Arizona Department of Health Services
Bureau of Child Care Licensing

Child Care Group Homes INITIAL INSPECTION
READINESS SELF-CHECKLIST

READY	NOT APPLICABLE	
☐	☐	Qualified provider (Qualification form & attachments submitted to DHS) **R9-3-301.A.**
☐	☐	Certificate of Liability Insurance **R9-3-301. C.G.**
☐	☐	Area designated near entrance with required posted items **R9-3-303.**
☐	☐	Licensing File for all inspections **A.R.S. § 36-897. 12.A.**
☐	☐	Staff files. (see Orientation packet) **R9-3-301.A. 1- 4.b., R9-3.301.F.1 and R9-3-301.G**
☐	☐	Non-staff/household members' files **R9-3-301.A.3. and A.4.c.; R9-5-508.1.2.** (pets)
☐	☐	Staff with documentation of current first aid and C.P.R. certificates. **R9-3-301.I.**
☐	☐	Staff in charge in provider's absence meets qualifications **R9-3-301.D.1.**
☐	☐	Written notice of communicable diseases and infestations **R9-3-307. D.2.**
☐	☐	Log to record monthly fire drills/smoke detector tests **R9-3-504.B.1-4 and F.1-5.**
☐	☐	First aid kit **R9-3-310.A.**
☐	☐	Fire and emergency evacuation plan in area accessible to staff. **R9-3-504 E. and F.**
☐	☐	List of emergency information posted on or next to the telephone **R9-3-504.E.**
☐	☐	Requirements for smoke detector(s) **R9-3-504.B.**
☐	☐	2 fire extinguishers (one of which is rated at least 2A-10BC), 1 mounted in the kitchen **R9-3-504 A.4. and C.**
☐	☐	Sign in and out records for children **R9-3-305.A.**
☐	☐	Daily attendance records for all staff **R9-3-301.A.4.d.**
☐	☐	Menu **R9-3-301. G. 7. and R9-3-406. F.**
☐	☐	Required Emergency Information and Immunization Record Cards (& copies of immunization records) for children, completed and accessible to staff **R9-3-303. and R9-3-304.**
☐	☐	Sufficient equipment and toys set up and ready for children **R9-3-401. B.3.**
☐	☐	Weekly activity schedule **R9-301.G.5-6 and R9-3-401. B.4.**
☐	☐	Garbage can for food waste with liner and lid **R9-3. 506. 11. and 12.**
☐	☐	Drinking water is available to infants-2 yrs and accessible to older children inside and outside the group home (coolers are acceptable) **R9-3-401. B.6.**
☐	☐	Toxic and flammable materials inaccessible **R9-3-505. D.5.6.9.**
☐	☐	Soap, running water, individually dispensed mounted paper towels or air hand dryer, mounted toilet paper in bathrooms **R9-3-506. 5.**
☐	☐	Pet & Animal Standards **R9-3-508.**
☐	☐	Playground with shade, resilient fall surface, fence **R9-3-502.**
☐	☐	Proof of vehicle insurance, if applicable **R9-3-408.C.1.d.**
☐	☐	Gas inspection report (if gas lines are present on the premises) **R9-3-504.D.**
☐	☐	Medication procedures and locked storage, if applicable **R9-3-309.**
☐	☐	Transportation and field trip procedures, if applicable **R9-3-408. and R9-301.F.e-f.**
☐	☐	Sleeping Materials and Equipment, if applicable **R9-3-402.**
☐	☐	Standards for diaper changing areas, if applicable **R9-3-507.**
☐	☐	Standards for Infants, if applicable **R9-3-403.**