **IC12-17.2-6-14.1(a)(2)**			

2. BOTTLES / FOOD SAFETY	**NO**	**N/A**	**REPEAT**
a. BOTTLES, NIPPLES, ETC. which are supplied by facility are washed are washed sanitized between use correctly (*bottles boiled one minute, other items one minute*) **470 IAC 3-4.5-5(e)**			
b. CAPS, NIPPLES, BOTTLES AND OTHER DRINKING ITEMS stored separately, covered and labeled **470 IAC 3-4.5-5(e)(2)**			
d. OPENED BABY FOOD / FORMULA / FORMULA FILLED FEEDING BOTTLES used within 24 hours after opening according to manufacturing directives **470 IAC 3-4.5-5(b)**			
f. BABY FOOD / FORMULA DATES at the facility in the original, unopened, undamaged packaging, **470 IAC 3-4.5-5(b)**			

Room Name	Recommended Capacity	Infant	Toddler	Two	Three	Four	Five	Six and Older	Children Present
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	
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ASTERISKED ITEMS		
☐ Water Supply	☐ Fire & Building Safety Division (FBSD) Approval	☐ Recommended Safe Sleep Procedures Followed
☐ Building Safe	☐ Bottles, etc. Sterilized	☐ Potentially Hazardous Food Handling
☐ Vending	☐ Staff Handwashing, Food Handlers	☐ Registration Complete and Approved
☐ Sewage Disposal	☐ Staff Handwashing, Child Care	☐ Criminal History Checked
☐ Dishwashing Correct	☐ Staff Handwashing, Diapering	☐ Child Protection Index (CPI) Checks
	☐ Children Handwashing	☐ Pest Infestation
		☐ Building Structure

Signature of provider	Date (*month, day, year*)
Ministry approved at time of inspection? ☐ Yes ☐ No	Survey approval date *(month, day, year)*

Registration number	Date *(month, day, year)*

Name of facility	County

SQUARE FOOTAGE OF ROOMS

ROOM	LENGTH	X	WIDTH	=	TOTAL SQUARE FEET	÷	35	=	TOTAL CHILDREN
		X		=		÷	35	=	
		X		=		÷	35	=	
		X		=		÷	35	=	
		X		=		÷	35	=	
		X		=		÷	35	=	
		X		=		÷	35	=	
		X		=		÷	35	=	
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		X		=		÷	35	=	
		X		=		÷	35	=	
		X		=		÷	35	=	
		X		=		÷	35	=	
		X	TOTAL FOR MINISTRY				TOTAL FOR MINISTRY		

Comments: