

5-Star Environmental Recognition Program for Child Care Providers

Building Condition Checklist

This checklist reflects many of the items IDEM staff will check during a 5-Star Site Visit. Whether you're planning to join the 5-Star Program, or are interested in assessing your building, this checklist can help identify possible areas for improvement at your child care facility.

To join the 5-Star Program, call 800-988-7901 or go on line at www.in.gov/idem/childcare to learn more about the program.

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Kitchen

Ceiling

- No water damaged ceiling tiles
- Vents are clean
- Insulation on pipes in good condition
- Fluorescent bulbs are covered

Walls

- Window screens securely in place with no holes
- No visible light around exterior doors
- No peeling paint
- Fire extinguisher is present
- Hand washing sign posted
- Emergency exit sign posted
- Insulation on pipes in good condition
- Mercury thermostats contain sticker
- Digital thermostat

Floor

- Floor drains are clean
- No sewer gas smell from floor drains
- No evidence of mouse dropping/cockroaches
- Floor tiles in good condition
- Baseboards in place
- No gnats
- Food crumbs are not present under items, in cracks, etc.

Refrigerator

- Non-mercury thermometer in freezer and refrigerator
- Drip pan does not contain water
- No food scraps around/under refrigerator
- Inside is clean/free of spilled items, crumbs, etc.

Oven

- If gas, vents to outside
- No food scraps around/under oven
- No grease build up on stove hoods/other equipment
- Inside is clean/free of spilled items, crumbs, etc.
- Working CO alarm present if gas stove used (alarm may be kept outside of kitchen)

Pantry/Cabinets

- No air fresheners, candles, plug-ins present
- No pesticides present
- Stores food in tightly sealed glass, plastic, or stainless steel containers
- Labels food with expiration date
- Food not stored in cardboard
- Shelves free of food scraps
- Able to sweep under shelves
- Cleanup/containment equipment (i.e. red, biohazard bags or ziplock baggies (need to be marked for biohazard use), gloves, mask, eye protection, absorbent)
- Chemicals are not stored on shelves above food

Other

- Energy star products

Classrooms

Ceiling

- No water damaged ceiling tiles
- Vents are clean
- Insulation on pipes in good condition
- Fluorescent bulbs are covered
- Emergency lighting is present

Walls

- Window screens securely in place with no holes
- No visible light around exterior doors
- No peeling paint
- Fire extinguisher is present or easily available
- Hand washing sign posted
- Emergency exit sign posted
- No plug in air fresheners present
- Insulation on pipes in good condition
- Mercury thermostats contain sticker

Floor

- Floor drains are clean
- No sewer gas smell from floor drains
- No evidence of mouse droppings/cockroaches
- Floor tiles in good condition
- Baseboards in place
- No gnats
- Food crumbs are not present under items, in cracks, etc.

Cabinets

- No air fresheners, candles, plug-ins present
- No pesticides present
- All cleaning chemicals and other chemicals are in locked cabinets (including white out and rubber cement)
- Properly label secondary containers
- Grains used for art projects contain no pests
- No stored food present
- No stored pesticides present
- Purses stored in locked cabinet
- No mercury thermometers present
- No evidence of mouse droppings/cockroaches
- Medications stored in locked cabinet
- Chemicals are not stored on shelves above food
- Cleanup/containment equipment (i.e. red, biohazard bags or ziplock baggies (need to be marked for biohazard use), gloves, mask, eye protection, absorbent)

Other

- No animals present
- No animal feces present
- No space heaters present
- No humidifier present
- Fish tanks are free from fish food on outside of tank
- Means of egress are free from obstruction
- Fire extinguishers kept current
- Lights turned off in areas not in use.
- Energy star products

Basement or Utility Room

Ceiling

- No water damaged ceiling tiles
- Vents are clean
- Insulation on pipes in good condition
- Fluorescent bulbs are covered

Walls

- Window screens securely in place with no holes
- No visible light around exterior doors
- No peeling paint
- Fire extinguisher is present or easily available
- Hand washing sign posted
- Emergency exit sign posted
- No plug-in air fresheners present
- Insulation on pipes in good condition
- Mercury thermostats contain sticker

Floor

- Floor drains are clean
- No sewer gas smell from floor drains
- No evidence of mouse droppings/cockroaches
- Floor tiles in good condition
- Baseboards in place
- No gnats
- Food is not stored on floor.
- Food crumbs are not present under items, in cracks, etc.

Water Heater

- Vent gas water heaters outside
- Insulating blanket used on water heater (not required)

Furnace

- Gas furnaces/appliances should be in good working order
- Filters are clean
- Gasoline-powered engines not stored inside

Other

- Fluorescent bulbs for recycling properly labeled
- Evaporation trays in air conditioners and dehumidifiers clean
- Drain pans are clean and slant toward drain
- Utility room is clean, orderly
- No water sources present (leaking pipes, buckets)
- Mops off the floor
- No cracks and crevices in the floor
- Chemicals are not stored on the floor or in cardboard boxes
- Utility or basement room door is locked
- No dust and grease present on gas/electrical equipment
- Flammables stored in tightly sealed containers away from appliances
- Trash has not accumulated near gas/electric appliances
- No strong odor present
- HEPA vacuum
- No accumulation of dust present
- No chemicals stored here
- No pesticides present

Break Room and Office

Ceiling

- No water damaged ceiling tiles
- Vents are clean
- Insulation on pipes in good condition
- Fluorescent bulbs are covered

Walls

- Window screens securely in place with no holes
- No visible light around exterior doors
- No peeling paint
- Fire extinguisher is present or easily available
- Hand washing sign posted
- Emergency exit sign posted
- No plug in air fresheners present
- Insulation on pipes in good condition
- Mercury thermostats contain sticker

Floor

- Floor drains are clean
- No sewer gas smell from floor drains
- No evidence of mouse droppings/cockroaches
- Floor tiles in good condition
- Baseboards in place
- No gnats
- Food is not stored on floor.
- Food crumbs are not present under items, in cracks, etc.
- Floor mats present at entrances to building

Cabinets

- No air fresheners, candles, plug-ins present
- No pesticides present
- All cleaning chemicals and other chemicals are in locked cabinets (including white out and rubber cement)
- Properly label secondary containers
- No stored food present
- No stored pesticides present
- Purses stored in locked cabinet
- No mercury thermometers present
- No evidence of mouse droppings/cockroaches
- Medications stored in locked cabinet

Other

- Copy machine is energy star
- Lights turned off in areas not in use.

Bathrooms

Ceiling

- No water damaged ceiling tiles
- Vents are clean
- Insulation on pipes in good condition
- Fluorescent bulbs are covered
- Exhaust fans present
- Exhaust fans vent outside

Walls

- Window screens securely in place with no holes
- No visible light around exterior doors
- No peeling paint
- Fire extinguisher is present or easily available
- Hand washing sign posted
- Emergency exit sign posted
- No plug in air fresheners present
- Insulation on pipes in good condition
- Mercury thermostats contain sticker
- No automatic air fresheners used

Floor

- Floor drains are clean
- No sewer gas smell from floor drains
- No evidence of mouse droppings/cockroaches
- Floor tiles in good condition
- Baseboards in place
- No gnats
- Food is not stored on floor.
- Food crumbs are not present under items, in cracks, etc.
- No evidence of staining or water damage

Toilets/Sinks

- Completely sealed
- No leaking faucets

Cabinets

- No air fresheners, candles, plug-ins present
- All cleaning chemicals and other chemicals are in locked cabinets (including white out and rubber cement)
- Properly label secondary containers

Other

- No corrosion on water pipes
- No water damage
- No medication stored in the bathroom
- No toothbrushes stored in bathroom
- Lights turned off in areas not in use.

Outside

Around Building

- Dumpster located at least 30' from building
- Dumpster not located near air intake
- No cars able to idle near air intake
- Air intakes free from obstructions
- No trees/shrubs touching building
- Gutter runoffs in place to move water away from building
- Gutters in good condition (attached, no peeling paint)
- No peeling paint
- Shingles in good condition
- No bird nests present on structure
- Window screens in place and no holes
- No PCB transformers present

- Don't let yard waste accumulate

Playground

- No bare soil
- No peeling paint on playground equipment
- No standing water
- No animal feces
- Floor mats present where children enter/exit playground
- No peeling paint on fences, barns, other structure on playground
- No poison ivy present
- Don't let yard waste accumulate