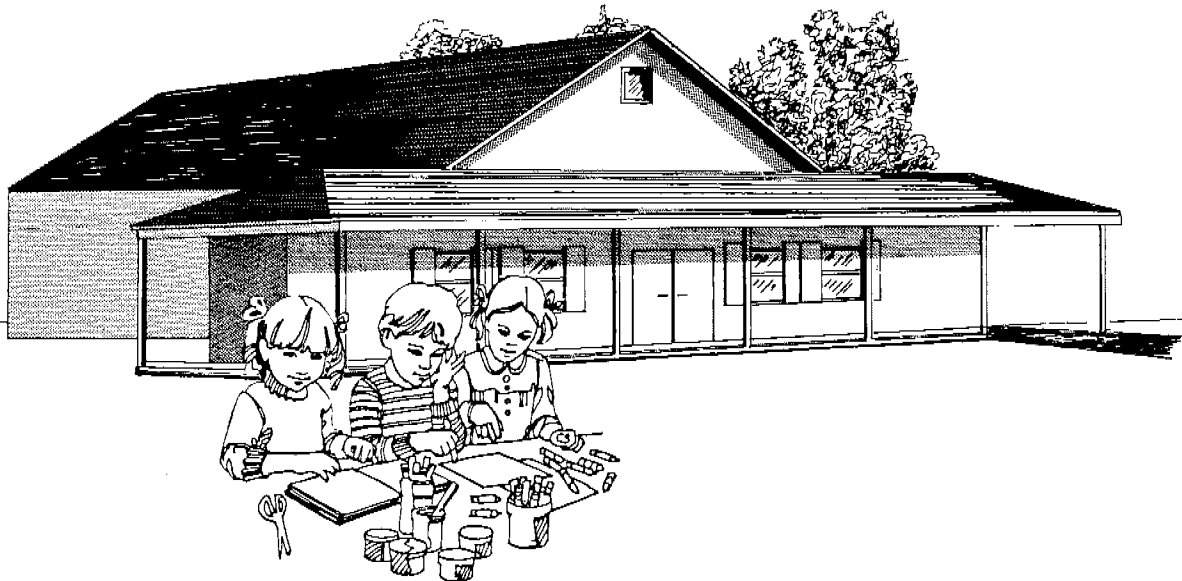


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*Health Aspects
of
Design Reviews and Inspections
of
Child Development Centers*



*U.S. Army Environmental Hygiene Agency
Entomological Sciences Division and Sanitation and Hygiene Program
Aberdeen Proving Ground, Maryland 21010-5422*

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DEPARTMENT OF THE ARMY
U. S. ARMY ENVIRONMENTAL HYGIENE AGENCY
ABERDEEN PROVING GROUND, MARYLAND 21010-6422



REPLY TO
ATTENTION OF

HSHB-MI-S

July 1994

USAEHA TECHNICAL GUIDE NO. 191

HEALTH ASPECTS OF DESIGN REVIEWS AND INSPECTIONS
OF CHILD DEVELOPMENT CENTERS

CHAPTER 1
INTRODUCTION

1-1. PURPOSE

This technical guide (TG) provides installation health authorities with criteria necessary to conduct design reviews and inspections of new, existing, or renovated child development centers (CDCs) within the U.S. Army Child Development Services (CDS) system.

1-2. REFERENCES

Appendix A provides a list of references.

1-3. ABBREVIATIONS AND TERMS

The glossary provides a list of abbreviations and terms that are used in this TG.

**CHAPTER 2
CHILD DEVELOPMENT CENTERS****2-1. PROCUREMENT OF EQUIPMENT AND FURNISHINGS**

Procurement of commercial- or institutional-grade/quality equipment and furnishings is initially more expensive than other less durable equipment. However, replacement costs for less durable equipment will quickly exceed the initial costs incurred by the commercial- or institutional-grade/quality equipment and furnishings. (See AR 608-10.)

2-2. SIZES AND CAPACITIES FOR CHILD DEVELOPMENT CENTERS

a. Presently, a CDC may accommodate no less than 23 or no more than 303 children. Standard definitive designs are available for 60, 99, 122, 145, 198, 244, and 303 children. Designs for these facilities are available from the Commander, U.S. Army Engineer Division, Huntsville, P.O. Box 1600, Huntsville, AL 35807-4301.

b. Table 2-1 presents the CDC gross area based on facility capacity. This area includes mechanical equipment room space. U.S. Army Europe facilities may increase this area by 10 percent.

c. Separate staff spaces should be provided for work/lunch breaks, development of program materials, and use of staff training resources.

Table 2-1
CDC Gross Area Based on Facility Capacity

Maximum facility capacity	Gross Area*	
	ft ²	m ²
60	5,600	520
99	8,190	761
122	9,520	884
145	11,210	1,041
198	15,400	1,431
244	19,040	1,778
303	23,660	2,198

* Ensure a minimum of 35 feet squared (35 ft²) (3.3 meters squared (3.3 m²)) of usable activity space per child is available within the child activity room or module. This excludes areas used for cribs, diaper changing tables, toilets, sinks, and storage closets.

2-3. DESIGN REVIEW OR INSPECTION OF A CHILD DEVELOPMENT CENTER

a. The checklists in this TG are designed to assist installation health authorities when performing--

(1) A design review of a new, existing, or renovated CDC - Checklist 1.

(2) An inspection of a new, existing, or renovated CDC - Checklist 2.

b. In both checklists, the reference(s) for the specific items are noted in parenthesis below the item.

c. We suggest that you remove the checklists, make copies as needed, and return the original pages to this TG for future use.

CHECKLIST 1

**PERFORMING A DESIGN REVIEW OF A
NEW, EXISTING, OR RENOVATED CHILD DEVELOPMENT CENTER**

Specific criteria on interior and exterior colors, finishes, and materials are available in the CDC definitive designs.

1. CONSTRUCTION MATERIALS

a. Prohibited Materials. Are the following prohibited materials NONEXISTENT in the construction of the facility?

(1) Asbestos? YES ___ NO ___

(AR 608-10, paras 5-48 and C-51;
Architectural and Engineering
Instructions (AEI), app G,
para 4a(6)(c)10/)

(2) Lead-based paint? YES ___ NO ___

(AR 608-10, paras 5-48 and C-51; AEI,
app G, para 4a(6)(c)9/)

(3) Urea-formaldehyde? YES ___ NO ___

(AR 608-10, para 5-48)

b. Floors (approved material and features).

(1) Is carpeting soil- and stain-resistant? YES ___ NO ___

*NOTE: Area rugs which can be easily
cleaned if soiled are recommended to
cover hard flooring in child areas.*

(AR 608-10, para C-51)

- (2) Is hard flooring soil- and odor-resistant and easy to clean? YES ___ NO ___

NOTE: Seamless vinyl cushioned tile is required in all areas. Program personnel have the option of purchasing area rugs which allow for greater flexibility in use, maintenance, and replacement.

(AR 608-10, para C-51)

- (3) Is there a washable, soft, stain-resistant covering in pre-toddler and infant crawl areas? YES ___ NO ___

NOTE: Carpeting is not recommended since it is not easy to clean and will not withstand daily cleaning and disinfection.

(AR 608-10, para C-59)

- (4) Is all bathroom area flooring--
 (a) Easy to clean? YES ___ NO ___

(AR 608-10, para C-61)

- (b) Seamless? YES ___ NO ___

(AR 608-10, para C-61)

- (c) Soil- and odor-resistant? YES ___ NO ___

(AR 608-10, para C-61)

c. Walls (approved material and features).

- (1) Is the covering in activity rooms, modules, toilet facilities, and child traffic areas easy to clean and maintain? YES ___ NO ___

(AR 608-10, para C-51)

(2) Are the wall coverings composed of at least one of the following? To indicate the type(s) of wall coverings used, mark the appropriate "YES" column.

(a) An approved wainscoting material? **YES** ___ **NO** ___

(AR 608-10, para C-51; AEI, app G, para 4c(4)(b))

(b) Laminated plastic, such as formica? **YES** ___ **NO** ___

(AEI, app G, para 4c(4)(b))

(c) Vinyl covering? **YES** ___ **NO** ___

(AR 608-10, para C-51; AEI, app G, para 4c(4)(b))

NOTE: Epoxy coatings are also permitted above the 4-foot (ft) (1.2 meter (m)) level.

(AR 608-10, para C-51; AEI, app G, para 4c(4)(b))

(3) Are neutral light colors used to enhance visibility? **YES** ___ **NO** ___

(AR 608-10, para C-51; AEI, app G, para 4c(5))

(4) Are bathroom wall coverings water resistant to a minimum height of 4 ft (1.2 m) from the floor? **YES** ___ **NO** ___

(AR 608-10, para C-61)

d. Noise Control.

- (1) Are potentially noisy areas separated from quiet areas? YES ___ NO ___

(AR 608-10, para C-44)

NOTE: An example of this is to separate the child activity areas from rest areas.

- (2) To the maximum extent possible, has at least one of the following sound absorbing materials been used? To indicate the type(s) of materials used, mark the appropriate "YES" column.

- (a) Baffling? YES ___ NO ___

(AR 608-10, para C-44)

- (b) Absorbent ceiling tile? YES ___ NO ___

(AR 608-10, para C-44)

- (c) Area carpets and rugs? YES ___ NO ___

(AR 608-10, para C-44)

- (d) Window and wall treatments? YES ___ NO ___

(AR 608-10, para C-44)

- (3) Do mechanical room peak noise levels measure 85 decibels, A-weighted (dBA) or below? YES ___ NO ___

NOTE: Noise levels cannot exceed 85 dBA. This will limit noise transmission in child areas to less than 40 dBA.

(AR 608-10, paras 5-43 and C-43)

2. LIGHTING

- a. Is lighting per design criteria in AEI and Illuminating Engineering Society's (IES's) Lighting Handbook? YES ___ NO ___

(AR 608-10, para C-47a(1))

- b. Is overhead lighting provided in child activity rooms or modules? YES ___ NO ___

(AR 608-10, para C-47a(3))

- c. Are high-shielding fluorescent lamps installed in fluorescent fixtures? YES ___ NO ___

(AR 608-10, para C-47A(7))

- d. Are lighting fixtures in all kitchen areas equipped with shatter-resistant bulbs or shatter-resistant fixtures? YES ___ NO ___

NOTE: The intent of this is to prevent glass, in the event of accidental bulb breakage, from falling onto food, food contact surfaces, and food containers and equipment.

(TB MED 530, para 6-19)

- e. Do all lighting fixtures have shatter-proof lenses? YES ___ NO ___

(AEI, app G, para 4h(4)(c))

- f. Are shading, window overhangs, etc., provided to reduce glare in interior spaces? YES ___ NO ___

(AR 608-10, para C-47a(6))

- g. Is adequate lighting provided in entry areas to allow for gradual adaptation to interior lighting levels? YES ___ NO ___

(AR 608-10, para C-47a(9))

- h. Is a minimum of 50 footcandles (fc) of task lighting provided in areas requiring perceptual acuity, such as reading, drawing, color and shape discrimination, and staff administrative areas? YES ___ NO ___

(AR 608-10, para C-47a(4); AEI, app G, para 4h(4)(d))

- i. Is a minimum of 30 fc provided in all other areas? YES ___ NO ___

(AR 608-10, para C-47a(5); AEI, app G, para 4h(4)(d))

- j. Is a minimum of 1/2 fc provided for sidewalks and parking areas during periods of darkness? YES ___ NO ___

(AR 608-10, para C-47a(10))

- k. Is emergency lighting provided for all occupied areas and corridors? YES ___ NO ___

(AR 608-10, para C-75a(10))

- l. In the event of a power failure, is battery or hardwired emergency lighting provided? YES ___ NO ___

(AR 608-10, para C-47a(12))

3. HEATING, VENTILATION, AND COOLING SYSTEM

- a. Are tamperproof temperature devices installed 60 inches (152.4 centimeters (cm)) above the floor? YES ___ NO ___

(AR 608-10, para C-45; AEI, app G, para 4i(3)(a))

- b. Are heating and cooling equipment designed to maintain temperatures between 65 and 78 degrees Fahrenheit (°F) (18 and 25 degrees Celsius (°C))? **YES** ___ **NO** ___

NOTE: These temperatures are measured 1 ft (0.305 m) above the floor since children are the population served.

(AR 608-10, paras 5-42 and C-45; AEI, app G, para 4i(3)(a))

- c. Is the heating, ventilation, and humidity control system designed to maintain a minimum relative humidity of 30 percent and a maximum of 60 percent? **YES** ___ **NO** ___

(AR 608-10, para C-45; AEI, app G, para 4i(3)(a))

- d. Are dedicated mechanical exhausts provided and vented directly outdoors to minimize odors and remove heat, grease, and moisture for--

- (1) Kitchen equipment, such as mechanical dishwashers, condensate hood above pot and pan sink, and cooking equipment? **YES** ___ **NO** ___

(AR 608-10, paras 5-39 and C-45; AEI, app G, para 4i(4)(b))

- (2) Toilets/bathrooms? **YES** ___ **NO** ___

(AR 608-10, para C-45)

- (3) Diaper changing areas? **YES** ___ **NO** ___

(AR 608-10, para C-45; AEI, app G, para 4i(4)(a))

- (4) Laundry rooms? **YES** ___ **NO** ___

(AR 608-10, para C-45)

e. Are all windows provided with fly screens or protected with a barrier to prevent insects from entering? **YES** ___ **NO** ___

(AR 608-10, para 5-48)

f. Has the heating, ventilating, and air conditioning (HVAC) equipment/system been analyzed for noise/acoustical considerations within the facility? **YES** ___ **NO** ___

(TM 5-810-1, para 2-9; TM 5-805-4)

g. Is the HVAC system designed in accordance with American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) Standard 62 and other applicable ventilation criteria? **YES** ___ **NO** ___

(TM 5-810-1, para 2-4; AEI, chap 13, para 4d)

4. FLOOR DRAINS

Are floor drains present in all--

a. Bathrooms? **YES** ___ **NO** ___

(AR 608-10, para C-48; AEI, app G, para 4k)

b. Laundry rooms? **YES** ___ **NO** ___

(AR 608-10, para C-48; AEI, app G, para 4k)

c. Janitors' closets? **YES** ___ **NO** ___

(AR 608-10, para C-48; AEI, app G, para 4k)

d. Kitchens? **YES** ___ **NO** ___

(AR 608-10, para C-48; AEI, app G, para 4k)

5. PLUMBING AND WATER SUPPLY

a. Are lead and copper levels in the distribution system and drinking fountains below levels stated in the Lead/Copper rule 2.1.1? YES ___ NO ___

(56 FR 26460)

b. Is there hot and cold running water in all--

(1) Handwashing sinks? YES ___ NO ___

(AR 608-10, para C-48)

(2) Food preparation sinks? YES ___ NO ___

(AR 608-10, para C-48)

c. Does dishwasher final rinse (chemical or heat sanitizing) comply with NSF International recommended standards? YES ___ NO ___

(TB MED 530, para 4-29d)

NOTE: If automatic dishwashers are equipped with a booster heater, the supplied hot water is a minimum of 140 °F (60 °C). Most booster heaters will raise water temperatures no more than 40 °F (4 °C).

6. DRINKING FOUNTAINS

a. Are there child-height drinking fountains with guarded stream drinking heads in--

(1) Child activity rooms or modules? YES ___ NO ___

(AR 608-10, paras 4-33, C-61, and C-62)

(2) Outdoor play areas? YES ___ NO ___

(AR 608-10, para 4-33)

(3) Administrative areas? YES ___ NO ___

(AR 608-10, para C-62)

NOTE: The mounting height should be a maximum of 24 inches (60.9 cm) for toddlers and 30 inches (76.2 cm) for preschool- and school-age children.

b. Are drinking fountains located away from diaper changing areas? YES ___ NO ___

(AEI, app G, para 4a(6)(c)12/)

c. Are fountain control knobs easy for all children to operate? YES ___ NO ___

(Based on judgment)

7. BATHROOMS

a. Is there a staff and public bathroom available in the lobby or reception area? YES ___ NO ___

(AR 608-10, para C-57; AEI, app G, paras 4a(6)(a)10/ and 4c(2)(b))

b. Are there separate male and female bathrooms if 15 or more adults work in the CDC? YES ___ NO ___

NOTE: One unisex staff bathroom is sufficient in facilities with less than 15 adults on the staff.

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)10/)

- c. Are handicap bathroom facilities accessible for handicapped adults? **YES** ___ **NO** ___

NOTE: These facilities may also serve handicapped children if no handicap accessible child bathrooms are provided. Centralized handicap facilities may double function as adult bathroom(s). Handicap bathrooms may support the sick child/isolation room.

(AR 608-10, para C-57; AEI, app G, para 4c(2)(a))

- d. Is there an adult bathroom within or between infant and pre-toddler activity rooms or modules? **YES** ___ **NO** ___

NOTE: Adults may share a bathroom between activity rooms or modules.

(AR 608-10, para 4-33)

- e. Are these bathrooms equipped with handwashing sinks with soap and towel dispensers or hand-drying devices? **YES** ___ **NO** ___

(AR 608-10, para 4-33 and C-61)

- f. Are child bathroom/toilet areas located within, between, or adjacent to child activity rooms or modules? **YES** ___ **NO** ___

NOTE: Central toilet facilities for children are not permitted.

(AR 608-10, paras 5-31 and C-61)

g. Are bathroom sinks capable of easy operation or activation by children? YES ___ NO ___

(Based on judgment)

h. Do the child bathroom/toilet areas have--

(1) Low partitions around toilets and no doors for all age groups except school-age children? YES ___ NO ___

(AR 608-10, paras 5-31 and C-61)

(2) Child-height paper towel dispensers that are NOT located adjacent to toilets? YES ___ NO ___

NOTE: This minimizes the potential to place paper towels in the toilets.

(AR 608-10, paras 5-31 and C-50)

(3) Easily operated child-height--

(a) Handwashing sinks with automatic water shutoffs on the faucets? YES ___ NO ___

(AR 608-10, paras C-50 and C-61)

(b) Soap dispensers? YES ___ NO ___

(AR 608-10, paras 5-31 and C-61)

(c) Toilet paper dispensers? YES ___ NO ___

(AR 608-10, paras 5-31, C-50, and C-61)

(4) Child-height toilets and sinks as referenced in the following chart? YES ___ NO ___

(AR 608-10, paras 5-31 and C-61)

	<u>Toddlers</u>	<u>Preschool Age</u>	<u>School Age</u>
No. of toilets and sinks per child	1/8	1/10	1/18
Common male and female	YES	YES	NO
Child-height fixtures	YES	YES	NO

i. Are handwashing sinks separate from water-play areas? YES ___ NO ___

NOTE: This will minimize the potential for water-play areas to be used for handwashing.

(AR 608-10, paras 5-31 and C-61)

j. Are separate sinks provided for handwashing after diapering and for food preparation? YES ___ NO ___

(AR 608-10, para C-121-a(2))

k. Since composite modules are comprised of various aged children, do toilet areas reflect the actual child population? YES ___ NO ___

FOR EXAMPLE: If the composite module has 10 preschool-age children in the morning and 12 school-age children in the afternoon, one child-height and one adult-size toilet and sink are required.

(AR 608-10, para C-61)

8. LAUNDRY AREAS

- a. Are laundry areas located away from--
 - (1) Kitchen? YES ___ NO ___
 (AR 608-10, para C-57; AEI, app G, paras 4a(6)(a)8/ and 4a(6)(c)6/)
 - (2) Child bathrooms? YES ___ NO ___
 (AR 608-10, para C-57; AEI, app G, para 4a(6)(a)8/)
 - (3) Child activity rooms or modules? YES ___ NO ___
 (AR 608-10, para C-57; AEI, app G, para 4a(6)(a)8/)
- b. Can laundry areas be locked? YES ___ NO ___
 (AR 608-10, para C-57; AEI, app G, para 4a(6)(a)8/)
- c. Are doorways to laundry areas wide enough to accommodate placement and replacement of commercial-grade equipment? YES ___ NO ___
 (Based on judgment)
- d. Are laundries equipped with heavy-duty, commercial-grade appliances? YES ___ NO ___
 (AR 608-10, paras 5-51, C-57, and C-62)
- e. Is there separate storage for clean and soiled laundry and laundry supplies? YES ___ NO ___
 (AR 608-10, para C-57)
- f. Is there a laundry sink? YES ___ NO ___
 (AEI, app G, para 4j(5))
- g. Is the laundry hot water temperature 140 °F (60 °C)? YES ___ NO ___
 (AEI, app G, para 4j(4))

- h. If hot air from the dryer travels more than 20 ft (6.1 m) from the dryer to the outside vent, is a booster fan provided to assist the ventilation? YES ___ NO ___

NOTE: Vertical upward vents less than 20 ft (6.1 m) may require a booster fan.

(AEI, app G, para 4j(5))

- i. Is there moisture-proof storage for laundry products? YES ___ NO ___

(AEI, app G, para 4a(6)(a)8/)

- j. When possible, is laundry room located on an outside wall and vented directly to the outside? YES ___ NO ___

(AEI, app G, para 4j(5))

9. JANITOR'S CLOSETS

- a. Is there adequate storage for--

- (1) Cleaning supplies? YES ___ NO ___

(AR 608-10, para C-57)

- (2) Equipment? YES ___ NO ___

(AR 608-10, para C-57)

- b. Is there a slop sink? YES ___ NO ___

(AR 608-10, para C-57)

NOTE: Custodial sinks should be equipped with an atmospheric vacuum breaker to prevent backsiphonage in the event custodial personnel attach a hose to the sink faucet to facilitate filling mop buckets with water.

(AR 40-5, para 12-2f; TB MED 576, para 4-2; and TM 5-660, chap 9, sec E)

- c. Is the janitor's closet located away from child activity spaces and child toilet facilities? **YES** ___ **NO** ___

(AR 608-10, paras 5-37 and C-92; AEI, app G, paras 4a(6)(a)9/ and 4c(8)(d))

10. KITCHENS

NOTE: Kitchen design is beyond the scope of this document and is addressed in a separate guide. Only CDC unique or pertinent kitchen information is addressed in the following questions.

- a. Are there separate kitchen facilities for--

- (1) Receiving? **YES** ___ **NO** ___

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)7/a/)

- (2) Handwashing? **YES** ___ **NO** ___

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)7/a/)

- (3) Food storage? **YES** ___ **NO** ___

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)7/a/)

- (4) Food preparation? **YES** ___ **NO** ___

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)7/a/)

- (5) Distribution? **YES** ___ **NO** ___

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)7/a/)

(6) Cleanup space? YES ___ NO ___

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)7/a/)

NOTE: Locate kitchen facilities on an outside wall to facilitate deliveries and garbage removal.

b. Does commercial kitchen equipment meet NSF International Standards, and is it NSF International listed? YES ___ NO ___

(AR 608-10, paras 5-51, C-57, and C-62; TB MED 530, para 4-1; AEI, app G, paras 4a(6)(a)7/a/ and 4k)

c. Are doorways to kitchen wide enough to accommodate placement and replacement of commercial-grade equipment? YES ___ NO ___

(Based on judgment)

d. When food is catered or when short duration, part-day programs only are in operation, is kitchen equipment limited? To indicate what equipment the kitchen contains, mark the applicable "YES" column.

(1) Residential storage cabinets? YES ___ NO ___

(AEI, app G, para 4a(6)(a)7/b/)

(2) Microwave oven or small range? YES ___ NO ___

(AEI, app G, para 4a(6)(a)7/b/)

(3) Refrigerator? YES ___ NO ___

(AEI, app G, para 4a(6)(a)7/b/)

(4) Sink? YES ___ NO ___

(AEI, app G, para 4a(6)(a)7/b/)

(5) Dishwashing machine, if reusable items are used? YES ___ NO ___

(AEI, app G, para 4a(6)(a)7/b/)

e. Are central dining rooms NONEXISTENT? YES ___ NO ___

NOTE: Central dining rooms are not permitted.

(AEI, app G, para 4a(6)(c)4/)

f. Was a mildew-resistant, food-grade, silicone sealant used to seal floor- and wall-mounted equipment? YES ___ NO ___

(NSF Standard 51; Annual Listing; U.S. Department of Agricultural (USDA) Publication 1491)

g. Grease traps are not usually necessary, since frying foods is NOT permitted. If a grease trap is necessary for other reasons, are they located--

(1) Outside? YES ___ NO ___

(TB MED 530, para 5-14)

(2) So that they do NOT receive food waste from the garbage disposal? YES ___ NO ___

(TB MED 530, para 5-15)

11. ISOLATION ROOM

a. Is there a separate area available to isolate and observe ill children? YES ___ NO ___

(AR 608-10, para C-57)

NOTE: Reception desk personnel may perform observation responsibilities.

(AEI, app G, para 4a(6)(a)5/)

b. Is the isolation room sized to accommodate--

(1) A cot or crib?

YES ___ NO ___

(AR 608-10, para C-57)

(2) A lockable area for storage of first-aid supplies?

YES ___ NO ___

(AR 608-10, para C-57)

c. Is there direct access to a sink and toilet within or adjacent to the isolation area?

YES ___ NO ___

NOTE: Handicap toilet requirement may double function to support this requirement.

(AR 608-10, para C-57; AEI, app G, para 4a(6)(a)5/)

12. ACTIVITY ROOMS AND MODULES

a. Is there one infant diaper changing area provided for every 10 infants?

YES ___ NO ___

(AR 608-10, para C-61)

b. Is the diaper changing area separated from food preparation areas?

YES ___ NO ___

(AR 608-10, paras 4-14, C-61, and C-121)

c. Are the child activity areas clearly visible from the diaper changing area?

YES ___ NO ___

(AR 608-10, paras 5-31 and C-61)

d. Is there an adjacent adult-height sink with a maximum 110 °F (43 °C) water temperature?

YES ___ NO ___

(AR 608-10, para C-61)

- e. Is there an adult-height--
- (1) Soap dispenser? YES ___ NO ___
 (AR 608-10, para C-61; AEI, app G, para 4j(2)(a))
- (2) Paper towel dispenser? YES ___ NO ___
 (AR 608-10, para C-61; AEI, app G, para 4j(2)(b))

- f. Are there foot-operated storage containers for soiled disposable diapers and laundry? YES ___ NO ___

NOTE: Swinging type doors in these receptacles are not permitted because they present a finger and head entrapment hazard.

(AR 608-10, para C-61)

- g. Is there a diaper bag, diaper, towel, clothing, and baby-product storage area? YES ___ NO ___
 (AR 608-10, para C-61)

- h. Is there a recordkeeping space (bulletin board/desk)? YES ___ NO ___
 (AR 608-10, para C-61)

13. OUTDOOR AND OUTDOOR PLAY AREAS

- a. Is the outdoor play area and equipment free of lead-based paint? YES ___ NO ___

NOTE: Lead-based paint is prohibited.

(AR 608-10, para 5-48(c))

- b. Is there a minimum of 100 ft² (9.3 m²) of play area per child at any one time? YES ___ NO ___
 (AR 608-10, paras 5-23 and C-63; AEI, app G, para 2d(7))

c. Is a shaded crawl area provided for infants? YES ___ NO ___

(AEI, app G, para 4(b)(7)(a)7/)

d. Are poisonous plants, thorny plants and bushes, and sting weed plants NONEXISTENT? YES ___ NO ___

NOTE: Poisonous plants are prohibited.

(AR 608-10, para C-109; AEI, app G, para 4b(7)(b)3/)

e. If there are hanging plants, are they inaccessible to children? YES ___ NO ___

(AR 608-10, para C-109c)

f. Are child-height outdoor water fountains provided? YES ___ NO ___

NOTE: Maximum height for toddlers and preschoolers is 24 inches (60.9 cm).
Maximum height for school-age children is 30 inches (76.2 cm)

(AEI, app G, para 4b(6)(c))

g. Have playground sites been manually cleared of unwanted vegetation? YES ___ NO ___

NOTE: No chemical pesticides or herbicides will be used to clear vegetation.

(AR 608-10, paras 5-48n and C-64)

h. Are outdoor trash receptacles impermeable to moisture? YES ___ NO ___

(TB MED 530, 5-26a)

i. Are dumpsters placed on hard stands? YES ___ NO ___

(TB MED 530, para 5-27d)

j. Do dumpsters have tight-fitting lids? YES ___ NO ___

(TB MED 530, para 5-26a(2))

k. Are dumpsters located and positioned for easy access for emptying? YES ___ NO ___

(Based on judgment)

l. Is the dumpster service area safely away from children and CDC patron traffic? YES ___ NO ___

(Based on judgment)

m. Are dumpster's drain plugs installed to prevent pests from entering the dumpster, and grease and liquid waste from draining onto the ground? YES ___ NO ___

(TB MED 530, para 5-26a(2))

NOTE: Dumpsters must comply with Consumer Product Safety Commission (CPSC) requirements.

(AR 608-10, paras 5-38 and C-64)

n. Are sprinkler or irrigation systems equipped with a regulatory-approved backflow prevention device? YES ___ NO ___

NOTE: In most cases, minimum required protection is a pressure type vacuum breaker installed at least 12 inches (30.4 cm) above the highest sprinkler head.

(AEI, chap 9, para 9-2a)

o. Are outdoor hose bibbs equipped with a regulatory-approved backflow prevention device? YES ___ NO ___

NOTE: In most cases, an atmospheric vacuum breaker attached between the end of the hose bibb and the hose is sufficient.

(TB MED 576, para 4-2)

- p. Are turf areas of outdoor play areas adequately drained to prevent puddling or ponding? YES ___ NO ___

(AR 608-10, para 5-23d(1))

- q. Are containers, such as tires on water-play areas, provided with adequate drains? YES ___ NO ___

NOTE: There should be three to five 1-inch (2.54 cm) holes in tires to facilitate drainage. Drainage should not result in puddling.

(Based on judgment)

- r. To the maximum extent possible, is sand, if provided, inaccessible or covered to prevent use by animals as a litter box? YES ___ NO ___

FOR EXAMPLE: Sand in an open play area can be covered, while sand under a climbing structure can not.

(Based on judgment)

- s. If outdoor wood is accessible to children, is it free from pentachlorophenol or creosote preservatives? YES ___ NO ___

NOTE: Pentachlorophenol or creosote must not be used. Acceptability of wood preservative use should be confirmed on a case-by-case basis. Contact the USAEHA Toxicology Division at DSN 584-3627 or commercial (410) 671-3627 for wood preservative consultative services.

(AWPI Consumers Guide to the Proper Use of Treated Wood)

CHECKLIST 2

**PERFORMING AN INSPECTION OF A
NEW, EXISTING, OR RENOVATED CHILD DEVELOPMENT CENTER**

1. EMERGENCY COMMUNICATIONS

Are emergency phone numbers/instructions posted at each telephone? **YES** ___ **NO** ___

(AR 608-10, para C-88a)

2. MINIMUM STAFFING

Does minimum staffing meet the requirements in the following chart? **YES** ___ **NO** ___

(AR 608-10, para C-128, table 5-2)

		<u>Adult:Child Ratio</u>	<u>Max Group Size</u>
INFANTS	Birth - 6 weeks	1:2	6
	6 weeks - 12 months	1:4	8
PRE-TODDLERS	12 months - 24 months	1:5	10
TODDLERS	24 months - 3 years	1:7	14
PRESCHOOL	3 years - 5 years	1:10	20
	3 years - 5 years	1:12	24
SCHOOL AGE	5 years - 8 years	1:15	30
	9 years - 12 years	1:18	36

3. STAFF

a. Is a minimum of 2 staff members present regardless of number of children in attendance? **YES** ___ **NO** ___

(AR 608-10, para 5-17a)

b. Is at least one staff member fully trained in cardiovascular pulmonary resuscitation (CPR) and first aid (American Red Cross course or equivalent) in the CDC during all hours of operation? **YES** ___ **NO** ___

(AR 608-10, para 5-14c)

4. FACILITIES - GENERAL

a. Are facilities clean and orderly? **YES** ___ **NO** ___

(AR 608-10, para 4-19)

b. Is lead-based paint NOT used? **YES** ___ **NO** ___

(AR 608-10, para C-212)

c. For pest control purposes--

(1) Is a nonchemical means used in areas accessible to children? **YES** ___ **NO** ___

(AR 608-10, para C-65)

(2) Are treatments conducted when children are NOT in the facility? **YES** ___ **NO** ___

(AR 608-10, para 5-38b)

(3) Are insects and rodents controlled per the installation Integrated Pest Management Program and in coordination with Preventive Medicine Services? **YES** ___ **NO** ___

(AR 608-10, para C-65)

5. FACILITIES - INDOORS

a. Illness Screening.

(1) Do designated employees observe each child for obvious signs of illness upon arrival at CDC? **YES** ___ **NO** ___

(AR 608-10, para C-99)

(2) Are children who appear ill or who show visible signs of fever excluded based on the following symptoms--

(a) Temperature in excess of 100.5 °F (38.05 °C) axillary for children under 3 months of age and in excess of 101 °F (38.3 °C) axillary for children over 3 months of age? **YES** ___ **NO** ___

(AR 608-10, para C-99)

(b) Impetigo, scabies, ringworm, chicken pox, head lice-nits, culture proven strep, conjunctivitis, persistent cough, severe diarrhea, vomiting, contagious diseases, and pinworm infestations? **YES** ___ **NO** ___

(AR 608-10, para C-99)

(3) Are children re-admitted after illness only when they are well enough to participate in usual daily activities, and are in compliance with installation standing operating procedure outlining re-admission criteria? **YES** ___ **NO** ___

(AR 608-10, para C-100)

b. Isolation Area.

(1) Is the area large enough to accommodate a cot or crib and lockable storage area for first-aid supplies? **YES** ___ **NO** ___

(AR 608-10, para C-57)

- (2) Is the isolation area visually accessible by reception desk personnel or other assigned adult? YES ___ NO ___

(AR 608-10, para C-57)

- (3) Is there immediate access to bathroom facilities? YES ___ NO ___

(AR 608-10, para C-57)

c. Lavatory and Toilet Facilities.

- (1) Is an odor-free environment maintained in bathrooms and in child activity spaces serving nontoilet trained children? YES ___ NO ___

NOTE: Air deodorizing machines may be installed in child activity rooms serving nontoilet trained children and all child bathrooms.

(AR 608-10, para C-45)

- (2) Are on-site toilet facilities for staff and adult patrons located separate from child bathrooms? YES ___ NO ___

(AR 608-10, para C-57)

- (3) For toddlers--

- (a) Is one toilet/one sink provided per eight toddlers? YES ___ NO ___

- (b) Is a common use area provided for boys and girls? YES ___ NO ___

- (c) Are child-sized fixtures located at child height? YES ___ NO ___

- (d) Are open fixtures without doors provided? YES ___ NO ___

(AR 608-10, para C-61)

- (4) For preschool-age children--
- (a) Is one toilet/one sink provided per 10-15 children over 3 years of age? YES ___ NO ___
 - (b) Is a common use area provided for boys and girls? YES ___ NO ___
 - (c) Are child-sized fixtures located at child height? YES ___ NO ___
 - (d) Are open fixtures without doors provided for children under 5 years of age? YES ___ NO ___
- (AR 608-10, para C-61)
- (5) For school-age children--
- (a) Are separate rooms provided for boys and girls? YES ___ NO ___
 - (b) Is one toilet/one sink provided per 18 school-age children? YES ___ NO ___
- (AR 608-10, para C-61)
- (6) Is soil- and odor-resistant, easy to clean seamless flooring provided in toilet areas? YES ___ NO ___
- (AR 608-10, para C-61)
- (7) Are unbreakable safety mirrors and soap/towel/toilet paper dispensers provided at--
- (a) Child height for toddlers and preschoolers? YES ___ NO ___
 - (b) Normal installation height for school-age children? YES ___ NO ___
- (AR 608-10, para C-61)

- (8) Is a lavatory used for handwashing separate from activity water-play area? YES NO

(AR 608-10, para C-61)

d. Water.

- (1) Is drinking water available to children at all times, including outdoor play areas, using child-height drinking fountains with guarded stream drinking heads, disposable cups, or water bubblers? YES NO

(AR 608-10, paras 4-33b and C-62)

- (2) Is water served to children at regular intervals, but at a minimum after large muscle activity, outdoor play, and midmorning when breakfast is provided in lieu of morning snack? YES NO

(AR 608-10, para C-104)

- (3) Is there a maximum hot water temperature of 110 °F (43 °C) in child activity rooms? YES NO

(AR 608-10, paras C-48a(4) and (5))

NOTE: Premixing faucets may be used to maintain a hot water temperature at or below 110 °F.

(AR 608-10, para C-61a(5))

NOTE: Positive temperature shutoff devices should screw into lavatory faucet aspirator fittings.

- (4) Is water supply from an approved source? YES NO

(AR 608-10, para C-48)

- (5) Are all handwashing and food preparation sinks supplied with hot and cold running water? YES ___ NO ___

(AR 608-10, para C-48)

e. Heating, Ventilation, and Cooling.

- (1) Are temperatures maintained at no less than 68 °F (20 °C) in winter and no higher than 78 °F (25 °C) in summer in child activity area? YES ___ NO ___

NOTE: Measure temperatures within 1 ft (0.305 m) above the floor.

(AR 608-10, para C-45)

- (2) Are dedicated mechanical exhausts provided and vented directly outdoors to minimize odors and remove heat, grease, and moisture for--
- (a) Kitchen equipment, such as mechanical dishwashers, condensate hood above pot and pan sink, and cooking equipment? YES ___ NO ___

(b) Toilet/bathrooms? YES ___ NO ___

(c) Diaper changing areas? YES ___ NO ___

(d) Laundry rooms? YES ___ NO ___

(AR 608-10, para C-45)

- (3) Are children NOT permitted in a room that has a furnace, domestic hot water heater, or gas heater? YES ___ NO ___

(AR 608-10, para 5-47)

- (4) Are protective devices installed on radiators, exposed hot water pipes, and similar heat generating appliances operating at more than 100 °F (37 °C) in child-accessible areas? **YES** ___ **NO** ___

(AR 608-10, para C-45)

- (5) Is smoking permitted only in designated and adequately ventilated areas, away from child activity and food preparation areas? **YES** ___ **NO** ___

(AR 608-10, para C-83)

f. Beds, Cots, Playpens, and Mats.

- (1) Are cribs, cots, or mats placed 2 ft (0.61 m) apart while used by children sleeping or resting? **YES** ___ **NO** ___

NOTE: Cribs with solid headboards may be placed head-to-head when used by children under 9 months of age.

(AR 608-10, para C-107)

- (2) Do mattresses have waterproof covers? **YES** ___ **NO** ___

(AR 608-10, para C-107)

- (3) Do crib mattresses fit securely? **YES** ___ **NO** ___

(AR 608-10, para C-107)

- (4) Are cots, mats, or cribs cleaned and sanitized before use by another child and after a child has soiled a mattress during a toileting accident? **YES** ___ **NO** ___

NOTE: If labeled with a child's name and used by that child continuously, they will be sanitized weekly or as needed.

NOTE: Cleaning solution is a mixture of 1 tablespoon bleach per 1 quart of water.

(AR 608-10, para 4-13g)

- (5) Are pillows or other items which could interfere with breathing NONEXISTENT in the crib? YES ___ NO ___

(AR 608-10, para C-107)

- (6) Does each child rest on an individual cot, mat, or crib using their own sheet/blanket? YES ___ NO ___

(AR 608-10, para C-107)

- (7) Are bed coverings laundered before use by another child? YES ___ NO ___

(AR 608-10, para 4-13h)

- (8) If used continuously by one child, is each item labeled and laundered weekly or as needed? YES ___ NO ___

(AR 608-10, para 4-13h)

- (9) Is the following number of cribs, cots, or mats on hand--

(a) One for each full-day child under 18 months of age? YES ___ NO ___

(b) One for every two hourly-care children? YES ___ NO ___

(c) One for every child over 18 months of age present during nap/rest period? YES ___ NO ___

(AR 608-10, para C-107)

- (10) Are crib and play areas integrated to preclude isolation of sleeping infants? YES ___ NO ___

NOTE: Separate crib rooms in CDCs are prohibited.

(AR 608-10, para 4-13k)

- (11) Are crib surfaces smooth, free from splinters, sturdy, and easily cleaned? YES ___ NO ___

(AR 608-10, para C-107)

g. Diaper and Toileting.

- (1) Are Center for Disease Control and Prevention diapering and toileting procedures followed by the staff? YES ___ NO ___

(AR 608-10, para C-106)

- (2) Is the diaper changing unit located away from the food preparation area? YES ___ NO ___

(AR 608-10, para C-61)

- (3) Is an adult-height changing unit present with a 4-inch (10.1-cm) raised edge or a safety strap to prevent infants from falling? YES ___ NO ___

NOTE: The 4-inch (10.1-cm) raised edge is based on experience.

(AR 608-10, paras 4-14c(d) and C-61)

- (4) Are disposable diapers used exclusively, except for medically validated exceptions? YES ___ NO ___

(AR 608-10, para C-106)

- (5) Are soiled diapers stored in covered containers with plastic liners? YES ___ NO ___

(AR 608-10, para C-106)

- (6) Are soiled diaper containers emptied, cleaned, and sanitized with a bleach solution daily? YES ___ NO ___

NOTE: Cleaning solution is a mixture of 1 tablespoon of bleach per 1 quart of water.

(AR 608-10, para C-106)

- (7) Are diaper changing surfaces--
- (a) Covered with a washable material which can be thoroughly cleaned and sanitized after each use? YES ___ NO ___
- (b) Smooth, nonporous, and waterproof? YES ___ NO ___
- (c) Free from cracks, crevices, and square corners? YES ___ NO ___

(AR 608-10, para 4-14c)

- (8) Is the diaper changing area located close to a sink with hot and cold running water temperatures less than 110 °F (43 °C), soap, disposable paper towels, or forced-air dryers? YES ___ NO ___

(AR 608-10, para C-61)

- (9) Is the paper towel dispenser in child toilet area installed at child height and located away from toilets to minimize clogged toilets? YES ___ NO ___

(AR 608-10, para C-50)

- (10) Is diaper changing unit located so staff can clearly see/supervise child activity spaces? YES ___ NO ___

(AR 608-10, para C-61)

- (11) Is an area provided for storing diapers, towels, baby products, and extra clothing for each child? **YES** ___ **NO** ___
 (AR 608-10, para C-61)
- (12) Is soiled clothing placed in a secured plastic bag and stored separate from clean clothing until returned to parent? **YES** ___ **NO** ___
 (AR 608-10, para C-106)
- (13) Are portable training chairs--
- (a) Made of smooth, nonporous materials which are easily emptied, cleaned, and sanitized after each use? **YES** ___ **NO** ___
- (b) NOT located in the kitchen or eating area? **YES** ___ **NO** ___
- (c) Inaccessible to children when not in use? **YES** ___ **NO** ___
- (d) NOT transported through child activity areas? **YES** ___ **NO** ___
- (e) Use permitted only with approval of preventive medicine personnel? **YES** ___ **NO** ___
 (AR 608-10, para C-106)
- (14) Are diaper bags and disinfectants stored out of the reach of children? **YES** ___ **NO** ___
 (AR 608-10, para 4-14b)
- (15) Are soiled diapers and clothing changed promptly? **YES** ___ **NO** ___
 (AR 608-10, para C-106)

(16) Do parents supply an extra set of clothing for emergency use for infants and toddlers in hourly care and for children of all ages in full-day care? YES ___ NO ___

(AR 608-10, para 4-33)

(17) Are diaper surfaces used only for diapering? YES ___ NO ___

(AR 608-10, para 4-14)

(18) Are children NOT changed in cribs, on counters, or on floors? YES ___ NO ___

(AR 608-10, para 4-14)

h. Toys.

(1) Are toys nontoxic and easy to clean? YES ___ NO ___

(AR 608-10, para C-91)

(2) Are sharp edges and parts that can be swallowed NONEXISTENT on toys? YES ___ NO ___

(AR 608-10, para C-91)

(3) Are toys--

(a) Cleaned and sanitized daily, if shared by children under 3 years of age? YES ___ NO ___

NOTE: Dishwasher may be used to sanitize toys in lieu of chemical (bleach) solution.

(b) Cleaned and sanitized weekly at the end of the day and allowed to air dry, if used by children over 3 years of age? YES ___ NO ___

(AR 608-10, para C-105)

(4) Is bleach cleaning solution--

(a) Made fresh daily? YES ___ NO ___

(b) Labeled with date of solution preparation? YES ___ NO ___

NOTE: Cleaning solution is a mixture of 1 tablespoon of bleach per 1 quart of water. This concentration is equivalent to 800 parts per million.

(AR 608-10, para C-105)

i. Pets.

(1) Are pet cages, pens, bowls, and holding areas clean? YES ___ NO ___

(AR 608-10, para C-108)

(2) Are pet waste and litter boxes--

(a) Cleaned and changed frequently? YES ___ NO ___

(b) Inaccessible to crawling children? YES ___ NO ___

(AR 608-10, para C-108)

(3) Are pets handled humanely and in a manner that protects the well-being of both children and pets? YES ___ NO ___

(AR 608-10, para C-108)

(4) Does each pet have current immunization record, if appropriate? YES ___ NO ___

(AR 608-10, para C-108)

(5) Is pet food/supplies kept out of reach of children? YES ___ NO ___

(AR 608-10, para C-108)

- (6) Are pets bred or trained for attack and pets recognized as dangerous prohibited? YES ___ NO ___

(AR 608-10, para C-108)

- (7) If pets are maintained at the CDC on a permanent basis, are they inspected monthly by the installation veterinarian? YES ___ NO ___

(AR 608-10, para C-108)

- (8) Are parents notified at registration if animals are in the CDC or any time a new pet is added to the CDC? YES ___ NO ___

(AR 608-10, para C-108)

j. Plants.

- Are plants with poisonous leaves and berries NONEXISTENT in indoor and outdoor areas accessible to children? YES ___ NO ___

NOTE: A list is available in AR 608-10, Appendix C.

(AR 608-10, para C-109)

k. Wall Treatments and Floor Coverings.

- (1) Are maximum wear and cleaning requirements met? YES ___ NO ___

(AR 608-10, para C-51)

- (2) Is the use of fixed carpets NONEXISTENT in bathrooms and discouraged in all child activity spaces? YES ___ NO ___

NOTE: Fixed carpets are not permitted in bathrooms.

(AR 608-10, para C-51)

- (3) Is seamless flooring installed in toilet areas? YES ___ NO ___

(AR 608-10, para C-61)

- (4) Are soil-resistant and easy to clean wall coverings provided to a minimum height of 4 ft (1.2 m) within child activity rooms, child bathrooms, and child traffic areas? YES ___ NO ___

(AR 608-10, para C-51)

1. Lighting.

- (1) Is 50 fc of task lighting provided for all activities requiring perceptual acuity (reading, drawing, color and shape discrimination tasks, and staff administration work)? YES ___ NO ___

(AR 608-10, para C-47)

- (2) Is 30 fc provided for background lighting and all other activities not requiring close perceptual acuity? YES ___ NO ___

(AR 608-10, para C-47)

m. Noise.

- (1) Are child activity rooms arranged to separate noisy and quiet areas? YES ___ NO ___

(AR 608-10, para C-44)

- (2) Do peak noise levels measure 85 dBA or below in child activity rooms? YES ___ NO ___

(AR 608-10, para C-44)

- (3) Do sustained noise levels measure 45 dBA or below? YES ___ NO ___

(AR 608-10, para C-44)

n. Doors and Windows.

- (1) Are windows designed or protected to prevent climbing and unauthorized egress? **YES** ___ **NO** ___

NOTE: Bottom half of all child-accessible exterior windows are securely fixed.

(AR 608-10, para C-49)

- (2) Are glass doors, walls, and low windows plainly marked at adult and child eye level? **YES** ___ **NO** ___

(AR 608-10, para C-49)

6. SANITATION AND HYGIENE

- a. Does the CDS staff wash their hands before handling food, feeding a child, or administering medication; after handling body secretions; and before and after diapering and assisting toileting children? **YES** ___ **NO** ___

(AR 608-10, para C-104)

- b. Are children's hands washed with soap and water before and after eating, after toileting, before participating in water-play and cooking activities, and after outdoor play and diaper changes? **YES** ___ **NO** ___

(AR 608-10, para C-104)

- c. Are tables washed and sanitized before and after meals? **YES** ___ **NO** ___

(AR 608-10, para 5-6)

- d. Do handwashing techniques follow Center for Disease Control and Prevention recommendations? **YES** ___ **NO** ___

(AR 608-10, para C-104)

e. Are handwashing procedures signs posted in activity rooms and bathrooms? YES ___ NO ___

(AR 608-10, para C-104)

f. Are disposable items (e.g., cups, utensils) NOT reused? YES ___ NO ___

(AR 608-10, para C-104)

g. Are personal items (e.g., toothbrushes, towels, and similar items) NOT stored or used in common? YES ___ NO ___

(AR 608-10, para C-104)

h. Is dirty linen--

(1) Separated from clean linen? YES ___ NO ___

(2) Inaccessible to children? YES ___ NO ___

(AR 608-10, para C-104)

7. FACILITIES - OUTDOORS

a. Play Area.

(1) Is the play area enclosed by a vinyl-coated, chain link fence that is a minimum 4 ft (1.2 m) high from the ground surface? YES ___ NO ___

NOTE: Fences with horizontal slats are prohibited.

(AR 608-10, para 5-23e)

(2) Are children segregated by age groups? YES ___ NO ___

(AR 608-10, para 5-23c)

(3) Is effective supervision provided at all times? YES ___ NO ___

(AR 608-10, para 5-17c)

- (4) Is the play area safe (e.g., nonslip surface, well-drained, and reasonably nonabrasive)? YES ___ NO ___

(AR 608-10, para 5-23d)

- (5) Is access available for emergency and maintenance vehicles? YES ___ NO ___

(AR 608-10, para C-54)

- (6) Are playground sandboxes routinely maintained to ensure removal of glass and fecal materials? YES ___ NO ___

(AR 608-10, para C-91)

- (7) Are materials that will minimize injuries from falls used for surfaces under play equipment? YES ___ NO ___

(AR 608-10, para C-95)

b. Garbage and Refuse.

Are containers--

- (1) Tightly covered and vermin-proof? YES ___ NO ___

(AR 608-10, para 5-38c)

- (2) Located away from the outdoor play area? YES ___ NO ___

(AR 608-10, para C-64)

- (3) Inaccessible to children? YES ___ NO ___

(AR 608-10, para C-64)

8. FOOD SERVICE

a. Is food prepared, stored, and served according to TB MED 530? YES ___ NO ___

(AR 608-10, para C-116)

b. Is infant food and/or formula--

(1) Provided by the parents? YES ___ NO ___

(2) Properly labeled (name and date)? YES ___ NO ___

(3) Refrigerated? YES ___ NO ___

NOTE: Formula preparation is not permitted at CDS. Sack lunches provided by parents are not permitted.

(AR 608-10, para 5-6c)

c. Are unopened jars or containers of baby food provided by parents? YES ___ NO ___

(AR 608-10, para 5-6c)

d. Is baby food transferred from jars to unbreakable dishes before feeding to infants? YES ___ NO ___

(AR 608-10, para 5-6c)

e. Are individual spoons and dishes used for each infant? YES ___ NO ___

(AR 608-10, para 5-6c)

f. Is commercial-grade kitchen equipment meeting NSF International standards used in CDCs serving over 125 meals? YES ___ NO ___

(AR 608-10, para C-57)

g. Are deep fat fryers NONEXISTENT in kitchens? YES ___ NO ___

NOTE: Deep fat fryers are not permitted in a CDC.

(AR 608-10, para C-57)

h. Are food preparation and serving areas NOT adjacent to diaper changing areas? YES ___ NO ___

(AR 608-10, para 4-14b)

i. Are microwave ovens NOT used to heat infant formula bottles and baby food jars? YES ___ NO ___

(AR 608-10, para C-116)

j. Are mercury thermometers NOT used in contact with food, food contact surfaces, or food storage areas? YES ___ NO ___

(AR 608-10, para C-116)

k. Are uneaten food and milk leftovers discarded at the end of the meal (exceptions include such items as unsliced hard-skinned fruits, unopened crackers, etc.)? YES ___ NO ___

(AR 608-10, para C-116)

l. When food is transported between facilities, is it carried in cleaned and sanitized equipment which ensures proper temperature control? YES ___ NO ___

(AR 608-10, para C-116)

m. After absence due to illness, do food handlers report to occupational health service for return to duty clearance? YES ___ NO ___

(AR 608-10, para C-97)

9. MEDICATIONS

a. Is medication--

(1) Stored in a locked cabinet? YES ___ NO ___

(2) Labeled and returned to parent when no longer needed? YES ___ NO ___

(3) Kept in the original labeled container? YES ___ NO ___

(AR 608-10, para C-101)

b. If medication requires refrigeration, is it isolated within the refrigerator in a secured container? YES ___ NO ___

(AR 608-10, para 4-32m)

c. Does the prescription include child's name, name of medication, dose and time of administration, and start and stop dates? YES ___ NO ___

(AR 608-10, para C-101)

d. Is a DA Form 5225-R (CDS Medical Dispensation Record) maintained as required with parents signature on completed form? YES ___ NO ___

(AR 608-10, para C-101)

e. If oral medication is required, has child been on medication 24 hours before dose is administered by CDC personnel? YES ___ NO ___

(AR 608-10, para C-101)

10. HEALTH RECORDS

a. Child Requirements.

(1) Is child NOT infected with any communicable disease? YES ___ NO ___

(AR 608-10, para C-98)

(2) Has a DA Form 5223-R (CDS Child Health Assessment) been completed by parents and medical support personnel within the past calendar year or within 30 days following enrollment? YES ___ NO ___

(AR 608-10, para C-98)

(3) Is DA Form 5223-R updated annually by parents? YES ___ NO ___

NOTE: Medical staff comment/ physical exam is required only once, upon admission.

(AR 608-10, para C-98)

(4) Are records documented with age for appropriate immunizations to include diphtheria, pertussis, tetanus, and polio; measles, mumps, and rubella; and hemophilus influenza vaccine? YES ___ NO ___

(AR 608-10, para C-98)

(5) Does the child's medical record specify any restrictions or special precautions concerning diet, medication, or allergies? YES ___ NO ___

(AR 608-10, para 4-26b)

(6) Are records of child allergies kept and posted in the CDC? YES ___ NO ___

(AR 608-10, para 4-26b)

- (7) Are physician recommendations implemented by CDS within program capabilities. YES ___ NO ___

NOTE: Parents must be notified if recommendations cannot be met.

(AR 608-10, para 4-26b)

- (8) Are over the counter "basic care items" limited to topical items for the prevention of sunburn, diaper rash, and teething irritation? YES ___ NO ___

(AR 608-10, para 4-32h)

b. Staff and Volunteer Requirements.

- (1) Is a DA Form 3437 (Department of the Army Nonappropriated Funds Certificate of Medical Examination) completed prior to employment and updated annually? YES ___ NO ___

(AR 608-10, para C-97)

- (2) Have individuals been assessed for tuberculosis; measles, mumps, and rubella; diphtheria and tetanus; polio; and any other examination as determined by the occupational health services? YES ___ NO ___

(AR 608-10, para C-97)

- (3) Are individuals NOT infected with a communicable disease? YES ___ NO ___

NOTE: A physician will determine the communicability of a disease.

(AR 608-10, para C-97)

11. CUSTODIAL AND HOUSEKEEPING SERVICES

- a. Are personnel employed solely for performing custodial services? **YES** ___ **NO** ___

NOTE: Caregivers will not perform custodial services except for wiping tables and sweeping floors to maintain orderliness and cleanliness.

(AR 608-10, para C-65)

- b. Are cleaning/disinfectant formulations (powders or liquids) and equipment used by custodial personnel approved by preventive medicine services or installation safety? **YES** ___ **NO** ___

(AR 608-10, para C-65)

- c. Are custodial supplies and equipment properly stored in locked cabinets or closets away from child activity rooms? **YES** ___ **NO** ___

(AR 608-10, para C-65)

- d. Is heavy cleaning of child activity spaces performed during periods when children are NOT present or when they will NOT be disturbed? **YES** ___ **NO** ___

(AR 608-10, para C-65)

12. NUTRITION

- a. Does no child go without food for more than 3 consecutive hours? **YES** ___ **NO** ___

(AR 608-10, para C-111)

- b. Is the following served--

- (1) Breakfast or morning snack, and lunch and afternoon snack to children in full-day program? **YES** ___ **NO** ___

- (2) Nutritious snack to children in part-day programs? **YES** ___ **NO** ___

- (3) Supper, evening snack, and breakfast as required for children who remain for evening or overnight care? YES ___ NO ___
 (AR 608-10, para C-111)
- c. Are meals provided by the CDC either through preparation in on-site kitchen, transportation from central kitchen, or catering? YES ___ NO ___
 (AR 608-10, para C-112)
- d. Are "brown bag" or home-prepared foods NOT sent by parents? YES ___ NO ___
 NOTE: "Brown bag" and home-prepared foods are not permitted.
 (AR 608-10, para C-112)
- e. Is infant formula provided by parents daily in single serving bottles which are labeled and dated? YES ___ NO ___
 (AR 608-10, para C-112)
- f. Are all CDC components (e.g., full-day, part-day, hourly) enrolled in the USDA Child Care Food Program (CCFP)? YES ___ NO ___
 (AR 608-10, para C-113)
- g. Are only nutritious foods served for all meals and snacks? YES ___ NO ___
 (AR 608-10, para C-114)
- h. Is the use of foods high in sugar, fat, and salt limited? YES ___ NO ___
 (AR 608-10, para C-114)
- i. Are children under 2 years of age NOT served foods which could cause choking? YES ___ NO ___
 (AR 608-10, para C-114)

- j. Are food preparation methods which conserve nutritional value, flavor, and appearance used? YES ___ NO ___

NOTE: Fried foods will not be served.

(AR 608-10, para C-114)

- k. Are dated menus posted in the lobby area/classroom activity space or otherwise disseminated to parents? YES ___ NO ___

(AR 608-10, para C-118)

- l. Does the dietitian review all menus a minimum of annually to ensure compliance with USDA nutritional guidance and sound nutrition principles? YES ___ NO ___

(AR 608-10, para C-118)

- m. Is a list of children with food allergies posted in the kitchen and child's activity area? YES ___ NO ___

NOTE: Photographs of the children in these areas minimize the potential for mix-up.

(AR 608-10, para C-119)

13. MEAL SERVICE

- a. Is there an adequate food supply when children are fed? YES ___ NO ___

(AR 608-10, para 5-6c)

- b. Are children served meals and snacks family style within their activity room? YES ___ NO ___

(AR 608-10, para C-120)

- c. Do children participate in all phases of meal service, whenever possible? YES ___ NO ___

(AR 608-10, para C-120)

- d. Does staff NOT eat nonnutritious food/ beverage in the presence of children? YES ___ NO ___
 (AR 608-10, para C-120)
- e. While self feeding, are infants within sight of caregiving personnel? YES ___ NO ___
 (AR 608-10, para C-122)
- f. Do high chairs have wide bases and straps? YES ___ NO ___
 (AR 608-10, para C-122)
- g. Are high chairs used only during feeding? YES ___ NO ___
 (AR 608-10, para C-122)
- h. Are children NOT left unattended in high chairs? YES ___ NO ___
 (AR 608-10, para C-122)
- i. Is child's intake of foods communicated daily to parents? YES ___ NO ___
 (AR 608-10, para C-122)
- j. Are infants NOT fed honey, low fat or skim milk, or foods which present potential choking hazards? YES ___ NO ___
 (AR 608-10, para C-122)
- k. Are children NOT forced to eat, and is food NOT used as a punishment or reward? YES ___ NO ___

NOTE: Children are not required to clean their plates; forced to eat any food; or promised food or treats for good behavior.

(AR 608-10, para C-123)

14. TRAINING RECORDS

a. General.

- (1) Have individuals completed the following entry-level training within the first 3 months of work?
 - (a) Communicable diseases (3 hrs)? **YES** ___ **NO** ___
 - (b) First Aid (2 hrs)? **YES** ___ **NO** ___
 - (c) CPR (3 hrs)? **YES** ___ **NO** ___

(AR 608-10, para C-32)
- (2) Are designated personnel trained in administering medications, treating specific injuries, and administering first aid? **YES** ___ **NO** ___

(AR 608-10, para C-33)
- (3) Are infant caregivers trained in response to Sudden Infant Death Syndrome? **YES** ___ **NO** ___

(AR 608-10, para C-33)
- (4) Are volunteer training programs specified and conducted? **YES** ___ **NO** ___

(AR 608-10, para C-35)

b. Food Service.

- (1) Has the food service manager received training appropriate to operating an institutional food service program? **YES** ___ **NO** ___

(AR 608-10, para C-115)
- (2) Is training on child nutrition and food service provided to food service personnel? **YES** ___ **NO** ___

(AR 608-10, para C-115)

(3) Is training in family style meal service procedures provided to the staff? YES ___ NO ___

(AR 608-10, para C-115)

(4) Is food handling training for care-giving staff, who handle food as part of family style meal service, coordinated with preventive medicine activity staff? YES ___ NO ___

(AR 608-10, para C-115)

15. ADMINISTRATIVE

a. Standing Operation Procedures (SOP). Is the following information addressed in an SOP:

(1) Emergency medical evaluation and immediate parent notification procedure? YES ___ NO ___

(AR 608-10, para C-102)

(2) Child readmission after illness with a communicable disease? YES ___ NO ___

(AR 608-10, para C-100)

(3) Employee screening prior to work; food handler medical clearance prior to return to work? YES ___ NO ___

(AR 608-10, para 4-25c)

(4) List of medications approved for administration by the CDC? YES ___ NO ___

(AR 608-10, para C-101)

(5) Human immunodeficiency virus (HIV) procedures for care of children infected with HIV approved by major Army command? YES ___ NO ___

(AR 608-10, para 4-27)

- (6) List of examinations required prior to employment of staff and volunteers as determined by occupational health services? YES ___ NO ___

(AR 608-10, para 4-25c)

b. Work Order Requests.

- Are work order requests which impact on health and safety of children in care processed in a timely manner? YES ___ NO ___

(AR 608-10, para 5-36)

c. Inspections.

- (1) Has the CDS coordinator verified compliance with CDS health standards on a completed DA Form 4841-R (CDS Program/Facility Report)? YES ___ NO ___

(AR 608-10, para 2-3)

- (2) Is a monthly health inspection conducted by Preventive Medicine Service? YES ___ NO ___

(AR 608-10, para C-110)

- (3) Has the structure been assessed for asbestos; off-gassing formaldehyde, such as from urea foam insulation; water quality/lead contamination; and lead-based paint? YES ___ NO ___

(AR 608-10, para 5-48)

d. Disease Reporting.

Does the CDS coordinator, in conjunction with health consultant, report all cases of disease of public health significance within 24 hours of confirmation by supporting medical facility to Commander, U.S. Army Community and Family Support Center (USACFSC)?

YES ___ NO ___

(AR 608-10, para 2-20b)

e. Food Service Data and USDA reimbursement.

(1) Is an annual letter of written approval received from USACFSC allowing participation in the USDA CCFP?

YES ___ NO ___

NOTE: Approval will be requested and renewed annually on DA Form 4841-R.

(AR 608-10, para 4-4)

(2) Are special diet requirements documented with acceptable substitutes?

YES ___ NO ___

(AR 608-10, para 4-35)

(3) Are there individualized feeding plans?

YES ___ NO ___

(AR 608-10, para 4-36b)

f. Emergency Telephone Usage.

Are current instructions posted at each telephone to facilitate calling for ambulance, medical, fire, and military police service?

YES ___ NO ___

(AR 608-10, para C-88)

APPENDIX A

REFERENCES

A-1. Army Regulations

- AR 40-5 Preventive Medicine
- AR 420-70 Buildings and Structures
- AR 608-10 Child Development Services

A-2. Technical Bulletins

- TB MED 530 Food Service Sanitation
- TB MED 576 Sanitary Control and Surveillance of Water
Supplies at Fixed Installations

A-3. Other Publications

- ANSI Z97.1 Safety Glazing Material Used in Buildings -
Safety Performance Specifications and Methods
of Test. (Available from American National
Standards Institute, 1430 Broadway, New York,
NY 10018.)
- ASHRAE Std 62 Ventilation for Acceptable Indoor Air Quality.
(Available from American National Standards
Institute, 1430 Broadway, New York, NY 10018.)
- NFPA Std 10 Portable Fire Extinguishers. (This NFPA
publication and the following NFPA publications
are available from National Fire Prevention
Association, Batterymarch Park, Quincy, MA
02269.)
- NFPA Std 13 Sprinkler System Installation
- NFPA Std 30 Flammable and Combustible Liquids Code

- NFPA Std 96 Standard for the Installation of Equipment for the Removal of Smoke and Grease-Laden Vapors from Commercial Cooking Equipment, 1991 ed.
- NFPA 101 Code for Safety to Life from Fire in Buildings and Structures
- NSF International Std 51 Plastic Materials and Components Used in Food Equipment. (Available from NSF International, P.O. Box 130140, Ann Arbor, MI 48113-0140, or by commercial telephone 313-769-8010.) (NSF International was formerly National Sanitation Foundation.)
- TM 5-660 Maintenance and Operation of Water Supply, Treatment, and Distribution Systems
- TM 5-803-11 Children's Play Areas and Equipment
- TM 5-805-4 Noise and Vibration Control for Mechanical Equipment
- TM 5-810-1 Mechanical Design, Heating, Ventilating, and Air Conditioning
- USDA Pub 1491 List of Proprietary Substances and Nonfood Compounds, latest edition. (Available from U.S. Department of Agriculture, Food Safety and Inspection Service, Washington, DC 20250.)
- 56 FR 26460 No. 110, June 7, 1991, Maximum Containment Level Goals and National Primary Drinking Water Regulations for Lead and Copper; Final Rule.

A-4. Unnumbered Publications

American Wood Preservers Institute (AWPI), *Consumers Guide to the Proper Use of Treated Wood*, current edition. (Available from AWPI, Tysons International Building, Suite 550, 1945 Old Gallows Road, Vienna, VA 22182, or by commercial telephone 703-893-4005.)

Annual Listing, NSF International (formerly National Sanitation Foundation (NSF)). (Available from NSF International, P.O. Box 130140, Ann Arbor, MI 48113-0140, or by commercial telephone 313-769-8010.)

Architectural and Engineering Instructions (AEI) Design Criteria, Appendix G, and all the latest changes. (Available from Department of the Army, U.S. Army Corps of Engineers, ATTN: CEMP-EC, 20 Massachusetts Ave., N.W., Washington, DC 20314-1000.)

Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, American Public Health Association and American Academy of Pediatrics, 1992. (Available at a cost from American Public Health Association, 1015 15 Street., N.W., Suite 300, Washington, DC 20005-2605.)

IES Lighting Handbook, Illuminating Engineering Society of North America. (Available at a cost from IES of North America, 345 East 47th Street, New York, N.Y. 10017.)

Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission (CPSC), 1991. (Available from CPSC, Washington, DC 20207.)

Site Adaptation Manual for Child Development Centers, U.S. Army Corps of Engineers, Huntsville Division, March 1988. (Available from Commander, U.S. Army Engineer Division, Huntsville, P.O. Box 1600, Huntsville, AL 35807-4301.)

A-5. Referenced Forms

DA Form 3437	Department of the Army Nonappropriated Funds Certificate of Medical Examination
DA Form 4841-R	CDS Program/Facility Report
DA Form 5223-R	CDS Child Health Assessment
DA Form 5225-R	CDS Medical Dispensation Record

GLOSSARY

SECTION I. ABBREVIATIONS

AEI

Architectural and Engineering Instructions

AR

Army Regulation

ASHRAE

American Society of Heating, Refrigeration, and Air Conditioning Engineers

AWPI

American Wood Preservers Institute

CCFP

Child Care Food Program

CDC

Child Development Center

CDS

Child Development Services, U.S. Army

CPR

cardiovascular pulmonary resuscitation

cm

centimeter(s)

CPSC

U.S. Consumer Product Safety Commission

dBA

decibel, A-weighted

DSN

Defense Switching Network

°C

degrees Celsius

°F
degrees Fahrenheit

fc
footcandle

FR
Federal Register

HIV
human immunodeficiency virus

HVAC
heating, ventilating, and air conditioning

IES
Illuminating Engineering Society

NSF International
(formerly National Sanitation Foundation)

SOP
Standing Operation Procedure

TB MED
Technical Bulletin, Medical

TG
technical guide

TM
Technical Manual

USACFSC
U.S. Army Community and Family Support Center

USDA
U.S. Department of Agriculture

SECTION II. TERMS**Child**

A military or eligible civilian family member, whether natural, adopted, foster, stepchild, or ward who is 12 years of age or younger.

Child activity room

Child program areas within spaces encompassed by 1-hour, fire-rated walls in existing facilities.

Child care

Care and supervision of children in an Army-operated or regulated setting by other than the child's parent, guardian, or blood relative. The organization providing care assumes full responsibility for the children's health, safety, and well being in loco parentis.

Child Development Center (CDC)

A centralized installation facility or part of a facility used for one or more development programs.

Child Development Services (CDS)

Army-operated or regulated Child Development Center, Family Child Care Home, and Supplemental Programs and Services delivery systems with provisions for full-day, part-day, and hourly program services as required to address the unique child care needs of military and eligible civilian families.

Handicapped child

Any child who has a physical or mental impairment that substantially limits one or more life activities, has a record of such an impairment, or is regarded as having such an impairment.

Infant

A child between the ages of 4 weeks and 18 months.

Module

Child program areas within spaces encompassed by 1-hour, fire-rated walls in existing facilities.

Preschool-age children

Children that are 3 through 5 years of age.

Preschool

A center-based component of the part-day program that offers time intensive, regularly schedule developmental experiences for children ages 3 through 5, for 4 hours or less per day. May be provided as a separate program or incorporated as a segment of the preschool-age component in full-day programs. Program content and resource allocation for separate preschool part-day program and full-day preschool age service will be comparable.

Pre-toddler

A child at the age of birth to 18 months.

School-age children

Children between the ages of 5 and 12 enrolled in part-day or hourly care CDS programs.

Toddler

A child between the ages of 18 months and 3 years of age.

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