

Navy Child and Youth Programs Health/Sanitation Comprehensive Inspection

Facility Based Programs

Navy Child & Youth Programs Health/Sanitation Comprehensive Inspection					
Installation/Facility Name			Date/Time of Inspection		
Address (BLDG number, street, city, state)					
Center Director Name					
Official Email			Office Phone		
Inspector Name & Title					
Official Email			Office Phone		
Inspection Type (Select One)					
Annual	Multi-Disciplinary Team (MDTI)	Initial (New or Renovated Building)	Monthly (Optional)		
A.	Health and Sanitation Training				
COMPONENTS			MET	NOT MET	N/A
A.1	Designated direct care staff complete annual training on administering medication.				
A.2	Direct care staff complete annual training on infant safe sleep practices including tummy time and Sudden Infant Death Syndrome (SIDS).				
A.3	The Person in Charge (PIC) of the food service operation possesses a current Food Protection Manager Certification.				
A.4	Food service staff complete and maintain training on basic food safety principles and special dietary requirements.				
B.	Health Documentation (Review a minimum of 10% of files for each component)				
COMPONENTS			MET	NOT MET	N/A
B.1	Parents review and update child and youth health documentation annually.				
B.2	Child files contain documentation of up-to-date immunizations.				
B.3	Staff files contain documentation of a current health screening.				
B.4	Staff files contain documentation of required immunizations.				
B.5	Specified volunteer (i.e. works on regular basis and have completed background checks) files contain documentation of required immunizations.				
C.	Inspection Oversight				
COMPONENTS			MET	NOT MET	N/A
C.1	Health and sanitation findings identified during previous inspections remain corrected.				
C.2	Health and Sanitation inspections are conducted monthly in all programs that serve food and quarterly in programs that do not serve food.				
D.	Food Safety				
COMPONENTS			MET	NOT MET	N/A
D.1	Food and beverages are served or dispensed in a safe and sanitary manner. No food is retained in the rooms following meal service.				
D.2	Food Service staff dress appropriately and practice good personal hygiene.				
D.3	Kitchen equipment (refrigerators, ovens, stoves, microwaves, and other appliances), food contact surfaces, dishes and utensils are clean and in good repair.				
D.4	Ice machines and dispensers are emptied, drained, cleaned, and sanitized at least every 30 days and documentation maintained on file. The ice scoop is properly stored outside of the ice machine.				

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D.	Food Safety (Continued)	MET	NOT MET	N/A
D.5	Temperature measuring devices for food and equipment are available.			
D.6	Food and beverages from home are appropriately stored and disposed.			
D.7	Refrigerated and frozen foods are appropriately stored. Record temperatures (all units):			
D.8	Kitchens and associated walk-in refrigerators/freezers and dry storage areas have controlled access.			
D.9	Kitchen refrigerators are not used for staff personal items.			
D.10	Appropriate food handling practices are followed.			
D.11	Dishes and cooking utensils are stored in a clean dry location, not exposed to dust or other contamination, and are at least 6 inches above the floor. They are sanitized and air dried after each use.			
D.12	Water quality is checked annually by Preventive Medicine.			
D.13	Microwave ovens only used for cooking projects are not stored in the classrooms.			
E.	Nutrition and Food Service & Dietary Accommodations			
COMPONENTS		MET	NOT MET	N/A
E.1	Drinking fountains are installed with guarded, angled drinking heads, and placed at a suitable height for children's use and are free from debris and mineral build-up. Alternately, other drinking water resources are readily available at all times.			
E.2	Children's food allergies and dietary restrictions are posted in the kitchen/food preparation area.			
E.3	Substitutions and restrictions noted on the allergy/food substitutions list are followed.			
E.4	Children's food allergies and restrictions, required substitutions, and accommodations, are posted with a cover where meals and snacks are served.			
E.5	Dietary accommodations are based on written documentation.			
E.6	Kitchen cleaning solutions are prepared for cleaning, sanitizing, labeled, and stored according to Service Specific Policy.			
F.	Infant Feeding (CDC and 24/7 Centers Only)			
COMPONENTS		MET	NOT MET	N/A
F.1	A process is in place for storing and discarding formula and human milk.			
F.2	Formula and human milk are safely prepared. Crock pots and microwaves are prohibited.			
F.3	An accountability system is in place for bottles and they are labeled with the child's name and date.			
G.	Facility Design			
COMPONENTS		MET	NOT MET	N/A
G.1	Child/youth bathrooms and hand-washing sinks are easily accessible, appropriately sized and have hot and cold running water.			
G.2	Only National Sanitation Foundation (NSF) approved commercial kitchen equipment (dishwasher, stove, vent hood, refrigerator, freezer, sink) and heavy duty laundry appliances are used.			
G.3	Staff have access to hand washing and food preparation sinks with hot and cold running water.			
G.4	Plumbing fixtures are in good working condition.			
G.5	Heating, ventilation and air conditioning system is controlled to ensure temperatures are responsive to the needs of children and staff.			

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H. Custodial Services/ Housekeeping				
COMPONENTS		MET	NOT MET	N/A
H.1	Custodial support is provided in accordance with the Service specific requirements to ensure the facility is clean and sanitary. Equipment is properly maintained and appropriately stored.			
H.2	Diluted bleach solutions are labeled with contents and safely used.			
H.3	All solid waste and garbage (food & diapers) are kept in a durable, leak-proof, non-absorbent waste container with tight fitting lids and emptied at least daily. Trash receptacles are hands free.			
H.4	Dumpster and bulk waste receptacles do not attract pests, are free of spilled debris, and are emptied at the appropriate frequency.			
H.5	High touch areas are cleaned daily or as needed, such as door knobs, handles on toilets, remote controls for TV's and video games etc.			
H.6	Walls, wainscoting, partitions, air vents and other vertical surfaces along with floors, carpets, and other horizontal surfaces and bathrooms are cleaned to prevent accumulation of dust, debris, and other soil.			
H.7	Restrooms are clean and odor free.			
I. Hand Washing				
COMPONENTS		MET	NOT MET	N/A
I.1	Hand washing procedures are posted.			
I.2	Water, soap, and single-use paper towels are available and accessible to children in hand washing areas.			
I.3	Staff follow appropriate hand washing procedures.			
I.4	Food service staff follow appropriate handwashing procedures while preparing food.			
I.5	Direct care staff supervise children during hand washing to teach the appropriate hand washing process.			
I.6	Handwashing procedures are posted at all sinks in the common areas, activity areas, and kitchen.			
I.7	Soap and towels are available at all sinks in the kitchen.			
J. Medication Administration and Storage				
COMPONENTS		MET	NOT MET	N/A
J.1	There are written procedures for administering and storing medications.			
J.2	A staff member trained to administer medications is on duty during the hours of operation.			
J.3	A current Medication Authorization Form is on file for each medication administered. Staff document the administration of medications.			
J.4	Medication is maintained in the original container, properly labeled, and current. Medications that are expired or no longer needed are returned to the parent or properly disposed.			
J.5	Medications are properly stored.			
J.6	Staff, coaches, and contract instructors know and understand the medical conditions of the children and youth in their care who require rescue medications.			
J.7	Emergency Medical Action Plans are in place for the specific medical conditions of children and youth in the program. Staff know what to do if a child has a food reaction or other medical emergency.			
J.8	Parents provide written permission to apply basic topical care items.			

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K	Equipment Cleaning and Sanitation			
COMPONENTS		MET	NOT MET	N/A
K.1	Cleaning, sanitizing, and disinfecting solutions (diluted bleach) are prepared and labeled with correct date and used appropriately.			
K.2	Clean and individual bedding is provided for each child. (CDC and 24/7 Only)			
K.3	Mouthed toys are cleaned and sanitized between children. (CDC and 24/7 Only)			
K.4	Food preparation and food service surfaces are first cleaned with soap and water and then sanitized with bleach and water before and after serving food.			
K.5	Toothbrushes are stored in a sanitary manner and labeled with each child's name. (CDC and 24/7 Only)			
K.6	Teething rings and pacifiers are used and stored in a sanitary manner. (CDC and 24/7 Only)			
K.7	Infant equipment is washed and disinfected at least daily. (CDC and 24/7 Only)			
K.8	High touch equipment used for sports and physical activities is cleaned and disinfected daily or when soiled by body fluids including sweat.			
K.9	Water tables are drained, cleaned and sanitized daily when used. (CDC and 24/7 Only)			
K.10	Furniture and equipment, in areas where food is consumed, are appropriately cleaned and sanitized after meal service.			
K.11	Playground equipment and hard surfaces used for outdoor play are cleaned regularly.			
K.12	Laundry is stored in a sanitary manner. (CDC and 24/7 Only)			
K.13	Soiled laundry is stored in receptacles with lids, is inaccessible to children, and is separate from food and other supplies. (CDC and 24/7 Only)			
K.14	Indoor toys and play equipment are routinely cleaned, sanitized, and/or disinfected.			
L.	Diapering Procedures (CDC and 24/7 ONLY)			
COMPONENTS		MET	NOT MET	N/A
L.1	Diapering procedures posted and followed.			
L.2	Soiled clothing and diapers are changed promptly.			
L.3	Diapering is not conducted immediately adjacent to food preparation or eating areas.			
M.	Sudden Infant Death Syndrome (SIDS) Prevention (CDC and 24/7 ONLY)			
COMPONENTS		MET	NOT MET	N/A
M.1	Infants under 12 months are placed on their backs to sleep.			
M.2	SIDS prevention measures are in place.			
M.3	Infants are provided "tummy time" under careful supervision and within arms-reach of a staff member.			
N.	Pets and Plants			
COMPONENTS		MET	NOT MET	N/A
N.1	Pets and animals are in good health, show no signs of disease and have current immunizations.			
N.2	Animal cages, pens, bowls, fish tanks and holding areas are clean.			
N.3	Pet and animal food and supplies are properly stored out of children's reach.			
N.4	Pets and animals are not housed immediately adjacent to areas where meals and snacks are prepared, served, or consumed.			

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O.	Facility Maintenance	MET	NOT MET	N/A
COMPONENTS				
O.1	Indoor and outdoor areas are clear of litter and clutter.			
O.2	There is no evidence of water damage, mold, or mildew.			
O.3	Floor drains are clean and properly draining.			
O.4	There is no evidence of pests, insects, rodents, or stray animals.			
P.	Wellness	MET	NOT MET	N/A
COMPONENTS				
P.1	Procedures are in place to identify sick children/staff and exclude them from care/work.			
P.2	An area is identified to isolate children who are ill.			
P.3	Communicable and vaccine preventable diseases are reported.			
P.4	Cots/cribs are appropriately spaced. GUDIANCE: <i>Observe that cots/cribs/mats are spaced three feet apart or children sleep head to toe. Three feet is measured from one child's face to another child's face. Placing children to sleep by alternating head and toe positions may achieve three feet of spacing for all sleeping children.</i>			
P.5	Smoking and the use of tobacco (including smokeless) is prohibited in or near any CYP facility, or playground.			
Inspector Comments:				
Programs must complete the Inspection Deficiency Status Report document to include component number and inspector comments for all components marked Not Met. Programs must ensure corrective actions are documented for each component identified by the Inspector.				
Signatures: Review the findings and corrective actions for this inspection with Center Director and provide a copy of the signed report.				
Inspector Signature:			Date (YYYY/MM/DD)	
Center Director Signature:				