

3. FACILITY (continued)	NO	N/A	REPEAT	
e. FOUNTAIN / DRINKING WATER sanitarly dispensed / not in restroom (3-4.5-4)				2-5
f. SCREENS (<i>securely fastened 16 mesh</i>) on all windows / outer openings used for ventilation (3-4.5-4)				1
g. PETS approved, properly immunized, housed, free from disease [3-4.5-4(l)]				2
h. BUILDING in safe condition (3-4.5-4)				*
TOTAL				

4. DIAPERING	NO	N/A	REPEAT	
a. CORRECT HANDWASHING by staff [3-4.5-6(d)]				*
b. DIAPERING TABLE / PAD sanitized daily / when soiled if using waterproof paper [3-4.5-6(d)]				1
1. PAPER (<i>if used for diapering pad</i>) is fresh, waterproof, disposable and covers the pad <u>OR</u> [3-4.5-6(d)]				1
2. DIAPERING PAD sanitized after <u>each</u> use and DIAPERING TABLE sanitized daily / when soiled [3-4.5-6(d)]				2
c. DIAPERING TABLE AREA not used for other purposes [3-4.5-6(d)]				2-5
d. DIAPERING PROCESS on table / crib in clean / sanitary manner / correct sanitizing solution [3-4.5-6(d)]				2-5
e. Tightly covered, easily sanitized container for soiled diapers and skin care materials [3-4.5-6(d)]				2
TOTAL				

5. BATHROOMS	NO	N/A	REPEAT	
a. HANDWASHING by adults correct (<i>after toilet, between child care duties</i>) [3-4.5-6(b)]				*
b. HANDWASHING by children correct (<i>after toilet, before eating</i>) [3-4.5-6(b)]				2-5
c. BATHROOMS with flush toilets / handwashing sinks (3-4.5-4)				2-5
d. WATER sufficient / under pressure at each handwashing sink (3-4.5-4)				2
e. VENTILATED bathrooms to the outside by fan / screened window (3-4.5-4)				1
f. DISPOSABLE TOWELS, SOAP, AND TOILET PAPER provided / dispensed in a sanitary manner (3-4.5-4)				2-5
g. BATHROOMS clean / sanitizable (3-4.5-4)				2-5
TOTAL				

6. 470 IAC 3-4.5-3 WATER SUPPLY, PLUMBING, SEWAGE DISPOSAL	NO	N/A	REPEAT	
a. WATER SUPPLY constructed / operated in accordance to 410 IAC 6-5.1-8 excluding 410 IAC 6-5.1-8(f) <input type="checkbox"/> PUBLIC SYSTEM <input type="checkbox"/> PRIVATE SYSTEM [3-4.5-3(a)]				*
b. SEWAGE / WASTEWATER DISPOSAL adequate / sanitary / meets requirements at time of survey: <input type="checkbox"/> PUBLIC SYSTEM <input type="checkbox"/> PRIVATE SYSTEM [3-4.5-3(b)]				*
1. EXTERIOR				
2. INTERIOR				

6. 470 IAC 3-4.5-3 WATER SUPPLY, PLUMBING, SEWAGE DISPOSAL (continued)	NO	N/A	REPEAT	
c. PLUMBING properly installed / maintained / meets FPBSC and ISDH requirements [3-4.5-3(b)]				2-5
d. CRACKS around pipes, plumbing and ducts properly sealed (3-4.5-4)				1
TOTAL				

7. 410 IAC 7-24 FOOD SAFETY / SERVICE	NO	N/A	REPEAT	
DISHWASHING practice (<i>check one</i>)				
<input type="checkbox"/> 1. Hand dishwashing / sanitized in commercial sanitizer <input type="checkbox"/> Chemical <input type="checkbox"/> Hot Water <input type="checkbox"/> 2. Commercial dishwasher / sanitizer <input type="checkbox"/> Chemical <input type="checkbox"/> Hot Water <input type="checkbox"/> 3. Manual dishwashing in three-compartment sink <input type="checkbox"/> Chemical <input type="checkbox"/> Hot Water <input type="checkbox"/> 4. Use all single service ware / children bring lunches / vend / cook <input type="checkbox"/> 5. Not approved for dishwashing Hot water				
a. Manual dishwashing procedure posted				1
b. CORRECT HANDWASHING by food handlers				*
c. COPY OF SBH RULE 410 IAC 7-24 in kitchen and adhered to				1-20
d. WASH / RINSE / SANITIZING procedure proper				*
e. DRAINBOARD / MOVABLE DISH TABLE PROVIDED (<i>for three-compartment sink</i>)				1
f. UTENSILS / EQUIPMENT air-dried correctly				1
g. CLEAN / SANITIZED UTENSILS AND DISHWARE properly handled / stored				1
h. EATING SURFACES (<i>tables / highchairs</i>) sanitizable; sanitized before and after each use				2
i. FOOD PREPARATION SURFACES sanitized before and after use				2
j. FOOD free from spoilage / damage / filth / contamination				2-20
k. FOOD covered when stored or while being transported				1
l. FOOD in original, unopened, undamaged packaging				1
m. FOOD, UTENSILS, EQUIPMENT AND SINGLE-SERVICE ARTICLES stored on nonabsorbent material at least six inches above floor in dry location, away from hazardous materials				1
n. KITCHEN / FOOD PREP / FOOD STORAGE lights properly shielded				2
o. TRASH / REFUSE stored correctly (<i>tight fitting, solid lids in water tight containers; sanitary condition; covered when not in use</i>)				2
p. RODENT / INSECT control				1-20
q. Properly sealed around pipes, plumbing and ducts, cracks and holes				2
r. POTENTIALLY HAZARDOUS FOOD held at proper temperatures during handling or storage; <u>hot holding at 135°F or above; cold holding at 41°F or below</u>				*
s. FREEZER: Thermometer present / accurate / good monitoring position / food frozen				2
t. STORAGE of food / supplies correct (<i>labeled and dated</i>)				2-10
u. METAL-STEM DIAP-TYPE THERMOMETER (0°F to 220°F) available / used				1
v. SINGLE-SERVICE articles are not reused				2

7. 410 IAC 7-24 FOOD SAFETY / SERVICE (continued)	NO	N/A	REPEAT	
w. Once served, leftover food discarded				2
x. FOOD HANDLERS wear clean APRON / SMOCK; effective HAIR RESTRAINT				1
y. BULK FOOD CONTAINERS clean and labeled				1
z. CHEMICAL SANITIZER TEST KIT provided and used; solution correct				2-5
aa. REFRIGERATED MEDICATIONS stored correctly				2
bb. Proper illumination of footcandles in each area				1-2
cc. KITCHEN CLEANING SCHEDULE posted and used				1
dd. KITCHEN EQUIPMENT properly sealed / handled / stored				1
ee. DISHES, POTS, PANS AND UTENSILS stored in a manner that protects them from contamination				1
ff. HANDWASHING SINK in kitchen or close proximity / equipped with soap and disposable towels				2
gg. KITCHEN WALLS AND CEILINGS smooth / easily cleanable				1
hh. STOVE provided if meals prepared; conveniently located / in good condition / clean / safe				2
ii. REFRIGERATOR: THERMOMETER PRESENT, 41°F or less and in position for daily monitoring				1
jj. ALL FOOD from <u>approved</u> source / <u>not homemade</u>				2-10
kk. KITCHEN / FOOD PREPARATION AREA(S) not a throughway; separate from other areas				1
ll. KITCHEN / FOOD PREPARATION AREA(S) not used for office, children's activities, naps, dining or recreational area for adults / children				1
mm. KITCHEN / FOOD PREPARATION AREA(S) clean, sanitary condition				1-25
TOTAL				

8. VENDING	NO	N/A	REPEAT	
a. VENDING: Food temperatures verified upon arrival and recorded [3-4.5-5(b)]				*
b. VENDING: Transport containers insulated / washable / maintains food temperatures [3-4.5-5(b)]				*
c. Time as a public health control; written procedures on site				*
d. Time as a public health control; food properly labeled				*
e. Time as a public health control; food served or discarded properly				*
TOTAL				

9. ILL CHILDREN	NO	N/A	REPEAT	
a. ILL CHILDREN kept from others [3-4.5-6(c)]				1-5
b. SURFACES / ITEMS in contact with ILL CHILDREN cleaned / sanitized after each use [3-4.5-6(c)]				1-5
TOTAL				

10. RECORDS	NO	N/A	REPEAT	
a. Complete immunization records for each child (IC 12-17.2-6-11)				1-10
b. Signed parent's notices for each child (IC 12-17.2-6-7)				1-2
c. Criminal History Police checks for each staff member / volunteer without convictions (IC 12-17.2-6-14)				*
d. Universal Precautions training current / complete documentation (410 IAC 1-4)				2
e. UNIVERSAL PRECAUTIONS SUPPLIES available and used (410 IAC 1-4) (<i>Minimum of latex gloves, paper towels, approved disinfectant masks, etc. recommended</i>)				2
f. Child abuse / neglect checked without substantiation, on all staff / volunteer (IC 12-17.2-6-14)				*
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 first aid applicable to all age groups of children. IC 12-17.2-6-7.5 (b)(1) & (2)				
TOTAL				

11. PLAYGROUNDS	NO	N/A	REPEAT	
a. PLAYGROUND: free from hazards (3-4.5-4)				2-10
b. PLAYGROUND AND EQUIPMENT: well-drained (<i>insect control</i>) (3-4.5-4)				2-5
c. SWIMMING POOL: When filed has current permit from health department, verification of weekly water sample from approved lab (410 IAC 6-2)				2
d. WADING POOL: meets 410 IAC 6-2 (<i>has filtered circulated water</i>) (410 IAC 6-2)				2
e. WATER TABLE: used / sanitized correctly [3-4.5-4(l)]				2
TOTAL				

II - INFANT / TODDLER

1. ROOM OBSERVATION	NO	N/A	REPEAT	
a. CRIBS / COTS available for each child [3-4.5-6(a)]				1
b. LINENS / COVERINGS clean [3-4.5-6(a)]				1
c. CRIBS / MATTRESS sizes correct / good repair / sturdy / cleanable materials [3-4.5-6(a)]				2
d. Staff following recommended safe sleep practices [12-17.2-6-14.1(a)(2)]				*
TOTAL				

2. BOTTLES / FOOD SAFETY	NO	N/A	REPEAT	
a. BOTTLES, NIPPLES, ETC. which are supplied by facility are washed / sterilized / stored correctly (<i>bottles boiled one minute, other items one minute</i>) [3-4.5-5(e)]				*
b. CAPS, NIPPLES, BOTTLES AND OTHER DRINKING ITEMS stored separately, covered and labeled [3-4.5-5(e)]				1-2
c. OPENED JARS of baby food / filled feeding bottles / opened formula are refrigerated at 41 F or colder [3-4.5-5(b)]				2-5

Children Handwashing

Pest Infestation

Building Structure

Percentage: _____ Pass or Not Pass
(Total points divided by possible remaining points)

Signature of provider

Date (month, day, year)

Ministry approved at time of inspection?

Yes No

Survey approval date (month, day, year)

REGISTERED DAY CARE MINISTRIES

CHILDREN'S RECORDS

NAME OF CHILD

IMMUNIZATION HISTORY

PARENT NOTICE SIGNED

Number of staff records reviewed

Number of children's records reviewed

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

Name of facility	County
------------------	--------

SQUARE FOOTAGE OF ROOMS

ROOM	LENGTH	X	WIDTH	=	TOTAL SQUARE FEET	<div style="text-align: center;">● — ●</div>	35	=	TOTAL CHILDREN
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
		X		=		<div style="text-align: center;">● — ●</div>	35	=	
TOTAL FOR MINISTRY						TOTAL FOR MINISTRY			

Comments:
