ARIZONA DEPARTMENT OF HEALTH SERVICES
BUREAU OF CHILD CARE LICENSING

NEW FACILITY READINESS SELF CHECKLIST

READY	NOT APPLICABLE	
☐	☐	**Qualified director R9-5-401.1**
☐	☐	**Statement of Services (Parent Handbook) (See attached list) R9-5-302.A.**
☐	☐	**Certificate of Liability Insurance R9-5-308.A.**
☐	☐	**Proof of vehicle insurance, if applicable R9-5-308.A**
☐	☐	**Violation free sanitation inspection (for kitchen, school cafeteria or Catering permit if food is catered) R9-5-509.A.**
☐	☐	**Violation free fire inspection R9-5-309.A.2.**
☐	☐	**Violation free gas inspection (if gas lines are present on the premises) R9-5-309.A.1.**
☐	☐	**Class attendance roster for each activity area. R9-5-306.B.**
☐	☐	**Log to record communicable illnesses and infestations R9-5-515.F.3.**
☐	☐	**Medication procedures, if applicable R9-5-516.A.**
☐	☐	**Transportation procedures, if applicable R9-5-517.**
☐	☐	**Field trip procedures, if applicable R9-5-518.**
☐	☐	**Sign in and out procedures for children R9-5-306.A.**
☐	☐	**Daily attendance procedures for all staff and director R9-5-301.B.2.**
☐	☐	**First aid kit R9-5-514.A.1-6.**
☐	☐	**Fire evacuation maps near fire exits in each room R9-5-514.D.**
☐	☐	**Accident, evacuation, and emergency plan accessible to staff/posted R9-5-514.C.1-4.**
☐	☐	**Smoke detectors, fire alarm as required by local fire department R9-5-605.**
☐	☐	**Fire extinguisher in kitchen and other locations required by local fire department R9-5-605.**
☐	☐	**Log to record monthly fire drills R9-5-301.I.2.**
☐	☐	**Daily activity schedule in each room R9-5-501.C.4.**
☐	☐	**Weekly lesson plan for each room R9-5-501.C.5.**
☐	☐	**Equipment and toys set up and ready for children R9-5-501.A.6**
☐	☐	**Playground with shade, resilient fall surface (minimum 6 inches), fence R9-5-603.**
☐	☐	**Garbage can for food waste with liner and lid R9-5-512.F.4.**
☐	☐	**Drinking water in classrooms and on playground (coolers are acceptable) R9-5-501.A.2.**
☐	☐	**Toxic and flammable materials inaccessible R9-5-501.A.19.**
☐	☐	**Soap, running water, individually dispensed mounted paper towels or air hand dryer, mounted toilet paper in bathrooms R9-5-512.F.**
☐	☐	**Area designated near entrance with required posted items (see attached list) R9-5-303.**
☐	☐	**Staff in charge in director's absence meets qualifications R9-5-301.B.**
☐	☐	**Menu R9-5-509.C.18.**
☐	☐	**Required Emergency Information and Immunization record cards for children accessible to staff R9-5-304.**
☐	☐	**Staff files (see attached Personnel Records form for items required) R9-5-402.A.**
☐	☐	**Licensing File for all inspections A.R.S. § 36-882.Q.**
☐	☐	**Sleeping Materials and Equipment if applicable R9-5-511.**
☐	☐	**Quiet time cot or mat, sheet and blanket for at least one activity area R9-5-501.A.10.**
☐	☐	**Standards for diaper changing areas, if applicable, R9-5-503. and R9-5-601.**
☐	☐	**Standards for Infants, if applicable R9-5-502.**
☐	☐	**Documentation of required staff with current first aid and C.P.R. certificates R9-5-403.E.**
☐	☐	**Ensure that asphalt or concrete are not used under swings or climbing equipment unless as a base for rubber surfacing R9-5-603.F.**