



Mecklenburg County Health Department

Child Care Center Administrator Check List

Prior to Opening the Center:

- Survey Play Ground Area
- Survey Interior Licensed Space and Auxiliary Space
- Verify Center has Electricity, Hot and Cold Water, Ventilation
- Prepare Sanitizer and Disinfectant Spray Bottles and place in required areas

When caregivers arrive, have them verify the following in their rooms:

- Soap and Disposable towels at sinks
- All hazardous items are stored properly
- Food received from parents is labeled with child's name and dated
- Make sure children wash their hands at arrival

Administrator Assessments:

(Conduct weekly or at least each month)

- Monitor Diaper Changing Procedures
- Monitor Hazardous Item Storage
- Monitor Toy Cleaning Procedures
- Using a digital thermometer, check kitchen and laundry hot water temperatures (120 F)
- Using a digital thermometer check hand washing sink temperatures (80 F – 110 F)
- Monitor Linen changing procedures
- Kitchen Equipment:
 - Refrigerator: Interior 45 F
 - Multi-Service Utensils are being washed, rinsed, and sanitized
 - Dry food products are sealed
- Survey furniture, equipment, floors/walls/ceilings, etc. for general maintenance and cleanliness issues or develop in-house “work order” for staff to turn into Director
- Calibrate Metal Stem Thermometers (Digital recommended)
- Monitor Disinfectant and Sanitizer levels
- Lead Hazard Check (Pre-1978 Structures only)
 - Survey for chipping paint (Interior and Exterior)
 - Survey for rubbing doors and windows
 - Verify window sills and floors are clean and dust free

Administrator Assessments (Continued):

- Monitor Hand Washing Procedures (Staff and Children)
- Review your last two Health Department Inspection Reports
- Monitor Supply Levels (ex. soap, paper towels, test strips, remove expired products, etc.)
- Monitor Food Safety Procedures (Use item #s 3 through 13 on the Detailed Inspection Sheet on the Health Department's Child Care Resource page , website is below)

New Staff Training:

- Verify they can conduct a diaper change
- Cover hazardous item storage
- Have new staff review 15A NCAC 18A .2800
- Have new staff review all handouts on the Health Department's Child Care Resource page (website is below)

Yearly:

- Have all center staff review 15A NCAC 18A .2800
- Have all center staff review handouts on the Health Departments Child Care Resource page (website is below)

The intent of this document is to provide operators with an “in-house” assessment tool for their facility. This document is not a supplement to 15A NCAC 18 .2800, nor does it represent all of the various rules/procedures that need to be complied with each workday. For a complete copy of the regulations or to view a detailed inspection sheet go to, [Http://FoodSafety.CharMeck.org](http://FoodSafety.CharMeck.org) .

Questions? Call 704-336-5100.