

HOUSING SAFETY CHECKLIST

QUESTION	YES	NO	N/A	NOT OBS
<u>GENERAL</u>				
Have Housing personnel been provided with safety training appropriate for residential and playground issues?				
Are screens of windows located close to the floor capable of being secured and preventing a child from falling through them?				
Are walkways, driveways, and parking areas properly maintained?				
Are electrical transformers and other utility equipment properly secured and labeled?				
Do housing units contain asbestos containing material (ACM)? Is it properly labeled and maintained in good condition?				
Have housing units been surveyed for the presence of lead based paint? Are painted surfaces properly maintained and abated when in poor condition?				
Are measures in place to prevent accidental poisonings from carbon monoxide in housing units utilizing natural or propane gas?				
Have housing units been surveyed for the presence of radon? Where identified, are controls in place and continuously maintained?				
<u>MAINTENANCE/GROUNDS</u>				
Do maintenance personnel place parking cones in front of and behind their vehicles while parked in housing areas?				
Are vacant quarters adequately secured?				
Are construction sites in the housing area properly barricaded?				
Are material safety data sheets available for all hazardous materials used during maintenance in family quarters?				

Are trees kept trimmed back away from power lines?				
<u>SELF-HELP</u>				
Are plans and specifications for self-help projects reviewed for safety and health considerations (e.g. sheds, fences, playground equipment)?				
Are projects inspected after completion?				
Are tools and equipment issued from self-help inspected prior to issuance and tenants instructed in safe operating procedures?				
Have all paints and other hazardous materials issued from self-help been approved by Safety? Are Material Safety Data Sheets (MSDS) available and supplied to tenants when materials are picked up or upon request?				
<u>OCCUPANT SAFETY GUIDELINES</u>				
Is safety covered during housing orientation?				
Is operation of electrical and mechanical equipment demonstrated at check-in?				
Are smoke detectors functioning properly? Have they been tested within last year and at occupant change?				
Do local procedures and the Occupant Handbook cover: fire alarm procedures? smoke detector instructions? storage requirements? prohibition on use and storage of flammable items? proper use and care of appliance & extension cords? fuse or circuit breaker cautions? hot water heater temperature regulations? traffic and terrain hazards (e.g. ponds, culverts)? indigenous insects, poisonous plants & snakes, other dangerous wildlife? disaster preparedness (typhoon, hurricanes, tornadoes)? contacting emergency response centers? safety and fire prevention?				
<u>RECREATIONAL</u>				

Are inspections by qualified personnel conducted periodically to ensure conditions are satisfactory? Is a checklist used? Are inspections documented?				
Is the playground enclosed by a fence that would prevent children from running into the street while playing?				
Is playground reasonably leveled and drained to ensure dryness?				
Is playground equipment located over an impact-absorbing surface?				
Is surface approximately 6" to 12" deep or made of shock absorbent rubber matting?				
Is a facility folder maintained that identifies the manufacturer, model number and month/year of purchase of equipment in case repairs are required?				
Are warning signs posted in hazardous areas such as around swings and at exit areas for slides?				
Is equipment firmly anchored in concrete below the ground?				
Is playground apparatus placed away from ball fields to prevent a child playing in a ballgame from accidentally running in front of exit area of slides, swings, or other equipment?				
Are procedures for repair/replacement of damaged equipment established?				
Is diameter of swinging exercise rings smaller than 5 inches to prevent a child's head from being entrapped? Are grip sizes of the bars 1-1.67 inches?				
Are ends of bolts on equipment covered with protective caps that cannot be removed by hand?				
Are ends of tubing on equipment covered with protective caps?				
Are ends of "S" hooks pinched closed?				
Is playground free of tripping hazards such as roots, rocks, or other obstacles?				
Is paint of equipment in good condition (no peeling, chipping)? Does paint meet current CPSP regulation of <0.006% lead?				
Are wood structures in good condition (no cracking or splitting)?				
Are moving parts that could pinch or crush, concealed on gliders, seesaws, and merry-go-rounds?				
Are moving parts of equipment lubricated?				
Do rungs on climbing equipment designed to be gripped by the hand have a slip-resistant finish?				

Are rungs of climbing apparatus spaced evenly and far enough apart to prevent head entrapment (greater than 9 inches)?				
Is there a minimum clearance of 24 inches between each swing and 30 inches between swing and frame structure? (Greater clearance is required for tire swings and other swings that move in directions other than just back and forth).				
Are seats of swings constructed of lightweight material such as plastic, rubber or canvas and are seat edges rounded or smoothly finished?				
Are slides equipped with side borders of 4 inches high for the entire length of slides?				
Do slides have a protective barrier at the top to prevent falls while a child is changing from a climbing to sliding position? (For slides over 4 feet high, barrier is to be at least 38 inches in height).				
Are slides located in a shaded area to prevent the metal from becoming hot because of the sun?				
Are covered trash receptacles provided?				
Are attending personnel knowledgeable about playground equipment?				
<u>CHILD DEVELOPMENT CENTERS</u>				
Do new caregivers receive orientation on safety, fire prevention and emergency procedures?				
Is the building equipped with a sprinkler system?				
Have standard operating procedures been developed for safety, health, fire prevention and fire evacuation requirements?				
Are monthly fire prevention inspections and drills documented?				
Has the local medical department specified contents of first aid kit for emergency cleansing and protection of wounds, to include an antiseptic, bandages, dressing, and tweezers?				
Is smoking prohibited inside the center and on playgrounds?				
Are smoke detectors installed in all areas of the building?				
Are exits adequately marked by exit signs? Are exit signs adequately illuminated?				
Are fan blades located less than 7 feet above the floor or working level guarded with openings no larger than ½ inch?				

Are extension cords prohibited?				
Are ground fault circuit interrupters (GFCIs) installed for each circuit servicing bathrooms, kitchens, laundry facilities, exterior receptacles and sink areas?				
Are electrical outlets accessible to children protected with non-metallic protective caps/covers?				
For new construction and renovation projects: Are outlets at a minimum height of 54 inches above the floor and out of the reach of children? In child accessible areas, are receptacles a child safety type such as one that requires twisting the inner portion of the device to activate current and at the same time prevents a child from inserting any foreign object?				
Are cleaning and other chemicals stored in locked cabinets outside children's rooms, kitchen and bathroom? Is the number for the poison response center available with other emergency numbers?				
Are playgrounds free of stones, drop-offs, holes, stumps, outcroppings, animal wastes, etc?				
Do bolts, screws and edges have rounded surfaces?				