



property managers child care desk guide



2010

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Introduction

Purpose

The Property Managers Child Care Desk Guide contains information and criteria to assist facility personnel with the day-to-day and long-term management of child care centers within GSA-controlled space. The Desk Guide, intended for the use of all facility personnel, provides policy and guidance on operating and maintaining a child care center, as well as outlining the unique requirements of the GSA Child Care Program.

As property managers, you also have the assistance of the GSA regional child care coordinator (**RCCC**) for guidance on these policies and practices. It is recommended that you schedule a walk-through visit with the RCCC to learn more about the specific needs of the child care center in your space. Additional resources are available from the Child Care Division and the resource library at www.gsa.gov/childcare.

LOOK FOR THIS!

Defined words and terms are **bolded** the first time they are used to alert readers that there is a specific meaning assigned to those words that can be found in the glossary.

Background

The GSA Child Care Program is built on the foundation of the authorizing legislation (40 U.S.C. 590), which is basically a facilities management statute. (See Appendix A, **Tribble Amendment** - Title 40 U.S.C. Section 590.) This is sometimes referred to as the Tribble amendment. GSA provides space and services for child care centers to operate in facilities under GSA control. GSA does not directly operate or contract for services at the child care centers in our system. GSA grants authority for the day-to-day management of a child care center to an employee group, such as a **board of directors**, or to a private child care **provider**. These entities use GSA-controlled space to operate child care centers under a GSA Revocable License for Non-Federal Use of Real Property that includes special conditions. (See Appendix B, GSA License Agreement.)

Mission and Goals

The primary mission of the GSA Child Care Program is to provide high-quality child care centers that meet the needs of Federal employees nationwide. The Child Care Program supports GSA's national commitment to make quality child care a key building amenity and an essential component of a quality work environment.

The Child Care Program supports GSA's strategic goals:

1. **Customer Intimacy** - excel in customer service.
2. **Operational Excellence** - deliver expert business solutions including safe, high-quality child care programs.
3. **Innovation** - develop new and better ways of conducting business resulting in more productive and effective Federal policies and administrative operations, including family-friendly policies and workplaces.

The Child Care Program is also a social and good neighbor program where GSA can excel in providing open public buildings and enhance the communities in which we reside.

Modifications and Improvements in This Edition

The revisions contained in this edition reflect new or updated guidance and standards based on new or revised child care standards. Some changes reflect input provided by those who have been intimately involved with the program and have been using earlier editions. Most of these enhancements involve added clarification or new information.

Summary of changes to this document:

- Clarified responsibilities, including provider and funding responsibilities.
- Updated cleaning section to include the GSA standard custodial specification and updated cleaning checklists.
- Modified and consolidated child care center inspection checklists.
- Expanded fire protection and environmental health section.
- Updated background check requirements.
- Added requirements for playground inspections and a maintenance program.
- Added section on National Association for the Education of Young Children (**NAEYC**) and accreditation requirements.
- Added glossary and index.
- Added appendices of user aids such as reference documents, checklists, and resources.

Responsibilities and Agreements

Customers

The Child Care Program’s customers are the Federal agencies that pay rent for child care centers to support their employees who require convenient, high-quality, child care services. Ideally, but not always, child care parents are employed by the agency that pays rent for the space, though access is available to all Federal employees. To ensure financial viability of the child care centers and because child care is a GSA community program, slots not used by Federal employees are available to families who do not work for the Federal Government and they, too, are customers.

Child Care Providers

There are over 110 child care centers operating in GSA space across the country, with more child care centers planned.

Independent companies manage GSA child care centers. These companies can be either for-profit or nonprofit organizations. GSA has a mix of for-profit and nonprofit, large (national) and small (local) organizations in our space.

Providers are not contracted by GSA for services. GSA uses GSA Form 1582, Revocable License for Non-Federal Use of Real Property, as the legal vehicle to establish child care in our buildings. The principal management model is a child care center board of directors (which is not a Federal entity) contracts with private sector providers. Variations of this model may exist, depending upon circumstances. The choice of the provider to operate the child care center rests with the local board of directors in consultation with the regional child care coordinator (RCCC). Whoever is responsible for assigning the space must issue a revocable license to the selected provider. The RCCC determines and signs the special conditions to the license agreement that must be met to operate a child care center on GSA-controlled property.

By law (under 40 U.S.C. 590), GSA has the oversight responsibility for child care centers in federally controlled (owned or leased) space. GSA requires child care centers to meet the terms of the license agreement, including attaining accreditation by the National Association for the Education of Young Children (NAEYC). All providers in our space must achieve and maintain NAEYC accreditation, as well as State and local child care licenses.

MORE INFORMATION

See Appendix B, GSA License Agreement.

MORE INFORMATION

Download GSA Form 1582 at www.gsa.gov/forms

Notes

Roles and Responsibilities

GSA child care centers function under the guidance and oversight of several entities. Successful child care centers have appropriate participation by all parties.

GSA:

- PBS provides finished space, related facility services, utilities, and equipment to the child care centers.
- The Child Care Division sets policy for the Child Care Program nationwide; sets and oversees quality standards through a license agreement (GSA Form 1582); and trains and provides materials for the board of directors, agencies, and provider.
- The RCCC manages and sets the equipment budget, troubleshoots provider and board of directors’ issues, monitors the background check process, monitors compliance with the license agreement, and evaluates child care center compliance with the Child Care Center Design Guide.

- Asset managers plan and coordinate with the RCCC and property manager on the cyclical work and ongoing upkeep of the child care center.

Property Managers (GSA and Lessor): Property managers provide the day-to-day child care center and playground maintenance, including coordinating appropriate safety, maintenance, cleaning, and reviews. They should offer the provider opportunities to market the child care center to tenant agencies through tenant meetings, newsletters, or other means. They may participate in board of directors' meetings as nonvoting members.

DHS-FPS: Department of Homeland Security's (DHS) Federal Protective Service (FPS) performs building security assessment surveys. Security assessments are conducted on different cycles, depending on the building's security level. FPS assists center directors in obtaining applicable forms, fingerprint cards, and fingerprinting locations and performs FBI fingerprint and State repository checks for prospective workers. (The RCCC monitors the employee background checks and submits monthly reports to the Child Care Division.)

Tenant Agencies: Tenant agencies pay rent for space, which is generally assigned as joint use space. Tenant agencies may provide direction to the board of directors and recommend members. Tenant agencies may allocate resources to their lower income Federal employees for tuition assistance, allocate recycling funds to the child care center, or provide space for fundraising activities. Agencies with delegated authority are responsible for the same duties in their child care centers that are normally performed by GSA.

Unions: The majority of the child care centers are shared facilities and no Federal employee union has bargaining rights or authority over the child care center's management. Some local union agreements include union representation on the board of directors. Unions may influence an individual agency's participation in the Federal subsidy program.

Board of Directors: A nonprofit volunteer organization that makes quality child care available to Federal employees and others in the local area. Specific tasks are to support the program; administer and raise funds for a **tuition assistance** program; help market the child care center; serve as a liaison between the Government, the provider, and the parents; monitor child care center goals and the board of directors' effectiveness; and advertise for and select providers.

Providers: Independent providers operate a high-quality, State or locally licensed, and NAEYC-accredited child care center. This includes managing child care staff; establishing curriculum; setting and collecting fees; marketing the child care center; maintaining liability insurance; and complying with State and local **licensing** requirements, GSA license requirements, and other GSA child care initiatives.

State and Local Licensing Authorities: GSA requires that all child care centers be licensed by the appropriate State and local authorities. These authorities have set minimum quality standards for all child care centers. These authorities ensure compliance and investigate any complaints. They perform health, program quality, and fire safety inspections and process State-required background checks.

Parents: Contract directly with the provider for services. Because the business arrangement is between the provider and parents, property managers should have little or no direct contact with parents. Parents should adhere to the child care center's grievance policy and first communicate any issues to the center director

MORE INFORMATION

See Chapter 8, Security and Emergency Planning.

Notes

and board of directors. However, dissatisfied parents sometimes reach out to the property manager or even their elected public official. If a parent contacts you with an issue, inform the RCCC as soon as possible.

Funding Responsibilities

The parameters of what GSA pays for are determined by 40 U.S.C 590, sometimes referred to as the “Tribal amendment.” The code states:

For the purpose of this subsection, the term “services” includes the providing of lighting, heating, cooling, electricity, office furniture, office machines and equipment, classroom furnishings and equipment, kitchen appliances, playground equipment, telephone service (including installation of lines and equipment and other expenses associated with telephone services), and security systems (including installation and other expenses associated with security systems), including replacement of equipment, as needed.

If an agency has a child care facility in its space, or is a sponsoring agency for a child care facility in other federal or leased space, the agency or the Administration may pay accreditation fees, including renewal fees, for the child care facility to be accredited by a nationally recognized early-childhood professional organization; (2) pay travel and per diem expenses for representatives of the child care facility to attend the annual Administration child care conference.

GSA Child Care Division (Budget Activity 61 (BA61), PG B41):

- Costs associated with supporting and maintaining the child care centers. This may include labor; telephones; services; and operating equipment such as children’s furniture, office furniture, playground equipment, appliances, computer equipment, security equipment, and copy machines.
- Travel for the RCCC to Child Care Division meetings and GSA’s national child care conference.
- Child care center **program and health reviews**.
- Special projects or training.
- NAEYC accreditation fees.

GSA Region, Field Office, or Property Manager (BA61 or BA54):

- Repairs, alterations, and modernization work including playgrounds.
- Telephone service and copy machines in the child care centers.
- Maintenance and cleaning of the child care center, including repairs and general upkeep.
- Painting.
- Inspections and surveys, including playground inspections and safety inspections.
- Playground equipment, including installation and maintenance.
- Large appliances, including repair and replacement.
- Blast protection, including replacement.
- The RCCC’s travel to child care centers.
- Training and conferences for the RCCC and other personnel costs.

Agencies:

- Pay rent for the child care space, most often assigned as joint use space. In Federal space, the specific rental rate is set per building, based on the appraisal process. In leased space, the costs are a pass-through of rent plus any additional services. Rent includes basic services.

MORE INFORMATION

See Appendix A for the Tribal Amendment

Notes

- May use appropriated funds to support tuition costs for their own employees.
- May use recycling funds for tuition assistance programs.
- If delegated, may be responsible for typical GSA costs.
- Pay for travel and training of agency personnel.
- May pay for NAEYC accreditation fees.

Parents:

- Pay tuition. Tuition is expected to be at or close to market rate.
- May pay deposits, fees, supplies, and lunch costs, depending on the provider.

Providers:

- All supplies and consumables, including office supplies, **food, educational materials, and props.**
- All operating costs, including child care staff, insurance, and professional services.
- Their own State license fees and NAEYC accreditation fees.

Board of Directors:

- May pay for marketing materials and classified advertisements.
- Pay all costs associated with their organization.
- May pay NAEYC accreditation fees.
- May pay for teacher training or other financial arrangements with the provider.
- Raise and administer funds for tuition assistance.

Funding for items that could permissibly be paid for by more than one source, such as NAEYC accreditation fees, playground equipment or copy machines, will depend on the local decision.

Agreements

There are a number of agreements associated with the child care center. The written agreements are the road maps to follow when questions arise or new board of directors members seek guidance. Contact your RCCC if you need copies of the agreements for your child care center.

MORE INFORMATION

See appendices B through F for sample agreements.

GSA Revocable License for Non-Federal Use of Real Property (GSA Form 1582) With Special Conditions

Every child care center must have a GSA revocable license issued by whoever within GSA is authorized to sign building license agreements and signed by the board of directors or the provider. The Special Conditions to the License Agreement are negotiable, with the exception of some items that are mandatory GSA requirements, such as the requirements for background checks and NAEYC accreditation. The RCCC negotiates the terms of the license agreement. This license agreement does not and should not resemble a contract.

Interagency Agreement (IAA)

There may be an agreement between agencies that share sponsorship of a child care center.

Consortium Agreement

There may be an arrangement between the child care center, an agency, and a non-Government entity. The terms of the relationship must be documented in an agreement.

Notes

Memorandum of Understanding (MOU)

This is an agreement between the board of directors and GSA to ensure accountability is clear.

Delegation Agreement

Some agencies have authority to operate the buildings they occupy. An agency must have 90 percent occupancy to qualify for delegation. Delegations include the responsibility for maintaining the child care center. Delegations vary; reference the terms of the delegation that discuss the child care responsibilities. See the standard operating procedures (SOP) for delegations' standard expectations.

Contract

The contract documents the agreement between the provider and the board of directors on the scope of services and appropriate board of directors' oversight. Providers and board of directors are free to negotiate the terms of the contract as long as the terms do not negate the basic requirements in the GSA license. All agreements must work together. If GSA revokes the license, the provider and the board of directors must have the means to cancel their contract as well.

MORE INFORMATION

See Child Care Board of Directors Resource Book for sample contracts.

Notes

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Cleaning

Sanitizing to kill germs is critical in child care centers because young children are particularly sensitive and susceptible to illness and disease. GSA's Standard Custodial Specification has specific guidance on cleaning child care areas including classrooms, bathrooms, diaper changing areas, and kitchens. Other child care center areas, such as offices and staff rooms, should be maintained per the standard procedures set forth in the specification. NAEYC requires a copy of the cleaning contract for accreditation. (See Appendix G, Standard Custodial Specification for specific guidance.) Questions on cleaning or health issues can be directed to the RCCC. Additional guidance can also be found in *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs*, a joint collaboration of the American Public Health Association, American Academy of Pediatrics, and National Resource for Health and Safety in Child Care (<http://nrc.uchsc.edu/CFOC/index.html>).

As property managers, you should work with the RCCC to verify State and local requirements and ensure compliance. All **periodic cleaning** must be coordinated in advance with the center director.

Cost

Cleaning in child care centers is more expensive than your office cleaning costs. You can benchmark these cleaning costs using Building Owners and Managers Association (BOMA) data for hospitals in similar markets.

Child Care Staff Responsibilities

Child care staff must clean the children's **materials**, furniture, and shelves, inside of appliances, and animal cages.

MORE INFORMATION

See appendices H and I for cleaning checklists.

Checklists

Custodial contractor and provider cleaning responsibilities checklists can be used to facilitate inspection of cleaning if you are having issues. (See appendices H and I for cleaning checklists.)

Notes

Solutions for Common Problem Areas

Glass

Visibility in child care centers is critical for the proper supervision of children, as well as to allow children to see where they are and what is around them. The custodial contractor must spot clean windows and view panels daily.



Children peeking through windows (left) and gates (right) leave smudges, which must be cleaned daily.

Floors

The floor in a child care center is the children's work area. Children spend most of their day on the floor. Floors must be cleaned daily. Carpet must be vacuumed daily and noncarpeted floors wet mopped and sanitized daily. Carpet shampooing must be performed quarterly in the classrooms, with the exception of carpet in the infant classroom that must be shampooed monthly.

Child care centers should have a shoeless-environment policy in the infant spaces. Infants put everything in their mouths and going shoeless helps to keep this floor area clean.



Children's workspace is the floor.

Messy Play and Eating

Sand and water tables and everything that goes in them (bubbles, sand, flour, oatmeal, oil, rice, etc.) often leave behind a mess. This type of play is important for children's development and you should not eliminate this activity. Talk with the center director about any concerns. Children and child care staff should be expected to do a certain amount of immediate cleanup. Make sure they have the appropriate cleaning equipment, such as a small broom or mop. You may want to provide a mat under the sand and water tables to contain some of the mess.

Toddlers painting (left) and preschoolers serving themselves lunch (right) often leave a mess.



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Design and Alterations

The GSA requirements for child care facility design are contained in GSA's Child Care Center Design Guide, PBS-140, July 2003. A copy of the Child Care Center Design Guide can be found at www.gsa.gov/childcare. (Click on Child Care Library and then Child Care Publications.) This comprehensive guide defines design standards, requirements, finishes, and best practices for child care centers and is the definitive resource for all child care center projects, from new construction to alterations of any size.

MORE INFORMATION

The Child Care Center Design Guide can be accessed at www.gsa.gov/childcare. Go to Child Care Library, then Child Care Publications.

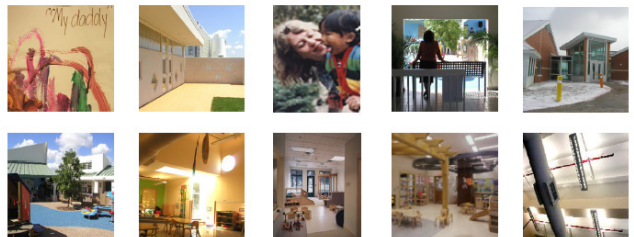
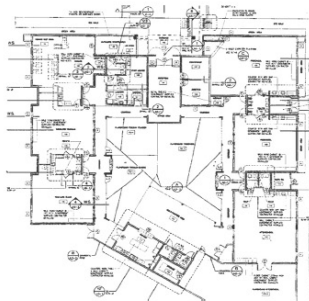
GSA has developed a Child Care Center Design Guide Scoring Tool (see Appendix J, Child Care Center Design Guide Scoring Tool), which measures compliance with the guide. Child care centers are scored on design elements and features in various categories. A total score of 70 and above is considered passing; however, compliance with the Child Care Center Design Guide standards should always be the goal and the highest score should be sought. If a child care center scores below 70, the RCCC, asset manager, and property manager should begin the alterations project planning process to correct deficiencies. Once a project is completed, the child care center should be reevaluated using the Child Care Center Design Guide Scoring Tool.

Alterations and new construction designs for any GSA child care center must have the approval of the GSA child care architect.

GSA

U.S. General Services Administration

Child Care Center Design Guide



Public Buildings Service
Office of Child Care

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chapter 4
Equipment

The RCCC purchases child care equipment with Central Office BA61 PG B41 funding. This account is primarily for child care equipment and does not fund maintenance or building repairs. Even though the majority of the equipment is purchased with Central Office funds, purchases are coded to the building number and charged against the building. Appliances are generally purchased with regional funding. All child care equipment remains in GSA's inventory, and GSA is responsible for assembling, repairing, and replacing it. The property manager should plan and budget for this workload. Property managers may choose to repair large equipment and appliances on an as-needed basis, include the maintenance in the operations and maintenance (O&M) contract, or consider awarding service contracts. When equipment is approaching the end of its useful life, the property manager should notify the RCCC to submit for replacement funding in the BA61 PG B41 budget. All GSA-owned equipment must be properly excessed through the GSA personal property disposal process.

MORE INFORMATION

See Appendix K, Equipment Inventory.

FORMALDEHYDE

Although not common as a primary ingredient, formaldehyde is present as a contaminant in many consumer household products. It is an extremely potent carcinogen and respiratory irritant and may appear as a preservative. Products containing this chemical should be considered unacceptable.

Found in: Conventional deodorizers, disinfectants, germicides, adhesives, permanent press fabrics, particleboard.

MORE INFORMATION

See Chapter 1, Responsibilities and Agreements.

Notes

When new equipment is needed, the center director should contact the RCCC. The RCCC makes the purchase or contacts the property manager for assistance. No equipment can be ordered without the RCCC's concurrence. It is equally as important that the RCCC coordinate with the property manager on equipment purchases to allow him or her to plan for deliveries, installation, assembly, and maintenance.

- All replacement equipment should be the most energy efficient available.
- Tall furniture (pieces over 36 inches, unless the base is very wide, including cubbies) must be secured, either to the wall or to other furniture.
- Choose eco-healthy, low or no volatile organic compound (VOC) furniture and materials. Avoid furniture made of laminated wood, pressed wood, plywood, particleboard, and chipboard, which contain **formaldehyde**, a probable carcinogen, allergen, and irritant.

Inventory

The RCCC maintains an inventory list as part of his or her program responsibilities. The center director is responsible for maintaining his or her own equipment inventory of GSA-purchased items, which includes more classroom-related and smaller items.

Communications Equipment

GSA or the sponsoring agency provides telephones, telephone lines (including long distance service), copy machines, fax machines, and computers (including internet connection). The standard level of service for child care centers is two telephone lines, one fax line, and long distance capabilities. The specific number of computers and funding source should be determined within the region. The cost of communication equipment, maintenance, copy machines, telephone lines, and internet connection is typically part of the field office budget. In some cases, child care employees are allowed access to GSA's administrative equipment, such as copy machines, rather than purchasing additional equipment for the child care center. You may also consider purchasing two-way communication devices (walkie-talkies, cellular telephones, etc.) for emergency purposes.

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Maintenance

As property managers, you should be sensitive to the unique needs of a child care center. The RCCC and center director can serve as resources to offer guidance on the needs of your youngest customers. Children stay in child care for up to 10 hours a day and have different needs and requirements than the typical building tenant. Good child care staff will often change the environment to make it interesting, challenging, and inviting to children. Displaying children’s work throughout the child care center is a quality standard of NAEYC accreditation. You should work with the RCCC and center director to develop appropriate methods for display, such as approved materials and child-friendly height requirements. You should provide assistance to rearrange furniture, hang items, and do other miscellaneous work that does not fall under a typical service call.

GSA collects rent for child care space from our agency customers. Most GSA child care centers are assigned as joint use space, and in federally owned space the rent includes shell, operating costs, and a tier 3 tenant improvement (TI). As property managers, you provide maintenance and repairs to the child care center in the same fashion you care for other joint use space. Child care center maintenance and repairs are accomplished using building funds. Property managers should budget \$5,000 to \$10,000 annually in the appropriate object class for upkeep, repairs (including playgrounds and above-standard cleaning), and other miscellaneous service-type items. You will need to work with your RCCC and asset team on larger repairs and alterations to plan the cycle of projects to ensure a high level of service is provided per GSA’s responsibility for joint use space.

Common Child Care Maintenance Items

Abnormal wear and tear may be an indication that the appropriate materials for type of use are not being used. Consult with the RCCC for solutions with more suitable materials.

Adhesives and Sealers

Nontoxic materials must be used. Pay extra attention to adhesives, glues, and finishes used in building repairs. Allow enough time for off-gassing or choose a different material.

Carpet

Coordinate carpet choice with the RCCC and refer to the Child Care Center Design Guide requirements for carpet in section 9.3.2.

Painting

Touch up paint as needed and plan to repaint every 3 years or as needed. GSA uses neutral, warm colors in our child care centers. Less color is important because too much color can be chaotic with already so much color in the space from materials and artwork. Color and type of paint must meet the requirements of the Child Care Center Design Guide, Section 9.3.1, Green Seal Standards, and must be approved by the RCCC.

Walls and Display

See Child Care Center Design Guide section 9.3.1 for required and appropriate materials for child care centers. Your RCCC can recommend appropriate and innovative products to use for display.

Notes

Vents and Fan Diffusers

All low and accessible vents must be sturdy enough that children cannot bend them. Cover vents with a net or screen to eliminate the opportunity for children to put puzzle pieces, crayons, and other items in the vents.

Fans and Space Heaters

GSA does not recommend fans or space heaters in a child care center. The center director should be reminded to call for service if the child care center is experiencing temperature problems.

O&M Contract

In federally owned child care centers, the O&M contract covers all equipment to the extent similar equipment is included for the main facility, with the exception of playground equipment, which is specifically excluded in the contract.

MORE INFORMATION

See chapter 6 of this Desk Guide for more information on playgrounds.

Preventive Maintenance

The property manager should provide a level of maintenance that ensures that all GSA-owned child care property and equipment, even that which is not covered in the O&M contract such as lofts, cribs, and playground equipment, are free of missing components or defects that affect the safety, appearance, or intended use.

MORE INFORMATION

See chapter 4 of this Desk Guide for information on equipment.

Property managers must ensure that preventive maintenance on all equipment, including kitchen and playground equipment, is performed in accordance with the manufacturer's recommendations and the requirements of State and local codes for the maintenance of child care center equipment. As new equipment is added, please ensure all maintenance agreements are updated.

All preventive maintenance performed within the child care center must be coordinated with the center director in advance and only performed during periods when children are not in the area of the equipment or systems being serviced. Tools, supplies, materials, parts, or debris must not be left at the job site at any time, unless they are secured and stored away from children.

Inspections

The property manager together with the center director should perform monthly occupant safety inspections of the child care center using the Child Care Center Monthly Checklist.

MORE INFORMATION

See Appendix L, Child Care Center Monthly Checklist.

Notes

Playgrounds

Playground Maintenance

As property manager, you are responsible for maintaining the playground, playground equipment, and landscaping. NAEYC requires a **playground inspection and maintenance program**, which should be developed by the center director with your assistance. In addition to inspection and maintenance requirements, documentation must be on file for regular playground inspections, maintenance requests, work orders, accident reports, and equipment warranty information. The property manager should maintain the master file and provide copies to the center director for the **NAEYC program portfolio**.

The child care staff can be expected to perform regular inspections and to report maintenance service calls, as needed. NAEYC does not specify the frequency of “regular,” though monthly is the industry standard recommendation to ensure ongoing safety. You, as property manager, are ultimately responsible for the maintenance and must participate in this playground inspection process at least once annually. In most areas of the country, spring would be the best time for you to perform this annual playground inspection as it provides the opportunity to also refresh plantings and sand and check for rust, lubricate moving parts, etc.

Additionally, every child care center is required to have on file results of a playground inspection conducted by a certified playground safety inspector (**CPSI**). A component of this inspection is to review and verify that a playground inspection and maintenance program is in place (mentioned above). Whenever playground equipment is updated or renovated, another CPSI inspection is required. Generally, CPSI inspections are initiated by the RCCC or center director for the NAEYC program portfolio. Your assistance may be needed to schedule and contract for this inspection. Local CPSIs can be located through the National Recreation and Park Association’s (NRPA’s) CPSI program by sending an email with your request and State registry to certification@nrpa.org. Some regions have trained and certified GSA regional staff to provide these playground safety audits. Check with the GSA Safety Branch or RCCC to see if your region has trained inspectors.

All playground remodeling and alterations work, including items that stem from an inspection, must be coordinated between the RCCC and property manager.

An important part of playground maintenance is making sure the fall zone is appropriately maintained. Each year more than 200,000 children in the United States enter a hospital emergency room with injuries associated with playground equipment. Most injuries occur when a child falls from the playground equipment onto the ground. If you use a fill material such as wood chips, sand, mulch, or other natural material, the proper depth must be maintained. Usually this means that once a year you must replenish the fill material. Monitor the playground to determine if the fill material needs to be replenished more frequently. Poured-in-place rubber surfaces and tiles have varying lifespans. Because exposure to ultraviolet light, sand, and water can detrimentally affect surfacing, it is important to periodically inspect the surfacing to ensure the impact attenuation is still adequate for the playground equipment. If the rubber is deteriorating, such as crumbling, pitting, or chunking, it is time to recap or replace it. (See appendix LL for a playground surface testing resource.) If you have questions about the effectiveness of the rubber surface, contact your RCCC to arrange a test of the impact attenuation in the fall zone.

Notes

In sand boxes, old sand must be removed to reduce the risk of contaminants and be replaced annually at a minimum. Use only silica-free sand intended for children's use. You should expect the child care staff to keep sandboxes covered when not in use to prevent entry by children or animals.

Playground standards are defined in the Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook, available at <http://www.cpsc.gov/cpscpub/pubs/playpubs.html>.

Playground Cleaning

Your cleaning contract must include daily playground policing each morning before playground activities begin. (See Chapter 2 of this Desk Guide for more information on cleaning requirements.) Periodic cleaning or power washing of climbing structures, slides, and other surfaces may also be added to the contract. The frequency of playground cleaning is determined by your location, environmental conditions, amount of pollution, etc. Consult with your RCCC for industry standards for cleaning synthetic fall zones.

Creating Appropriate Environments

Outdoor play areas should look and feel like parks. Good playgrounds include living things such as plants, bushes, trees, and grass. Children need connections to nature and natural materials. Landscaping of the playground is maintained by the field office or lessor. Consult your RCCC if you need additional plantings or have questions about appropriate and nontoxic plants. Protection from the weather is required and must match the weather conditions in the local area. (See the Child Care Center Design Guide for shade requirements.)

MORE INFORMATION

See appendix LL for a resource on silica-free sand.

MORE INFORMATION

See Appendix M, Playground Checklist Sample; Appendix N, Playground Maintenance and Inspection Program Sample; and Appendix LL, Additional Resources for more guidance and training opportunities on playgrounds.

MORE INFORMATION

See appendix LL for a resource on nontoxic plants.



Look for ways to bring natural elements onto playgrounds such as sand and trees (left) and gardens (right).

MORE INFORMATION

See Appendix LL for an expanded list of green product resources.

All new equipment must meet the mandatory requirements of the U.S. Environmental Protection Agency (EPA) Comprehensive Procurement Guideline (CPG) program for park and recreation recycled-content products. The CPG program requirements for recycled content can be found at <http://www.epa.gov/cpg/products.htm#park>. Virtually everything you need to equip a playground can be found on Federal Acquisition Service (FAS) schedules. Be sure to also check the environmental section of GSA Advantage.

Recycled plastic and wood composite (left) and marine-coated plywood (right) are durable, weather-resistant alternatives to wood.



Warnings

Pressure-treated wood structures, such as equipment, decks, and fences, are not recommended, as they were commonly treated with a pesticide, known as chromate copper arsenate (CCA), to prevent rotting. Although EPA removed CCA from its list of approved chemicals after 2004, older CCA-treated wood could still be present. This pesticide contains arsenic, a known carcinogen, which bleeds from the wood. Young children are among the most vulnerable population because they put their hands and materials that come in contact with the arsenic into their mouths. (If you are not sure whether the wood is arsenic treated, then you should test it. See appendices Q and R for more information and for a resource on test kits.) Because of these concerns, GSA is phasing out CCA-treated wood structures. If you must temporarily retain your CCA-treated wood structures while you develop a plan for replacement, you must still take measures to seal surfaces and keep the surfaces sealed with a penetrating sealant or stain that is nontoxic, nonslippery, and non-film forming. Commercial sealants appear to reduce arsenic levels for only 6 months. Studies show sealants wear off after about 6 months through physical abrasion and weathering. Removal of CCA-treated wood equipment, decks, and fences must be performed by a certified contractor, and the waste must be handled and disposed of as controlled waste.

Any fertilizer or weed killers you use on the playground must be labeled as “nonrestricted use.” Contact local licensing and health departments for their requirements for application and notification to parents.

MORE INFORMATION

For information on integrated pest management, see chapter 7 of this Desk Guide; Appendix T, Integrated Pest Management Technical Guide; and Appendix U, Pest Management Guidance.

Notes

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Environmental Health and Safety

Environmental health and safety in a child care center includes:

- Physical safety
- Fire protection
- Environmental health

Physical Safety

Every time you walk through the child care center, keep an eye open for safety hazards. Child care staff are creative at adapting the environment for a learning opportunity; however, their adaptations may pose a safety risk. Be alert for potential hazards on an ongoing basis.

Plan for safety. The Child Care Center Design Guide includes safety features such as finger-pinch door guards, corner guards, water temperature controls, and safe use of window-blind cords. Your RCCC can also be a good resource for information on safety items.

Outdoor environments also pose a serious risk. Accidents associated with playground equipment are the most common. Other concerns include pesticides, toxic plantings, and sun exposure.

The child care center should have been initially designed to meet all fire and life safety requirements. (Refer to Child Care Center Design Guide section 10.1 for child care center design guidance on fire protection, life safety, and environmental issues.)

Fire Protection

Consult with your regional fire protection engineer for specific guidance on fire protection requirements. Make sure no items are hanging from the sprinkler system or within 18 inches vertically of the sprinkler heads. Make sure lofts do not put children within reach of sprinkler systems. Child care staff may need to be reminded not to use gates or furniture to block doorways. If their intent is to keep children from opening the doors, a Dutch door may be needed.

NAEYC standard 9.C.11 and additional guidance requires fully working fire extinguishers and fire alarms installed in each classroom. Hard-wired smoke detectors are acceptable as fire alarms if they can be heard throughout the child care center. Fire extinguishers and separate smoke detectors are not required in every classroom if all classrooms are equipped with sprinklers or if there is evidence in the NAEYC program portfolio that the child care center otherwise meets the current standards of the National Fire Protection Association (www.nfpa.org) regarding the placement of fire extinguishers. All records of service must be included in the child care center's NAEYC program portfolio.

MORE INFORMATION

See chapter 6 of this Desk Guide for information on playgrounds and playground equipment.

MORE INFORMATION

See Appendix S, Eco-Healthy Child Care Checklist.

Notes

Environmental Health

Eco-Healthy Child Care Program

GSA is committed to providing healthy environments in our child care centers through participation in the Eco-Healthy Child Care (EHCC) program. This program is aimed at making child care centers environmentally friendly by reducing toxins in the facilities and implementing eco-healthy practices. Providers apply for endorsement by filling out a 30-item checklist. The checklist addresses pesticides, indoor air quality, lead, mercury exposure, and other items. Facilities that comply with at least 24 of the 30 items, including 3 mandatory items, receive

EHCC endorsement. You need to work with your center director and RCCC to develop action plans, if necessary, to achieve endorsement. For more information on EHCC, please contact your RCCC or visit <http://www.oeconline.org/our-work/kidshealth/ehcc>.

The EHCC mandatory items address the use of integrated pest management, compliance with the no-smoking standard, and safe drinking water practices.

Smoking Policy

NAEYC standard 9.D.06 requires “the facility and outdoor play areas to be entirely smoke free. No smoking is permitted in the presence of children.” The EHCC mandatory smoking item requires “no smoking anywhere on the premises or in sight of children.” Both standards are different from the GSA smoking policy. Even though a child care center meets GSA’s smoking policy, it may not necessarily meet the NAEYC or EHCC smoking standard. Please ensure the child care center meets all three requirements.

Integrated Pest Management (IPM)

Please reference the custodial contract for specific guidance on integrated pest management. Pay attention to how pest control is accomplished in the child care center and on the playground. Children are particularly sensitive to pesticide residues, so the elimination of these chemicals from the air they breathe and the surfaces they touch is of critical importance. If traps are necessary in children’s areas, make sure they are fully enclosed glue traps (versus snap traps) and not accessible to children. For more guidance, check Caring for Our Children National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs at <http://nrc.uchsc.edu>.

MORE INFORMATION

See also Appendix T, Integrated Pest Management Technical Guide; Appendix U, Pest Management Guidance; and Integrated Pest Management at www.gsa.gov/ipm.

Mold

Mold contamination is a concern with children because of their sensitive, developing immune systems. Property managers should ensure the following mold-prevention measures are taken to minimize the potential for mold:

1. Find or identify the source of water intrusion and eliminate it.
2. Control relative humidity. Maintain between 30 percent and 50 percent.
3. Perform visual inspections and look for areas showing condensation.
4. Maintain heating, ventilation, and air conditioning (HVAC) equipment, as scheduled.
5. Ensure kitchen, laundry room, and bathroom fans are operational.
6. Clean and dry wet spots immediately. Within 24 hours maximum, all materials must be thoroughly dried out.

If mold is present:

1. Investigate and evaluate moisture and mold problems.
2. Consult with your region’s environmental division.
3. Communicate, as appropriate, with stakeholders at all stages of the process.
4. Plan remediation and consult with professionals, as needed.
5. Remediate moisture and mold problems.

Detailed guidelines for remediation are available in EPA’s guide, Mold Remediation in Schools and Commercial Buildings (http://www.epa.gov/mold/mold_remediation.html).

Notes

Safe Drinking Water

The following information is from EPA's 3Ts for Reducing Lead in Drinking Water:

Lead exposure is a serious health concern, especially for young children and infants. Children's bodies absorb more of the lead they are exposed to than do adults. For infants and children, exposure to high levels of lead may result in delays in physical or mental development, lower IQ levels, and even brain damage. Because children spend so much time in child care facilities and lead exposure is a serious health risk for children, managers of these facilities need to know if their drinking water is safe . . .

* * * * *

. . . Even though water delivered from the community's public water supply must meet federal and state standards for lead, the building's plumbing may contribute to elevated lead levels in the drinking water.

Drinking water in GSA child care centers must be tested per the PBS Drinking Water Policy or State or local child care regulations if more stringent. Testing must be done in accordance with the sampling protocol and trigger levels for testing standards established in EPA's Lead in Drinking Water in Schools and Child Care Facilities. Test all sources of drinking water, including food preparation faucets and drinking fountain fixtures located in the building. Results can vary dramatically among sample sites, and testing at each outlet is the only sure way to determine if the water is safe for human consumption. If child care facilities have lead concentrations above the action levels, PBS will provide an alternative, lead-free source of drinking water such as bottled water or filtration devices until the problem is corrected.

See PBS Drinking Water Policy and consult with your regional environmental division for specific information on testing procedures, frequencies, and action levels. See EPA's 3Ts for Reducing Lead in Drinking Water for training, testing, and communication guidance (<http://www.epa.gov/safewater/schools/index.html>).

MORE INFORMATION

See Appendix V, Lead-Based Paint in Child Care Centers Technical Guide; Appendix W, EPA's Renovation, Repair, and Painting Rule; and Child Care Center Design Guide section 9.3.1 for paint requirements.

MORE INFORMATION

See Appendix EE, NAEYC Standard 9.

Lead in Paint

GSA child care centers are subject to lead-based paint hazard reduction regulations issued by EPA and the U.S. Department of Housing and Urban Development (HUD). GSA had a mandatory program in the mideighties to abate all lead paint in all child care centers in GSA-controlled space. NAEYC standard 9.D.01 requires documentation that the child care center has been assessed and is free of lead.

Indoor Air Quality

NAEYC standard 9.D.05 refers to compliance with ASHRAE standard 62.1-200, ventilation for acceptable indoor air quality and its standards. Consult with your regional environmental division for specific information regarding indoor air quality. See also Child Care Center Design Guide sections 10.9 for HVAC, temperature, and humidity levels; 10.1.13 for radon; 10.1.5 for off-gassing; and Child Care Center Design Guide chapter 9 for material selections to eliminate volatile organic compounds (VOC).

Notes

CO and CO₂ Monitoring

See the Child Care Center Design Guide section 10.1.16 requirement for permanent carbon dioxide monitoring. NAEYC standard 9.C.11 requires carbon monoxide detectors to be installed in each classroom if the facility uses fuel-burning sources of power (such as gasoline, natural gas, oil, kerosene, charcoal, coal, or wood) for any reason (for example, to fuel furnaces, water heaters, or stoves) or if the child care center has an attached garage. Records of inspections and service for carbon monoxide detectors (for example, testing and battery changes) must be included in the child care center's NAEYC program portfolio.

MORE INFORMATION

See Appendix Y, Environmental Health and Safety Testing Table testing requirements.

De-icing Products

Many de-icing products on the market, including commonly used sodium chloride, could pose a risk to children. Materials can be tracked into a child care center on shoes, presenting opportunities to naturally curious children who explore their world through taste and touch. Salt-based ice melts can irritate eyes, and ingestion can cause kidney damage and stomach problems. Direct contact with skin can cause dermatitis, rashes, or blistering. Consider using the least toxic de-icing product available. EPA's Design for the Environment (DfE) Safer Product Labeling Program lists several de-icing products that have been screened and recognized as meeting the program's highly protective standards. Products carrying the DfE label are determined to be safer chemical products for people and the environment and do not sacrifice quality for performance. More information can be found at <http://www.epa.gov/dfe/index.htm>.

Testing

As property managers, you are responsible for ensuring all tests and surveys in Appendix Y, Environmental Health and Safety Testing Table, are performed, documented, and readily available for NAEYC accreditation and State licensing authorities. Copies of tests and service contracts must be kept in the child care center's NAEYC program portfolio. Check with the regional environmental division for additional tests that may be required. State and local child care regulations may require more frequent inspection and service. The more stringent requirement must apply.

Notes

Security and Emergency Planning

While safety and security issues have always been of paramount concern in all of our child care center designs and operations, security issues have become even more prominent since September 11, 2001. It is important for property managers to consider the unique needs of the child care center when changes are made to building procedures.

This chapter addresses:

- Security
- Emergency planning
- Employee background checks
- Required reporting

Security

Delegated Security

Some delegation agreements include security oversight (physical, guard services, and background checks). Check the delegation agreement or license agreement for details. In cases where it is not specified, the responsibility defaults to FPS and GSA.

Security by Design

The purpose of design security measures is to keep children safe within the child care center, to safeguard them from outside intruders, and to protect them from hazards to the fullest extent possible. Baseline child care security requirements are defined in Child Care Center Design Guide section 10.2. Site-specific security requirements flow from the building security assessment (BSA).

Facility Security Committee (FSC)

The property manager or center director must attend Facility Security Committee (FSC) meetings in order to ensure the child care center's needs and interests are represented. Changes affecting access (both pedestrian and vehicular), parking, and drop-off areas could have a direct, negative impact on the operations of the child care center. Such impacts must be addressed during FCS meetings to balance security needs with the functional needs of the child care center operations.

Facility Security Assessments (FSA)

FPS is responsible for performing a facility security assessment (FSA) on GSA-controlled facilities. Each child care center's security measures may slightly differ depending on the risks identified in the FSA, as well as agency-specific requirements. During any child care center design, the GSA team must begin dialogue early in the planning process with FPS representatives to ensure baseline standards are appropriately addressed throughout the design, review, and construction phases. The FSA can help determine security features such as building setback; vehicle approach, dropoff area security, entrance design, and access controls. Depending on the security level of the building, you should expect an FSA every 2 to 4 years. You should request an additional FSA when a major renovation of the facility or standalone child care center occurs or there is a change in the security level.

Window Vulnerability and Blast Protection

All child care centers' exterior windows have been reviewed (latest review 2006) at least once for compliance with the Interagency Security Committee (ISC) criteria for blast protection. Child care centers that do not meet current standards will be

Notes

upgraded as appropriate (usually in conjunction with a major project). The existing glazing film applications do expire and generally have a life cycle of approximately 7 to 10 years and thus must be scheduled for replacement. The Child Care Division tracks the life cycle and glazing replacement needs for each child care center.

The condition of the window protection should be regularly assessed (building condition surveys or Management Analysis and Review Systems (MARS) reviews) and BA 54 projects planned for repairs or replacement. Window glazing requirements and specifications are provided in the ISC design criteria. Window replacement projects should be planned around the operations of the child care center. Please consult with the RCCC for more information and to plan for window glazing replacement.

Glazing film is typically applied to the interior side of the window. Nothing must be taped to the film as it compromises the blast protection. See the manufacturers' suggested guidelines for adhesive methods and cleaning instructions.

Access Controls

Every child care center entrance must be secured at all times. The child care center's entrance must be provided with a means to secure the door and to verify the identity of visitors requesting access (visually, using electronic access control systems, etc.). Since most child care centers are too small to employ a fulltime receptionist, the main entrance door must include a door bell, electronic strike release with keypad, or card reader. A remote release may be required to allow a teacher located far from the front door to still control access to the child care center without leaving the classroom. Parents, guardians, and child care staff should have immediate access to the child care center. FPS may have more specific requirements in the FSA. (See Child Care Center Design Guide section 10.7.3 for more information on this topic.)

The child care center must also have a system for bypassing electronic access control for emergencies. You need to establish procedures for the activation and deactivation of access cards used by child care staff.

Security Systems

GSA provides electronic security systems for each child care center. Specific requirements for the system may come from the FSA. Security system equipment may include, but is not limited to, interior duress alarms, perimeter security alarm systems, video surveillance for entrance doors and vestibules, and annunciation systems for main entrance doors. (See Child Care Center Design Guide section 10.2 for more information.)

Cameras

Video surveillance, monitoring, and camera locations may be security measures required by the FSA. All entrances, including the playground, should have surveillance monitoring with viewing in the center director's and center assistant director's offices. The provider may also use video cameras for its own monitoring purposes. It is GSA's policy not to provide or promote video cameras for parents' internet viewing in our child care centers.

Policy on Security Levels

GSA has instructed providers to follow their local guidelines, warnings, directives, or suggestions issued by FPS, the designated official (DO), or other local responsible governmental or police organization.

MORE INFORMATION

See Appendix BB, Security Level Alert Policy.

Notes

Emergency Planning

Occupant Emergency Plans (OEPs)

While we cannot control or prevent a catastrophe, natural or manmade, GSA can ensure proper emergency plans have been put into effect.

- Make sure the child care staff know who their DO is. The DO is the person who implements the OEP and makes the decisions for the building. There may be situations when they need to confirm with their DO that an evacuation or shelter in place emergency is in effect. Often in child care operations, a parent calls or arrives at the child care center and spreads the news of an emergency before any word has been broadcast from the building. The center director must know who has the correct information and final authority in an emergency.
- Ensure the child care center is incorporated into the main building's OEP. The child care procedures should also be in the building's OEP appendix as a separate section.
- Assist the center director with development and annual updates of the OEP.
- Make sure an annunciation speaker is audible on the playground if the playground is connected to the building.
- Make sure the designated paths used in evacuations are cleared of all obstacles year round, including snow and ice.
- Consider putting the child care center on the emergency backup generator in case of a blackout. The child care center should have a separate electrical panel and emergency power that can connect to the facility's system. To keep security, life safety, and communication systems for the child care center active, install an unlimited power supply system. Keep a copy of the child care center's OEP, so you know where the children evacuate to in an emergency.

All child care OEPs should include:

- The provision for multiple means of communication including an offsite, out-of-area emergency phone number. This emergency phone number can be another GSA child care center or perhaps another child care center operated by the provider.
- Identification of at least two relocation sites, which are designated meeting areas with parents.
- A shelter in place plan with an area identified within the building for emergencies when it is not safe to leave the building. Sheltering in place is to protect building occupants in an emergency situation where outside conditions are more dangerous than those inside a building. This could be in the event of a natural disaster, weather emergency, or disturbance near or within the building.
- Plans for emergency bags with appropriate supplies, equipment, and parent contact sheets.
- Identification of two egress paths from the child care center and Federal complex, with paths clear at all times of the year.
- Identification of the appropriate authority responsible for calling for an evacuation or closure.
- Specific procedures for fire, bomb threat, terrorist or civil disturbance, severe weather or natural disaster, medical emergency, and chemical or biological threat.

MORE INFORMATION

A standard template for a child care center's OEP and a planning guide can be found in appendices Z and AA.

Notes

Drills

Child care centers are required by State licensing to practice evacuations monthly. You should periodically observe these drills and check the practice drill log to ensure the child care staff are practicing the drills monthly. If the child care center does not have its own dedicated alarm notification appliance, give the child care staff a tape of the actual fire alarm so the children and staff are familiar with the sound. Periodically, the child care staff must practice evacuations to all their relocation sites.

Duress Alarms and Emergency Communication

All child care centers are required to have duress alarms. Provide call buttons at key public contact areas and as needed in the offices, in garages, and on the playground. Child care staff should have mobile duress devices when outside the child care center. Specific locations of duress alarms are prescribed by the building's FSA. You need to periodically train personnel and test the duress alarms to ensure they are working and dispatching the appropriate authorities.

The child care center should have a direct form of communication (such as an intercom) to reach security personnel during an emergency. (See specific information regarding security communication in Child Care Center Design Guide section 10.2.)

Providers must post emergency response numbers such as onsite contract guard response, the Federal Protective Mega Center, and any other emergency numbers near telephones.

Continuity of Operations Plan (COOP)

Each Federal agency has a COOP, which states how it will continue to operate in the event of an emergency. Continuing the operations of child care centers is not included in COOP. During an emergency, the child care centers are evacuated and closed. Once all children and staff are accounted for, the child care center is closed until given notice by authorities that activities in the affected Federal building can resume.

In rare cases, a Federal community or agency may have a preponderance of first responders who need child care services (National Institutes of Health, Centers for Disease Control), in which case the Child Care Division will attempt to facilitate care for these families, usually seeking spaces in existing child care centers in the community.

Shelter in Place

The Child Care Division does not have a separate child care shelter in place policy. Staying in place is generally part of a child care center's plan unless evacuation is necessary. The Office of Personnel Management (OPM) has guidance on sheltering in place. OPM guidance recommends an interior room or space without windows to move to if occupants cannot safely exit the building. If the DO or property manager designates the shelter in place space, the center director should be consulted on the child care shelter in place area to ensure it is appropriate for children. Guidance is available on www.opm.gov and www.ready.gov.

Employee Background Checks

All child care employees in Federal space must have a criminal history background check per the requirements of the Crime Control Act of 1990, Public Law 101-674, as amended by Public Law 102-190, December 5, 1996. The FPS regional office conducts a name check clearance based on the person's name and social security number.

Notes

MORE INFORMATION

Download GSA Form 176 at www.gsa.gov/forms

MORE INFORMATION

See Appendix CC, HSPD-12 Legal Opinion Memo.

MORE INFORMATION

See Appendix DD, OGP Facility Access Memo for more information on facility access cards.

Child care employees must not begin working before a name check clearance is issued. Within 5 working days, the employee must submit a completed Basic National Agency Check Criminal History (GSA Form 176) and two fingerprint cards to FPS. The fingerprint clearance check is sent through the FBI and the appropriate State agencies in the States that the person has lived or worked in for the last 10 years. An unfavorable check requires the employee to leave the premises immediately; the employee can appeal the decision with FPS. Final favorable employee clearances are sent back to the center director for placement in each employee's file. If the name check is favorable, the employee may start work before receiving a final clearance as long as he or she is within sight and under supervision of a cleared employee.

The RCCC has the responsibility to ensure child care employees are cleared. As determined by GSA Legal Counsel, child care employees are not contractors and, therefore, are not cleared through the Homeland Security Presidential Directive (HSPD)-12 process. Child care employees in Federal work places are issued a facility access card to ensure physical access to the building. The center director must retrieve this card upon termination or departure of the child care employee and send it to the appropriate office for revocation and destruction. Until the process for issuing facility access cards is finalized, coordination of identity or access cards for child care workers may be provided through the property manager's office.

Contact your regional security network representative for assistance in getting fingerprint cards or for the correct originating agency identification (ORI) number if ordering directly from the FBI (<http://www.fbi.gov/hq/cjisd/forms/orderingfps.htm>).

Required Reporting: Accidents, Incidents, or Abuse Allegations

Per the licensing agreement, the provider must report all criminal incidents and medical emergencies requiring professional medical attention immediately to GSA and FPS. This is in addition to filing procedures required by State and local child care licensing. In the case of suspected child abuse or neglect, the child care center is obligated to report to the appropriate local authority. FPS is not the reporting or investigating authority unless the incident occurred on Federal property.

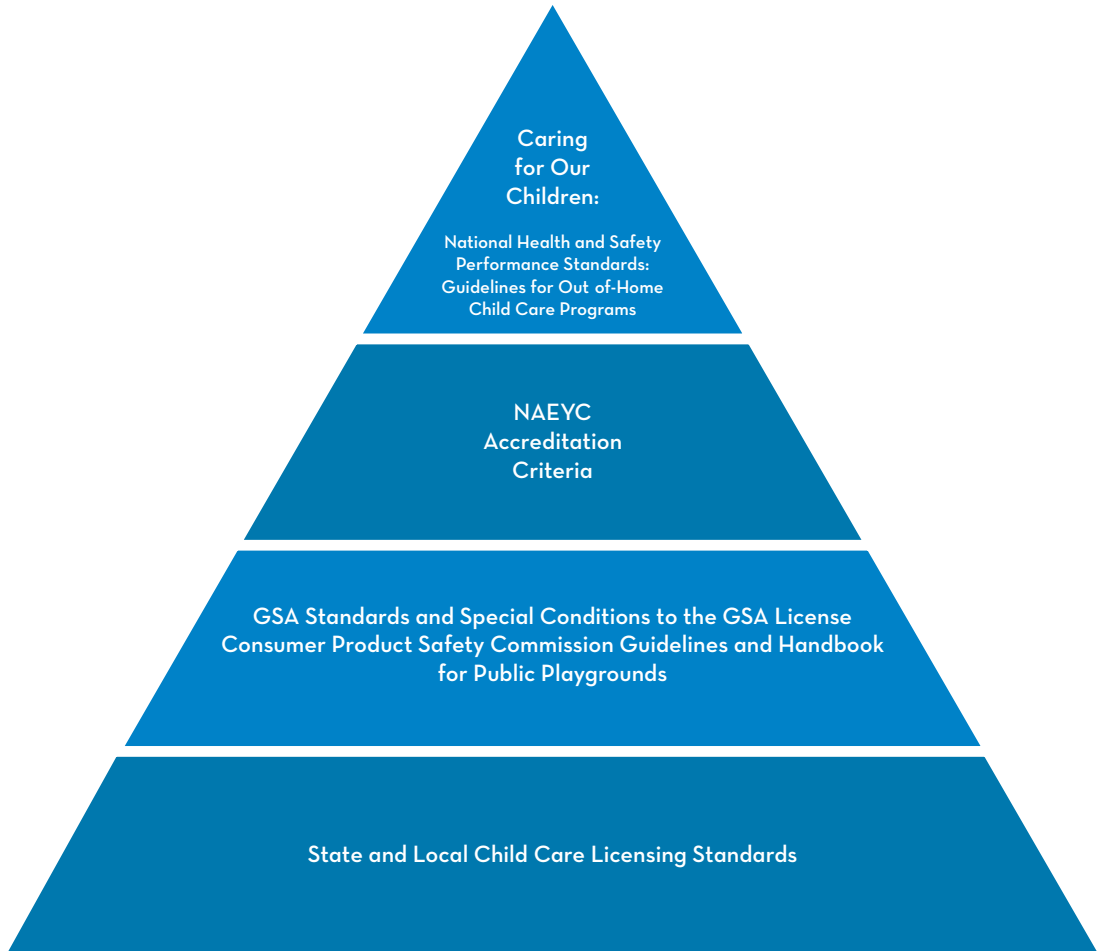
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Program Standards

The following standards apply to all GSA child care centers:

- Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs: Best Practice Guidance
- National Association for the Education of Young Children (NAEYC): Early Childhood Program Accreditation Criteria: Required
- Consumer Product Safety Commission: Indoor and Outdoor Safety Standards: Required
- State and Local Licensing: Required



Notes

Caring for Our Children: Health and Safety Standards

The American Public Health Association, American Academy of Pediatrics, and National Resource for Health and Safety in Child Care jointly collaborated on Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs. GSA has adopted this comprehensive set of health and safety standards as the overarching quality benchmark for GSA child care centers. If there is a question or standard not specifically addressed by NAEYC, the GSA license, or State licensing, GSA refers to the guidance in Caring for Our Children and applies it to the maximum extent possible.

National Association for the Education of Young Children

The National Association for the Education of Young Children (NAEYC) accreditation program is designed to ensure the quality of children’s daily experiences in early childhood programs. GSA has adopted NAEYC accreditation as a required measurement of program quality. All child care centers are required through their GSA licensing agreement to operate a program that meets accreditation criteria and be accredited by NAEYC within 2 years of the start of management’s operations. Low **staff:child ratios** and small group sizes are hallmarks of an NAEYC accredited child care center and facilitate developmentally appropriate, warm, trusting relationships and emotional attachments.

Your assistance will be needed to prepare the child care center for an NAEYC **assessment visit** and the completion of annual reports.

Consumer Product Safety Commission

In addition, GSA follows the Consumer Product Safety Commission (CPSC) guidelines as our standards for indoor and outdoor safety, including recalls. CPSC defines playground standards in the Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook, available at <http://www.cpsc.gov/cpsc/pub/pubs/325.pdf>.

Licensing

All providers operating a GSA child care center must obtain a State or local license. State requirements can be found at the following Web site: <http://nrc.uchsc.edu>. GSA considers the requirements of the State or local license to be the minimum standards for child health and safety.

Program Reviews and Quality Control Tools

The Early Childhood Environmental Rating Scale, Revised Edition (ECERS-R) and Infant/Toddler Environmental Rating Scale, Revised Edition (ITERS-R) can be used to evaluate the child care center and help prepare for an NAEYC assessment visit. Some State agencies are using these rating scales to also evaluate the program quality and to provide financial incentives for the provider. For information on the facility items of the program review, please see your RCCC.

Assessments of health and safety practices are another tool GSA uses to ensure the child care center is safe and environmentally healthy. This review, performed by professional health care consultants, assesses the child care center’s policies and operations and is intended to generate valuable feedback to validate good practices and identify areas for improvement.

Child care centers are also reviewed during the building’s MARS review to ensure GSA is providing safe, well-managed, well-maintained, high-quality child care centers and programs. Reviewing all aspects of the child care center and program allows us to find and correct deficiencies, anticipate needs, and provide support to the providers, property managers, and field offices.

MORE INFORMATION

See appendix GG for a sample property manager letter regarding the documentation needed for accreditation.

Notes

In addition to this Desk Guide, the following documents can assist in answering questions or issues found during the MARS review:

- Child Care Center Design Guide
- Child Care Directors Desk Guide
- GSA child care center license agreement
- Child care center files (including any unusual incident or accident reports, annual survey, occupant emergency plan, equipment list, floor plan, and child care staff background checklist)
- State and local licensing regulations
- Applicable NAEYC standards
- GSA's Standard Custodial Specification

Prior arrangements must be made for any inspection to avoid interrupting the children's schedules. Reviews and inspections must never be done in classrooms during naptime (typically between 12:30 p.m. and 3 p.m.)

Overlap of Requirements

Many child care standards, requirements, and recommendations may overlap or contradict each other. For example, NAEYC's requirements for staff:child ratios may allow for 1 teacher to 4 toddlers, while licensing may allow a 1:6 ratio. In all cases, the more stringent standard applies.

Continuing Improvement

Standards are never static. Each year the knowledge base increases, and new scientific findings become available. New areas of concern and interest arise. As new knowledge and innovative practices evolve, the standards are modified or updated, so check with your RCCC for the most up-to-date standards.

Notes

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Cost, Quality, and Affordability

In general, child care center space (which the Government provides at no cost to the provider) can reflect between 5 percent and 25 percent of a child care center’s budget. GSA believed when we first put child care in our space, if GSA provided as much as 25 percent of a child care center’s budget (by providing the child care center), then we would see a reduction in tuition of equal measure. This belief was based on the assumption that the available child care market was of acceptable quality. We’ve since learned that the majority of child care centers do not offer high-quality care and, therefore, the general market did not provide an equal comparison. In the child care industry, approximately 8 percent of non-GSA child care centers are accredited by NAEYC. As of June 2009, 89 percent of GSA child care centers are accredited by NAEYC.

Since the Government subsidy of providing space at no cost is not enough to bridge the gap between high-quality programs and low costs, GSA has focused our space subsidy on improved quality as measured by NAEYC accreditation. To additionally measure quality, the RCCC arranges program and health reviews performed by independent child care experts on a continuing basis.

GSA does not control the cost of care. Tuition fees are set by the provider. The board of directors generally has a role in reviewing the provider’s budget. The largest cost in child care is the child care staff. The child care centers in our space typically have a budget reflecting 70 percent to 80 percent for child care staff salaries and benefits.

Fundraising

Knowing the cost of tuition is too high for many families to afford, GSA has given the board of directors’ fundraising and tuition assistance responsibilities. Fundraising activities for child care centers is allowed in the public areas of Federal buildings at times other than during the Combined Federal Campaign if a permit is obtained from the building manager to use the space. (See the fundraising guide in the Board of Directors Child Care Resource Book on the Child Care Division’s Web site. See the memo in appendix HH for an update to the 1992 U.S. Office of Personnel Management (OPM) ruling that child care centers can fundraise outside of the Combined Federal Campaign (CFC). Appendix II is a GSA legal opinion about fundraising activities conducted by the boards of directors. Appendix JJ addresses authorized fundraising activities.)

MORE INFORMATION

See Appendix KK, Authority to Use Recycle Proceeds for Child Care Centers.

Recycling Money

Funds from recycling can be a major source of child care tuition assistance. Federal agencies can use the proceeds from the sale of recycled materials for child care centers. All proceeds (minus a small GSA administration fee) generated from a particular agency are given back to that agency for its disbursement. Proceeds are given back once a year, usually in the spring. Each agency uses its own discretion on disbursing funds. It is GSA’s practice to give GSA’s funds back to the region that generated them for use in the tuition assistance program. GSA encourages funds to go to boards of directors or child care centers in the buildings that generated the recycling funds. The language of the recycling authority is broad and discusses use of “employee programs,” which can encompass child care programs. Check with your recycling coordinator or RCCC for information.

Notes

Federal Employee Child Care Subsidies

In 2001, Congress gave Federal agencies permanent authority to use appropriated funds to subsidize their lower income employees' child care costs in any licensed child care center. Some agencies offer a **child care subsidy** to help make child care more affordable by assisting with the tuition costs for their employees in licensed child care centers and summer camps. GSA does not control this program for other agencies. GSA does, however, have an active subsidy program for qualifying GSA employees. Go to http://www.opm.gov/Employment_and_Benefits/worklife/ for more information.

Notes

Glossary

accreditation: National Association for the Education of Young Children's (NAEYC's) system that sets and monitors professional standards for early childhood education programs to identify high-quality programs.

assessment visit: a site visit conducted by NAEYC to evaluate the child care center's compliance with accreditation standards.

board of directors: an employee group that makes child care available to Federal employees. The board of directors typically oversees the provider through a contract, as well as raises funds for tuition assistance and assists in marketing the program.

CCA: chromate copper arsenate is a pesticide used to treat wood that contains arsenic, a known carcinogen.

child care provider: see "provider."

child care subsidy: to help make child care more affordable for lower-income Federal employees, Federal agencies are allowed to assist employees with their child care costs. The Child Care Subsidy Program applies to employees whose children are between the ages of birth and 13, or disabled and under age 18, and are enrolled, or will be enrolled, in family child care homes or center-based child care. The child care must be licensed or regulated by State or local authorities.

CPSC: U.S. Consumer Product Safety Commission, created in 1972 and charged with the following responsibilities: (1) to protect the public against unreasonable risks of injury associated with consumer products; (2) to assist consumers in evaluating the comparative

safety of consumer products; (3) to develop uniform safety standards for consumer products and to minimize conflicting State and local regulations; and (4) to promote research and investigation into the causes and prevention of product-related deaths, illnesses, and injuries.

CPSI: certified playground safety inspector. Every child care center is required to have on file results of a playground inspection conducted by a CPSI.

licensing: local or State authority that sets the minimum standards for child care centers. All GSA child care centers are required to meet these minimum standards. These authorities ensure compliance; investigate complaints; conduct health, program, and fire safety inspections; and process State-required background checks.

NAEYC: National Association for the Education of Young Children is the accrediting body that sets the standards for early childhood programs which GSA has adopted as the measure of program quality. All GSA child care centers are required to be accredited by NAEYC.

NAEYC program portfolio: a collection of plans, documents, and other evidence to demonstrate the child care center's implementation of accreditation standards and criteria.

periodic cleaning: any cleaning other than daily.

playground inspection and maintenance program: NAEYC accreditation requires child care centers to establish an inspection and maintenance program to be performed on a regular basis to

ensure ongoing safety.

program and health reviews: evaluations to ensure a program maintains safe, high-quality standards. These reviews are often used in alternate years from an NAEYC verification visit to help prepare the child care center for an accreditation visit.

provider: independent operators (both for profit and nonprofit) that manage the child care programs in a GSA child care center. Child care providers are issued a GSA revocable license with special conditions to operate in our space.

RCCC: regional child care coordinator. Each region has a GSA RCCC to manage the regional Child Care Program.

staff:child ratio: the maximum number of children permitted per caregiver.

Tribble amendment: 40 U.S.C. 590, the authority under which the GSA Child Care Program operates.

tuition assistance: a program administered by the board of directors to help lower income families pay for child care tuition. See also "child care subsidy."

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Tribal Amendment

Title 40 U.S.C. Section 590

Public Law 107-217 signed 8/21/2002

Title 40 United State Code
related to public buildings, property, and works

Sec. 590. Child care

(a) GUIDANCE, ASSISTANCE, AND OVERSIGHT- Through the General Services Administration's licensing agreements, the Administrator of General Services shall provide guidance, assistance, and oversight to federal agencies for the development of child care centers to provide economical and effective child care for federal workers.

(b) ALLOTMENT OF SPACE IN FEDERAL BUILDINGS-

(1) DEFINITIONS- In this subsection, the following definitions apply:

(A) CHILD CARE PROVIDER- The term 'child care provider' means an individual or entity that provides or proposes to provide child care services for federal employees.

(B) ALLOTMENT OFFICER- The term 'allotment officer' means an officer or agency of the Federal Government charged with the allotment of space in federal buildings.

(2) ALLOTMENT- A child care provider may be allotted space in a federal building by an allotment officer if--

(A) the child care provider applies to the allotment officer in the community or district in which child care services are to be provided;

(B) the space is available; and

(C) the allotment officer determines that--

(i) the space will be used to provide child care services to children of whom at least 50 percent have one parent or guardian employed by the Government; and

(ii) the child care provider will give priority to federal employees for available child care services in the space.

(c) PAYMENT FOR SPACE AND SERVICES-

(1) DEFINITION- For purposes of this subsection, the term 'services' includes the providing of lighting, heating, cooling, electricity, office furniture, office machines and equipment, classroom furnishings and equipment, kitchen appliances, playground equipment, telephone service (including installation of lines and equipment and other expenses associated with telephone services), and security systems (including installation and other expenses associated with security systems), including replacement equipment, as needed.

(2) NO CHARGE- Space allotted under subsection (b) may be provided without charge for rent or services.

(3) REIMBURSEMENT FOR COSTS- For space allotted under subsection (b), if there is an agreement for the payment of costs associated with providing space or services, neither title 31, nor any other law, prohibits or restricts payment by

reimbursement to the miscellaneous receipts or other appropriate account of the Treasury.

(d) PAYMENT OF OTHER COSTS- If an agency has a child care facility in its space, or is a sponsoring agency for a child care facility in other federal or leased space, the agency or the Administration may--

(1) pay accreditation fees, including renewal fees, for the child care facility to be accredited by a nationally recognized early-childhood professional organization; (2) pay travel and per diem expenses for representatives of the child care facility to attend the annual Administration child care conference; and

(3) enter into a consortium with one or more private entities under which the private entities assist in defraying costs associated with the salaries and benefits for personnel providing services at the facility.

(e) REIMBURSEMENT FOR EMPLOYEE TRAINING- Notwithstanding section 1345 of title 31, an agency, department, or instrumentality of the Government that provides or proposes to provide child care services for federal employees may reimburse a federal employee or any individual employed to provide child care services for travel, transportation, and subsistence expenses incurred for training classes, conferences, or other meetings in connection with providing the services. A per diem allowance made under this subsection may not exceed the rate specified in regulations prescribed under section 5707 of title 5.

(f) CRIMINAL HISTORY BACKGROUND CHECKS-

(1) DEFINITION- In this subsection, the term `executive facility' means a facility owned or leased by an office or entity within the executive branch of the Government. The term includes a facility owned or leased by the General Services Administration on behalf of an office or entity within the judicial branch of the Government.

(2) IN GENERAL- All workers in a child care center located in an executive facility shall undergo a criminal history background check as defined in section 231 of the Crime Control Act of 1990 (42 U.S.C. 13041).

(3) NONAPPLICATION TO LEGISLATIVE BRANCH FACILITIES- This subsection does not apply to a facility owned by or leased on behalf of an office or entity within the legislative branch of the Government.

(g) APPROPRIATED AMOUNTS FOR AFFORDABLE CHILD CARE-

(1) DEFINITION- For purposes of this subsection, the term `Executive agency' has the meaning given that term in section 105 of title 5, but does not include the General Accounting Office.

(2) IN GENERAL- In accordance with regulations the Office of Personnel Management prescribes, an Executive agency that provides or proposes to provide child care services for federal employees may use appropriated amounts that are otherwise available for salaries and expenses to provide child care in a federal or leased facility, or through contract, for civilian employees of the agency.

(3) AFFORDABILITY- Amounts used pursuant to paragraph (2) shall be applied to improve the affordability of child care for lower income federal employees using or seeking to use the child care services.

(4) ADVANCES- Notwithstanding section 3324 of title 31, amounts may be paid in advance to licensed or regulated child care providers for services to be rendered during an agreed period.

(5) NOTIFICATION- No amounts made available by law may be used to implement this subsection without advance notice to the Committees on Appropriations of the House of Representatives and the Senate.

GSA License Agreement

REVOCABLE LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY

1. LICENSE NO.

A revocable license affecting the property described and for the purpose designated below is hereby granted to the licensee herein named, subject to all of the conditions, special and general, hereinafter enumerated.

2. NAME OF LICENSEE

3. ADDRESS

4. PROJECT DESIGNATION AND ADDRESS

5. MAXIMUM PERIOD COVERED FROM _____ TO _____

6. CONSIDERATION (\$)

7. DESCRIPTION OF PROPERTY AFFECTED

(As shown on Exhibit _____, attached hereto and made a part hereof.)

8. PURPOSE OF LICENSE

9. By the acceptance of this license, the licensee agrees to abide and be bound by the following conditions:

I. SPECIAL CONDITIONS

That condition(s) No.(s) _____ was (were) deleted before the execution of this license.

GENERAL SERVICES ADMINISTRATION LICENSOR

LICENSEE

DATED (Month, day, year)

ACCEPTED (Month, day, year)

BY (Signature)

BY (Signature)

NAME

NAME

TITLE

TITLE

If Licensee is a Corporation, the following Certificate of Licensee must be executed:

CERTIFICATE OF CORPORATE LICENSEE

I certify that I was a Secretary of the corporation named as licensee herein; that the person who signed said License on behalf of the licensee was with said corporation; and that said license was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(CORPORATE SEAL)

NAME OF CERTIFIER

TITLE OF CERTIFIER

NAME OF LICENSE SIGNER

TITLE OF LICENSE SIGNER

SIGNATURE OF CERTIFIER

11. GENERAL CONDITIONS

a. **COMPLIANCE.** Any use made of property affected by the license, and any construction, maintenance, repair, or other work performed thereon by the licensee, including the installation and removal of any article or thing, shall be accomplished in a manner satisfactory to the General Services Administration, hereinafter referred to as GSA.

b. **STRUCTURES.** The licensee shall not place or construct upon, over or under the property any installation or structure of any kind or character, except such as are specifically authorized herein.

c. **LAWS AND ORDINANCES.** In the exercise of any privilege granted by this license, licensee shall comply with all applicable State, municipal and local laws, and the rules, orders, regulations and requirements of Federal governmental departments and bureaus.

d. **SANITARY CONDITIONS.** If this license gives possession of United States property, the licensee shall at all times keep the premises in a sanitary condition satisfactory to GSA.

e. **DAMAGE.** Except as may be otherwise provided by the Special Conditions above, no United States property shall be destroyed, displaced or damaged by the licensee in the exercise of the privilege granted by this license without the prior written consent of GSA and the express agreement of the licensee promptly to replace, return, repair and restore any such property to a condition satisfactory to GSA upon demand.

f. **INDEMNIFICATION.** The licensee shall indemnify and save harmless the United States, its agents and employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others directly or indirectly due to the exercise by the licensee of the privilege granted by this license, or any other act or omission of licensee, including failure to comply with the obligations of said license.

g. **STORAGE.** Any United States property which must be removed to permit exercise of the privilege granted by this license shall be stored, relocated or removed from the site, and returned to its original location upon termination of this license, at the sole cost and expense of the licensee, as directed by GSA.

h. **OPERATION.** the licensee shall confine activities on the property strictly to those necessary for the enjoyment of the privilege hereby licensed, and shall refrain from marring or impairing the appearance of said property, obstructing access thereto, interfering with the transaction of Government business and the convenience of the public, or jeopardizing the safety of persons or property, or causing justifiable public criticism.

i. **NOTICE.** Any property of the licensee installed or located on the property affected by this license shall be removed upon 30 days' written notice from GSA.

j. **GUARANTEE DEPOSIT.** Any deposit which may be required to guarantee compliance with the terms and conditions of this license shall be in the form of a certified check, cashier's check or postal money order in the amount designated above, payable to GSA.

k. **BOND.** Any bond required by this license shall be in the amount designated above, executed in manner and form and with sureties satisfactory to GSA.

l. **EXPENSE.** Any cost, expense or liability connected with or in any manner incident to the granting, exercise, enjoyment or relinquishment of this license shall be assumed and discharged by the licensee.

m. **FUTURE REQUIREMENTS.** The licensee shall promptly comply with such further conditions and requirements as GSA may hereafter prescribe.

n. **ATTEMPTED VARIATIONS.** There shall be no variation or departure from the terms of this license without prior written consent of GSA.

o. **NONDISCRIMINATION.** The licensee agrees that no person will be discriminated against in connection with the use made by the licensee of the property on the ground of race, color or national origin, nor will any person be denied the benefits of or be subjected to discrimination under any program or activity held, conducted or sponsored by the licensee in that any activity, program or use made of the property by the licensee will be in compliance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 238, 252; 42 U.S.C. 2000d) and the applicable regulations of GSA (41 CFR Subpart 101-6.2).

The licensee will obtain from each person or firm, who through contractual or other arrangements with the licensee, provides services, benefits or performs work on the property, a written agreement whereby the person or firm agrees to assume the same obligations with respect to nondiscrimination as those imposed upon the licensee by law and will furnish a copy of such agreement to the licensor.

The breach by the licensee of conditions relating to nondiscrimination shall constitute sufficient cause for cancellation and revocation of the license.

GSA FORM 1582 (REV. 7/2002) BACK

SPECIAL CONDITIONS TO THE LICENSING AGREEMENT BETWEEN
GSA AND _____

1. LICENSE AUTHORITY

This license is granted pursuant to the authority of and subject to the conditions in 40 U.S.C. 590. The Child Care Provider who provides child care at the site agrees to abide by these Special Conditions.

2. CRIMINAL HISTORY BACKGROUND CHECKS

The Child Care Provider and its employees are subject to the Crime Control Act of 1990 Public Law 101-647, as amended by Public Law 102-190, dated December 5, 1991, and will submit to criminal history background checks. In order to comply with this law, Providers will ensure the following: they will submit a Name Check Information Sheet immediately upon hiring a new employee, they will ensure that their employees submit a completed Statement of Personal History Form, GSA Form 176, and contact the Regional Federal Protective Service (FPS) or other designated party to arrange for fingerprints to be taken, no later than that employee's start date, with completed packages received by FPS within 5 working days. The Child Care Provider will notify the Regional Child Care Coordinator immediately when a new employee has been hired.

The Child Care Provider will certify that appropriate suitability background checks have been completed, including references, employment and educational certification checks for each new hire. In addition, the Child Care Provider and its employees are subject to any other checks as may be required by GSA, and any pertinent local regulatory authorities.

Providers or employees who have a conviction for sex crimes, offenses involving children as victims, or drug felonies will be denied employment or dismissed, except that for a conviction of a crime other than a sex crime or offense involving children, the government will review the facts of the individual case before exercising its right to deny or have terminated the employment of that employee.

3. NATIONAL ACCREDITATION

The child care provider shall begin the National Association for the Education of Young Children (NAEYC) accreditation process within one year of operation and will achieve accreditation within 2 years of operation. The child care provider will maintain accreditation through the renewal process of the National Academy of Early Childhood Programs.

4. TERMS AND CONDITIONS OF OCCUPANCY

The child care center will be operated in accordance with the following terms and conditions:

- a. Maintain and operate a developmental child care program from a.m. to p.m., Monday through Friday except on Federal holidays. The child care center may be closed one week per year for maintenance.
- b. The center's employees shall comply with all building regulations and special building security arrangements. Building security arrangements may include the display of Government-furnished identification (ID) cards, where required. All Government furnished IDs remain the property of the Government and must be surrendered to the Provider's management by all center employees leaving the Provider's employ. Such IDs must then be immediately returned to the Government's designated building security officer.
- c. The Child Care Provider shall not discriminate on the basis of race, religion, color, national origin or disability with respect to enrollment of children or employment of staff.
- d. By signing this agreement the Child Care Provider has acknowledged receipt of and use of equipment and other property as furnished by the government, and shall provide routine care of any government furnished equipment during the term of this license.
- e. The Child Care Provider shall be responsible for any damage to the equipment arising from wrongful acts or acts of negligence of the Child Care Provider.
- f. The Child Care Provider must maintain the facility in a clean and safe manner. General housekeeping is expected so that the center appears clean and well kept at all times. Cleaning responsibilities of the provider include, but

are not limited to: cleaning and sanitizing of all shelves, children's furniture, kitchen appliances inside and out, kitchen pantries, storage closets including shelves, as well as pet cages and aquariums. Immediate spot cleaning is required during snacks, mealtimes, during and after craft projects, etc. Storage of all bleach/sanitizing solutions will be out of reach of children.

- g. The Child Care Provider must ensure that staff members have ongoing training. In addition to the training required by State or local licensing authorities and NAEYC accreditation criteria the Child Care Provider must ensure that staff have 1.5 to 2 hours annual training in the prevention and detection of child abuse, up to date first aid training and certifications in employees' files, verifiable staff training in emergency and evacuation procedures, and annual training on bloodborne pathogens (per OSHA Regulations of 1991 applicable to all settings where workers might come into contact with blood).
- h. The Child Care Provider will ensure that all incidents occurring in the center: criminal incidents or accidents/ incidents requiring immediate professional medical attention are immediately reported to the Federal Protective Service. The Child Care Provider will ensure that notification of the incident is provided to the regional child care coordinator as soon as possible but no later than 24 hours after the occurrence.
- i. The Child Care Provider will notify the appropriate local authority in cases of suspected child abuse or neglect per Public Law 104-28. The Federal Protective Service will not be notified in these matters unless the suspected abuse occurred on site, in which case the FPS is notified in addition to the appropriate local authority.
- j. The Child Care Provider will post in a public area of the center its current state or local license to operate a child care center.
- k. The Child Care Provider will comply with all Federal, State or local safety policies, including the smoking policy.
- l. The Child Care Provider will post an emergency evacuation plan for the center. The Child Care Provider will ensure that a fire drill is conducted by the staff at the Child Care Center at least monthly and will keep a record of these drills available to GSA upon request. The Child Care Provider will work with appropriate Government officials to ensure that the center's evacuation plan is appropriately incorporated into the occupant emergency plan (OEP) for the building.
- m. The GSA Regional Child Care Coordinator, will on a regular basis, collect demographic data and other pertinent information relating to center operations. The Child Care Provider will respond in a timely and expeditious manner.
- n. The Child Care Provider must demonstrate that it is financially capable of continuing its operations under the terms of its license to use space. The child care provider agrees to provide upon request financial statements, which may include quarterly financial statements and/or an annual audit by an independent reviewer.
- o. The Child Care Provider shall provide all supplies (consumables and manipulatives) such as food and curriculum materials which remain the property of the provider.
- p. The Child Care Provider shall market the program, its quality and availability to Federal employees and others. This can be accomplished through newsletters, posters, building displays, lunch & learns, flyers, e-mail and other marketing techniques.

5. GSA INITIATED REVIEWS

The Child Care Provider shall agree to have GSA initiated program, health and safety assessments accomplished on center operations and shall meet all requirements as a result of these reviews.

6. STATUS OF THE CHILD CARE PROVIDER

The Child Care Provider is not an employee or agent of the Government. Parents with children enrolled at the center shall contract directly with the Child Care Provider. Except for matters explicitly addressed in this license, decisions and responsibilities with respect to program, enrollment, fees, tuition, hiring, policy making, and any and all other aspects of the operation and conduct of the Center's business shall be the exclusive right, prerogative, and responsibility of the Child Care Provider.

7. PRIORITY ENROLLMENT

The Child Care Provider shall give priority for available child care services to employees of the sponsoring agencies. Per the conditions of 40 U.S.C. 590 Federal employees will be given priority placement for all available spaces and at least 50% of the children enrolled in the center are to be children or dependents of Federal employees. If this

requirement is not met, a plan must be put into effect to increase Federal enrollment. Remaining enrollment may be open to the general public.

8. INSURANCE

The Child Care Provider shall, at its own expense, provide and maintain during the term of this license, and any extension thereof, comprehensive liability insurance in an amount not less than \$1 million. A copy of the insurance certificate including renewals shall be provided to GSA prior to occupancy of the center or as soon thereafter as possible. An accident insurance policy will be maintained on all students by the Child Care Provider.

9. TUITION ASSISTANCE

A tuition assistance program for families in economic need shall be established. The tuition assistance program can/will be established through a nonprofit Federal employee organization. Participation in the Combined Federal Campaign or local United Way campaign should be planned.

10. TERMINATION

GSA or the Child Care Provider may terminate this license after ___ days written notice, or immediately if there is a substantial breach of the conditions of this license.

11. EFFECTIVE DATE AND DURATION

This agreement is effective on the date of the last signature and will continue in effect for each party unless and until terminated by either party under the conditions in section 10 of this agreement. (Can set a term)

12. MODIFICATIONS

This agreement may be modified at any time by written agreement of the parties.

13. CHANGES IN STATUS

The Child Care Provider agrees to notify GSA immediately of any changes in the manner in which the Center is being operated or in its change of status including the creation of any public private partnerships. This license is nontransferable and may be cancelled if the provider sells its business.

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Interagency Agreement

SAMPLE INTERAGENCY AGREEMENT BETWEEN *List Participating Agencies*

I. Purpose

This Interagency Agreement (IA) sets forth the terms and conditions under which a child care center shall be provided, start up assistance and other support and oversight for the benefit of the employees of _____.

II. Authority

This IA is entered into pursuant to the authority contained in the Economy Act, section 1535 of Title 31, United States Code. The parties have determined that the services provided pursuant to this IA cannot be obtained as economically or as conveniently from a commercial enterprise, or by the parties acting independently from one another, and that the IA is in the best interest of the Government. Authority allowing Federal agencies to establish child care centers is provided under 40 U.S.C. 490b.

III. Background

Each of the parties to this IA has determined that a child care center is necessary for the welfare of its employees. Employer support for child care services is a well established mechanism for increasing productivity through improved staff recruitment and retention, reduced absenteeism, and higher employee morale. Such services are especially important for lower graded employees, who may find child care services difficult to obtain and the lack of such services an impediment to employment or advancement. In furtherance of this commitment to providing their employees with child care services, the participating agencies have formed an interagency working group to oversee the actions necessary to establish a child care center. The child care center is defined as the physical space that houses the children and child care staff and in which a profit or nonprofit organization operates a child care center. In addition, the participating agencies will also provide assistance in forming a board of directors incorporated as a not for profit organization to oversee, support and generate scholarship dollars and administer a tuition assistance program for the child care center.

IV. General Provisions: *would include discussion of sponsorship of committee members, reporting requirements of the committee to the agencies, discussion of appointed or volunteer participation (can be either or combination of both)*

V. Responsibilities: *include specific number of committee members per agency, expected work products, accessibility to employee newsletters for board and center marketing efforts, etc.*

VI. Financial Arrangements: *to include one time or ongoing dollar commitments, including formula for sharing RENT if applicable (most likely GSA will assign space as joint use) Include provision for paying for board or center staff to go to the GSA conference per authorities of 490b.*

VII. Effective Date and Duration

This IA is effective on the date of the last signature below by the approving officials and will continue in effect for each participating agency unless and until an agency withdraws by giving written notice at least 90 days before the end of its participation. Furnishings and other Government owned personal property provided for the child care center will remain in the possession of the child care center and under control of the designated property officer.

VIII. Modifications

This IA may be modified at any time by written agreement of the parties.

IX. Approvals

On behalf of our respective agencies, this IA is approved.

Approving Official
Title

Date

Approving Official
Title

Date

Approving Official
Title

Date

Consortium Agreement Samples

FERC Child Development Center Consortium Agreement
(Effected May 25, 1993)

The Partners:

FERC Day Care, Incorporated - the Center's Board of Directors

American Psychological Association (APA) - The Private Firm Bright Horizons (BH) - The Child Care Provider and General Services Administration (GSA)

APA Bought	How it Works
3 emergency backup spaces (1-infant, 1-young toddler, 1-preschool)	APA pays regular tuition rate for each space to BH. The APA employee pays APA an amount set by APA whenever a space is used. (This arrangement is outside the purview of the consortium.) This increased the enrollment in the center by 3 children. These spaces are for the sole use of APA employees.
Priority rights for 10 spaces (2-infant, 2-young toddler, 2-older toddler, 4-preschool)	APA pays BH \$2000 per space over a 3-year period. (A total of \$20,000.) BH allocates the same amount to the scholarship fund. (80% goes to scholarships and 20% to teacher bonuses or additional scholarships.) APA employees enrolled in the spaces pay the regular tuition rate to BH. These spaces are for APA employees if they have a need. If not, it moves to the next level of priority. It increases enrollment by drawing on the APA population, and provides scholarships allowing more families to participate in the center.

- APA has one voting slot on the board of directors and one voting slot on the scholarship committee.
- Any family who qualifies is eligible for tuition assistance whether FERC, other Federal employees, APA, or private sector employees.

Consortium Agreement Between the General Services Administration,
Nonprofit Board, Provider, and Private Association

Pursuant to the authority provided in Section 528 of Pub. L. 02-393, dated October 6, 1992, this agreement is entered into and is effective as of this ____ day of __, _ by and between the General Services Administration (GSA), Non-profit Board, Provider, and Private Association

Whereas, GSA and Provider have entered into a licensing agreement to provide a location for the provision of child care services at (location of child care center); and

Whereas, the Nonprofit Board is a nonprofit corporation which provides child care services for the employees of agency) Federal employees, and the general public at the Center,

Whereas, Private Association desires that its employees have access to child care services at the Center; and

Whereas, Nonprofit Board has contracted with Provider to operate the Center, located at (location)

Now, therefore, GSA, Nonprofit Board, Private Association, and Provider do hereby agree, acknowledge, and attest as follows:

1. Definitions.

- a. "Center" means the (identify Center) which GSA licensed and Provider operates for the Nonprofit Board at (location of Center);
- b. "Contract" means the contract agreement that Provider has with the Nonprofit Board for operating the Center;
- c. "Back-up Care Spaces" means child care spaces reserved under this Agreement to provide child care from time to time on an as-needed basis for Private Association employees;
- d. "Priority Rights" means that parents shall have the specified priority for a child care space when vacancies occur at the Center. Priority Rights are assigned as follows:
 1. Private Association employee infant siblings of child already enrolled in Center
 2. Sponsoring Agency employee infant siblings
 3. Federal employee infant siblings
 4. Private Association employee child
 5. Sponsoring Agency employee child
 6. Federal employee child
 7. General public infant siblings
 8. All other siblings
 9. General public child, other
- e. "Property" means the land and buildings located at (location);
- f. "space" means the capacity to accommodate child care services for one child;
- g. "Child" means any biological child, adopted child, foster child, grandchild or any child f or which an employee acts as the legal guardian;
- h. "Private Association employee" means any person employed by the Private Association; however it is within the sole discretion of Private Association to determine whether an individual employee is entitled to any Priority Rights.

2. Priority Rights Spaces at Center. In consideration of payment of the fees set forth below, the Private Association will have Priority Rights to ten (10) spaces at the Center for the term of this Agreement. These ten spaces will include 2 infant spaces, 2 young toddler spaces, 2 older toddler spaces and 4 preschool spaces. Accordingly, a Private Association employee on a waiting list for the Center shall have Priority Rights, as defined in Paragraph .d. above, for an available space at the Center or for a space which is vacated when a child leaves the Center or moves to an older age group, as long as such space is appropriate to the age and needs of the child. In order for Private Association and Agency employees to have a reasonable opportunity to take advantage of an opening at the Center, Provider shall maintain a waiting list at the Center which may be reviewed by the Management Oversight Group. If and when an employee with Priority Rights is on a waiting list, Provider will notify the appropriate representative on the Management Oversight Group before offering the last available space in the appropriate age group to a parent who is in a lesser priority category with respect to that opening. It is understood by all parties that the Center will not be required to terminate the enrollment of a child currently enrolled in the Center or who may become enrolled in the Center to provide a space for a higher ranking Priority Rights Space. At any time that Private Association employees do not use such Priority Rights Spaces, Provider may offer the spaces to the other priority holders identified in Paragraph .d. of this Agreement. It is also recognized that Private Association employees may occupy more than 10 spaces at the Center. Private Association employees, however, have priority for only the 10 slots which Private Association has funded through this agreement.

Private Association's priority for a space is contingent upon Association not having filled 10 spaces as designated in this Agreement. If Association has filled all 10 of its designated spaces, it will no longer have a priority and will be in the same category as a member of the general public for any additional spaces. See above.

3. Cost and Payment. To reserve Priority Rights Spaces, Private Association agrees to pay Provider, on behalf of, and as operator of, the Center, \$\$\$\$ per space as a one-time fee, \$\$\$\$ of which is due and payable upon execution of this Agreement, and an additional \$\$\$ to be paid at the beginning of the second and third year of this Agreement, to assist in defraying the salaries and benefits provided for any Provider personnel. It is understood and agreed by all the parties to this Agreement, that Provider will immediately allocate an amount equal to the Private Association payment, and designate the Provider's funds to be used for the Scholarship Fund of the Center. Eighty % of the designated funds will go to scholarships for any eligible child in the Center and twenty % will be allocated at the mutual discretion of the Board of Directors of Center and Provider for teacher bonuses or additional scholarships. Any tuition fees shall be the responsibility of the parents who use the Center and shall be in addition to the fees stated herein.

4. Option to Continue Priority Rights. To the extent that this child care center is operated beyond the period of this Agreement, Private Association will have the option to continue its Priority Rights for an equivalent period subject to its continuing payment of an annual fee for each space. In the initial year of any such extension, such fee shall be \$_ per space, and such fee shall be increased in the same proportion as the average tuition increase annually during the option period. In the event that an extension period is for less than a one year period, this fee will be pro rated to reflect the applicable period.

5. Back-Up Care Spaces. In consideration of payment of the fees set forth in this section, Private Association will have available three (3) Back-Up Care spaces at the Center for the term of this agreement. The Private Association will have one space in each of three groups for back-up care. These three groups are identified as infant, younger toddler, and preschool. The annual tuition rate for all three Back-Up Care Spaces is \$_ prorated monthly for any partial year, and payable to Provider, on behalf of, and as operator of, the Center, to be used by Provider for staff salaries and benefits. These payments will be made in advance in equal quarterly installments. Effective with any increase in Provider's tuition as provided for in the Contract, the payments will be adjusted to reflect the new tuition for each of the three spaces. Provider will work with Private Association to collect any and all fees Private Association decides to charge Private Association's employees for using these three Back-Up Care spaces. Any money collected from Private Association's employees for using these three Back-Up Care spaces will go to Private Association.

6. The term of this Agreement will begin on (date), and terminate on (date), unless the Contract is terminated earlier pursuant to its provisions, in which case this Agreement shall also terminate. If the Contract is extended by the parties thereto beyond its initial term, Private Association shall have the option of renewing this Agreement for an equal period and shall advise all parties to this Agreement of its intent to do so no later than three (3) months prior to the end of the initial term and each successive term. Any such successive term of this Agreement shall also be subject to termination should the Contract be terminated pursuant to its provisions.

7. Enrollment Procedure. Private Association agrees that all employees of Association who desire to use the Center must complete the standard application and enrollment forms used in the Center, pay all application and tuition fees to Provider and otherwise comply with all terms and Conditions applicable to families utilizing the services of the Center. Provider shall have no obligation to provide services under this Agreement to any employee who has not completed such standard forms, paid all appropriate application fees and tuition when due, and otherwise complied with the terms and conditions applicable to Center families. Provider is an equal opportunity employer and in all decisions regarding employment and enrollment of children shall abide by all federal and State statutes with respect to discrimination.

8. Marketing. Private Association and Nonprofit Board will cooperate and work with Provider to market the Center to their employees and to coordinate with Provider concerning their communication with employees about their rights and obligations under this program. No materials used to market the Center shall be distributed by any party to this agreement without the prior review and consent of Provider. Nonprofit Board and Private Association, respectively, shall have the right to review in advance and approve all materials regarding the Center that are targeted exclusively at Agency or Private Association employees or that mention the Agency and/or Nonprofit Board or Private Association.

9. Board Membership. Upon execution of this Agreement, the Private Association will have the right to have one voting member on the Nonprofit Board of Directors. In addition, the Private Association will have one voting member on the scholarship committee of the center.

10. Indemnification. Provider agrees to indemnify Private Association against, and hold Private Association harmless from any and all claims, actions, suit, proceedings, costs, expenses, damages, judgments and liabilities, including reasonable attorney's fees, arising out of or connected with the child care services to be provided by Provider under this Agreement. Without limiting the generality of the preceding sentence, Provider expressly agrees to indemnify and hold harmless Private Association from any and all claims, actions, suits, proceedings, costs, expenses, damages, judgments and liabilities, including reasonable attorneys fees, in any way arising out of or connected with any person or other injuries suffered by children under the care of Provider, or parents and visitors to the child care center run by Provider pursuant to this agreement, regardless of the cause of injury. Provider shall, at its own cost and expense, defend any and all suits that may be brought against Private Association, either alone or in conjunction with others, upon any such liability or claim or claims and shall satisfy, pay and discharge any and all judgment and fines that may be recovered against Private Association in any such action or actions, provided, however, that Private Association shall give Provider prompt written notice of any such claim or demand.

In no event shall Private Association be liable to Provider for any acts or omissions of the children or parents who utilize the center pursuant to the terms of this Agreement.

In no event will Private Association have the right to bring suit on behalf of itself in connection with any acts or omissions of Providers' employees taken or failed to be taken with respect to the children or parents who utilize the center pursuant to the terms of the Agreement, except that Private Association may bring suit to enforce the terms of this Agreement.

Private Association shall defend and hold Provider harmless against all expenses, judgment and losses for claims or actions or violations of other rights that result primarily and directly from Private Association's actions, failure to act, specifications or instructions, provided that Private Association is notified promptly in writing of any such claim or action and shall have sole control of the defense of any such claim or action and all negotiations for its settlement or compromise.

11. Liability Insurance. In accordance with the GSA licensing agreement entered into by and between Provider and GSA on (date), Provider shall obtain and maintain an insurance policy or policies covering Provider's activities at the Center that includes liability insurance for the children in the Center. This insurance policy must also include the Private association as additional insured. Provider shall provide to Private Association certificates of such insurance within thirty (30) days of the execution of this Agreement.

12. Waiver. The delay or failure of either party to exercise any right provided herein shall in no way affect its rights at a later time to enforce that right or any other rights under this Agreement. No waiver shall be effective unless it is in writing and signed by the waiving party.

13. Severability. If any provision of this Agreement is declared invalid by a court of competent jurisdiction, then it shall be deleted as though it had never been included in the Agreement and the remaining provisions of the Agreement shall remain in full force and effect, unless such deletion materially frustrates the purpose of any party in entering into this Agreement, in which case the parties shall have the option of voiding the Agreement or renegotiating its terms.

14. Taxes. Provider shall have the sole responsibility for payment of any taxes applicable to the business of the Center.

15. Status of Parties. Neither Private Association, Nonprofit Board nor Provider are employees or agents of GSA. Each of these parties is independent, and no party shall be, or represent itself to be, the joint venturer, franchisor, franchisee, partner, broker, employee, servant, agent or representative of any other party for any-purpose. No party shall be Responsible for the acts or omission of any other party, except to the extent provided in the Indemnification contained in paragraph 10 of this Agreement, and no party shall have the authority to make any representations or incur any obligations on behalf of any other party.

Parents with children enrolled at the Center shall contract directly with Provider. Except for matters explicitly addressed in the GSA/Provider Licensing Agreement, decisions, and responsibilities with respect to program, levels of enrollment, hiring, policy making, and any and all other aspects of the operation and conduct of the Center's business

shall be the exclusive right, prerogative, and responsibility of Provider.

16. GSA/Provider License Agreement. The Licensing Agreement between GSA and Provider, including the Special Conditions thereto, as modified on (date), is incorporated herein in its entirety.

17. Nonprofit Board/Provider Contract. The Contract between Nonprofit Board and Provider, dated (date), is incorporated herein in its entirety.

18. Amendment. This Agreement may be modified, changed or amended only in writing signed by all parties. No employee of any party other than an authorized officer or employee of that party shall have any actual or apparent authority to modify the terms of this Agreement.

19. Management Oversight Group. A Management Oversight Group will be established to oversee the implementation of this Agreement. Each signatory to this Agreement and the (sponsoring agency) will be a member of the Management Oversight Group and will appoint member and an alternate to serve as a representative to that body. The Management Oversight Group will meet, at a minimum, twice a year.

20. Notices. Except as otherwise specifically provided herein, each notice required or permitted shall be in writing and signed by a duly authorized representative of the party initiating the notice, and shall be sent by any means requiring receipt signature, or by facsimile transmission confirmed by certified mail, to the following address unless changed by written notice:

GSA: Regional Child Care Coordinator
General Services Administration
Nonprofit Board Chair
Board: Address
Private Association address
Association:
Provider: Provider's Address

Each notice shall be effective upon initial receipt by the addressee, or when the addressee refuses to accept the notice if that is the case.

21. Headings. The headings and titles used in this Agreement are for convenience only and shall not limit, expand or otherwise affect any of its terms.

22. Disputes. Nonprofit Board, Private Association and Provider agree that, in the event that they are unit to resolve amicably any dispute that may arise regarding their respective rights, duties or obligations under this Agreement any party shall have the right to submit the disputed issues to binding arbitration pursuant to the rules and auspices of the American Arbitration Association. The arbitrator(s) may grant any relief as may be just and equitable, including specific performance and declaratory relief. The parties further agree that the site of such arbitration shall be Washington, DC and that judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Notwithstanding the forgoing, however, if such a dispute arises between or among GSA and one or more of Nonprofit Board, Private Association and Provider, no party shall be bound to arbitrate that dispute.

23. Entire Agreement. This Agreement is the complete and exclusive statement of the agreement between the parties and supersedes all prior oral and written agreements, communications representations, statements, negotiations and undertakings relating to the subject matter hereof. In the case of any conflicting provisions or language between the GSA/Provider License or the Nonprofit Board/Provider Contract and this Agreement, this Agreement governs.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth above.

General Services Administration (GSA)

24. Signature Page.

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Board of Directors and Provider MOU Sample

SAMPLE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GENERAL SERVICES ADMINISTRATION (GSA)
AND
THE BOARD OF DIRECTORS: __ Child Care Center

Purpose

This Memorandum of Understanding (MOU) summarizes the conditions under which the General Services Administration will provide space for the Child Care Provider to provide child care services located at :(center address)

Background and Authority

In 1986, Congress enacted P.L. 99-591 which created a new section 40 U.S.C. 490b to the Property Act. This provision, commonly referred to as the Triple Amendment, allows GSA to provide space, at no cost, to organizations who wished to provide child care services at that site. Child care services have been proven to increase productivity through improved staff recruitment and retention, reduced absenteeism, and higher employee morale.

GSA has made a determination that a child development center is necessary for the welfare of government employees in and around the _ Federal Building. To facilitate the provision of child care services, GSA has provided space and built-out a child care center.

The Board of Directors for this Child Care Center has organized and incorporated as a 501(c) (3) organization to provide for child care services for government employees. The Board of Directors has hired a Provider to operate the Center for the benefit of the children of these employees.

Specific Provisions

Board of Directors: The Board will ensure that both the Provider and the Board comply with all of the general and specific terms and conditions set forth in the GSA License Agreement.

The Board agrees to provide general oversight over the child care Provider which the Board has selected to operate the Center. The Provider must agree to run a State licensed and NAEYC accredited center. All selections and changes of Provider must be with the review and approval of GSA.

The Board shall be a legal not for profit Board of Directors of no more than 13 voting members. Members of the board should include a variety of interests and skills such as an early childhood expert, a fund-raiser, an accountant or CPA, a lawyer, a parent representative from each age group, or a member of the Parent Advisory Group if one is set up by the provider. The board is not to be exclusively parents; board members will reflect the agency mix of the facility and membership should be sought consistent with building occupancy so as to reflect the interests of all agencies. Non Federal participation on the board is to be sought.

The Board agrees to submit, upon request, proof of its tax-exempt charitable and educational status under Federal and State laws.

The Board will provide for adequate training and transitioning of officers and new board members. By laws will include staggered terms (2 years) and filling vacancies in a timely fashion to allow continuity of services to the federal community.

The Board must have an agreement with the provider that includes any specific requirements germane to the site such as hours of operation, type of food service, etc. This agreement can not change any of the terms of the GSA license with the Provider. This agreement is subject to review and approval of GSA. Any renewals and/or termination of this

agreement are subject to approval by GSA.

The Board shall establish and administer a tuition assistance program for families in economic need. The tuition assistance program must include the provision of a review committee that does not include center parents. Funds for this program can come from Combined Federal Campaign (CFC) donations, donated funds from the recycle program, fund-raisers, grants and fees as appropriate.

STATUS OF THE BOARD OF DIRECTORS

Board members of _ Child Care Center who are officially designated by their employing agency are working as agents of the government. Board members not officially designated by their agency are volunteers.

All federal employees must adhere to the standards of ethical conduct for employees of the executive branch. The most relevant provisions are title 18, sections 205 and 208 of the U.S. Code.

The Board will designate a member of the Board or use the Provider as the liaison with the GSA Child Care Coordinator or the Child Care Operations Center of Expertise.

GSA: GSA will conduct periodic reviews of the Center to determine that both the Center and the Board are in compliance with the GSA License Agreement.

GSA will ensure that the center is cleaned and maintained as specified in the Guidelines that GSA has established for the operation of child care centers in GSA space.

GSA's Director of Facilities will serve as the GSA representative to the Board and to the Provider concerning the Center. This is an advisory role not a voting Board member.

Effective Date and Duration

This agreement is effective on the date of the last signature below and will continue in effect for each party unless and until terminated by either party.

Termination

This agreement may be terminated under the following conditions:

If there shall occur or shall become known to either party a material breach of the other's obligations, representatives, or warranties under this agreement, such party may terminate this Agreement upon thirty (30) days written notice to the other, provided that the other party may prevent termination by curing such breach within thirty (30) days of receipt of such written notice.

If there occur or become known to the GSA at any time after the effective date of this Agreement a material breach of the Provider's obligations under the Special Conditions to the Licensing Agreement which in GSA's reasonable judgment jeopardizes the safety, health or well-being of the children cared for by the provider, GSA shall have the right to terminate this Agreement and revoke the license immediately.

Approvals

On behalf of our respective parties, this Agreement is approved.

Board of Directors

Date

Title

GSA Representative

Date

Title

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Child Care Delegations SOP Sample

J. Child Care Center Management

The Agency should ensure that all the terms and conditions of the GSA Revocable License for Non-Federal Use of Real Property (GSA Form 1582) are met and that National Association for the Education of Young Child (NAEYC) accreditation process is achieved and maintained through the reaccreditation process.

1. The Agency is responsible for providing the full range of building services to all child care centers (inclusive of playgrounds). This includes lighting, heating, cooling, electricity, telephone service (including the installation of lines and equipment as well as other expenses--such as long distance capabilities--that are associated with telephone service), custodial service (clinical cleaning), security systems. The purchase, replacement and repair of office furniture, office machines and equipment (inclusive of service/maintenance agreements), classroom furnishings and equipment, and kitchen appliances is the responsibility of the Agency and/or GSA, per existing agreements. The heading of "classroom furnishings and equipment" includes, but is not limited to, items such as tables, chairs, cribs, strollers, high chairs, changing tables, bookshelves, and playground equipment, including the maintenance of the playground (see paragraph # 3). The Agency is not responsible for provision of educational materials, and incidental or consumable items such as books and food.
2. Child care space should be painted every 2-3 years or sooner if needed, and floor coverings be repaired/replaced when soiled, in disrepair, underlayment is exposed, or when there are noticeable variations in surface color or texture.
3. The maintenance and routine care of the playground is also the responsibility of the Agency. Routine care includes the cleaning of equipment and rubber surfaces, removal of leaves and debris, measuring mulch and replacing additional if necessary, and conducting grounds inspection to ensure compliance with the Consumer Product Safety Commission guidelines.
4. A physical inventory of Agency purchased / owned child care furnishings and equipment will be conducted by the Agency and a copy provided to GSA with the equipment inventory submission every three years.
5. The Agency must notify GSA in writing with any intent of modifications or new constructions to the existing space, to ensure basic standards and compliance with the GSA Child Care Center Design guide are met at a minimum. In addition, any changes in Center operations or management must also be reported to GSA.
6. GSA is responsible for developing policy, regulations and procedures governing child care.
7. The Agency shall at a minimum accomplish delegated childcare functions in accordance with the GSA guidelines for facilities, security systems and programs. GSA or the Agency will initiate appropriate suitability determinations for all child care employees and applicants. Child care center providers are responsible for providing Federal Protective Service or designated Agency official with appropriate forms and fingerprint cards for applicants and employees.
8. The Agency and GSA will plan for the provision of major replacement to playground equipment and surfacing and interior space renovations in order to maintain a basic level of safe and effective child care operations.

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Standard Custodial Specification

Standard Custodial Specification

NOTE TO SPEC WRITER:

Child Care: Work with local Child Care coordinator to verify State and local requirements and provide a list of products when required.

CHILD CARE CENTER

PURPOSE:

The Contractor shall maintain a clean, sanitary, safe and healthy physical environment for children and teachers. Children and their families have a right to expect their stay in a GSA child care center to be as safe and comfortable as possible. High standards of cleanliness are particularly important. Since children will touch any surface they can reach (including floors), all surfaces in a child care center may be contaminated and can spread infectious agents. Therefore, a frequent and responsive cleaning service is essential to ensure all surfaces are properly sanitized.

The highest level of sanitation is usually required in the following areas, but not limited to:

- classrooms;
- bathrooms;
- diaper changing areas;
- kitchens

NOTE: All surfaces contaminated by bodily fluids: saliva, mucus, vomit, urine, stool or blood must be cleaned and sanitized immediately in accordance with service call requirements.

With the exception of policing and trash removal, cleaning of the child care center shall be done when there are no children present in the immediate area of cleaning.

PRODUCTS:

The Contractor shall properly train staff in regard to different cleaning methods and products to satisfactorily clean and sanitize the variety of surfaces found within a child care center. The use of products should follow appropriate environmental considerations, as it relates to the health, hygiene and safety of staff, children and the public.

The Contractor shall clean surfaces prior to disinfecting, unless using a cleaner disinfectant capable of performing both functions simultaneously. Industrial products that meet the Environmental Protection Agency's (EPA's) standards for "hospital grade" germicides (solutions that kill germs) may be used for sanitizing. Use of EPA approved green products for general cleaning are preferred where appropriate. All surfaces touched by hands, such as light switches, door knobs, handles, telephone receivers, shall be cleaned and sanitized.

STANDARDS:

Note to Contract Writer: Work with GSA Regional Child Care Coordinator to verify State and local requirements.

The Contractor Employees that clean child care centers are subject to Federal, State, and local laws governing health-screening and security background check requirements. All local health certifications shall be provided to the COR prior to starting work in the child care center, including the evidence of being tested for tuberculosis.

All child care centers in the GSA controlled space must achieve accreditation from the National Association for the Education of Young Children (NAEYC). Part of this accreditation process includes meeting Cleaning Standards and is incorporated within this specification. Successfully achieving accreditation from the NAEYC requires both the child care provider and the cleaning contractor sharing the responsibility. The child care center staff is responsible for cleaning the children's materials, furniture and appliances in the kitchen after use, as well as immediate room activity clean up.

GUIDANCE:

Specific guidance on sanitizing in child care centers can be located at: http://nrc.uchsc.edu/CFOC/HTMLVersion/Appendix_1.html

Further information on child care cleaning questions can be found through the Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of Home Child Care Programs by the American Academy of Pediatrics, the American Public Health Association and the Health Resources and Service Administration (HRSA) Maternal and Child Health Bureau of the U.S. Department of Health and Human Services: <http://nrc.uchsc.edu/CFOC/PDFVersion/list.html>

SAFETY:

Ensure that maintenance equipment and supplies are well secured from the children. Report to the Building Manager and/or COR any potential hazards that could conceivably cause injury to a child.

CLEANING REQUIREMENTS

The following areas have been assigned a minimum cleaning frequency to establish a required base level of cleaning. However, cleaning in these areas may require more attention than the minimums listed to achieve desired results.

DAILY

Policing: Entrance and Outdoor Play areas

- a. Entrances: Police and clean all entrance/exit areas, including entrance doors and the cleaning and sanitizing of drinking fountains.
- b. Police Playground area in the morning before playground activity begins: Remove trash, check for any hazards in general area, along the fence and equipment, and remove any foreign substances or spillages.

Restrooms & Diapering Areas:

- a. Clean and sanitize all restroom fixtures, faucets, sinks and surrounding counters, vents, shelving, partitions, mirrors, waste receptacles, wall surfaces, toilets, soap/paper towel dispensers, doorknobs, cabinet handles, toilet seats, toilet basins, toilet handles and other touchable surfaces. Clean and sanitize diaper change tables including sinks and vertical surfaces. Surfaces and fixtures shall be cleaned using a cleaner disinfectant.
- b. Clean and sanitize floors, including flooring under floor mats.
- c. Empty trash and other waste material. Trash shall be collected and disposed of at a location designated by the COR. Empty and disinfect waste and soiled diaper receptacles. Receptacles shall be clean and disinfected.
- d. 2x Daily - Remove and seal plastic bags from soiled diaper receptacles to designated area.
- e. Replenish paper towel, soap, toilet paper. All dispensers shall be filled with contractor provided supplies; soap must be compatible with the provided dispenser.

NOTE: Mops and cleaning rags must be cleaned and sanitized before and after a day of use. Mops and cleaning rags used in restrooms and diapering areas shall not be used to clean any other areas.

Classrooms, Multi-purpose Areas, and Food Areas:

- a. Empty trash, clean and disinfect waste receptacles. Trash shall be collected and disposed of at a location designated by the COR.
- b. All vertical and horizontal surfaces including countertops and tabletops shall be clean and sanitized.
- c. Sinks and mirrors shall be cleaned and sanitized.
- d. Door and cabinet handles shall be cleaned and sanitized.
- e. All carpets, mats and area rugs shall be thoroughly vacuumed and spot cleaned. Carpet surfaces are to be free of dirt, dust, and other debris. Vacuuming shall be done at a frequency that will protect the integrity of the carpet and prolong wear. The contractor shall use vacuum cleaners that meet the requirements of the Carpet & Rug Institute "Green Label/Green Label Plus" Testing Program, <http://www.carpet-rug.org/commercial-customers/cleaning-and-maintenance/seal-of-approval-products/vacuums.cfm>.
- f. All floors shall be cleaned and sanitized.
- g. Spot clean walls, windows, view panels and mirrors.

Kitchen Area:

- a. Empty trash, clean and sanitize trash receptacles. Trash shall be collected and disposed of at a location designated by the COR.
- b. All vertical and horizontal surfaces including countertops, cabinet handles and appliance fronts shall be cleaned and sanitized.
- c. All floors including under floor mats shall be cleaned and sanitized.

WEEKLY

- a. Damp wipe and vacuum lofts.

MONTHLY

- a. Clean carpets and rugs on which non-walking children play. Use cleaning methods approved by the National Resource Center for Health & Safety in Child Care (NRC-H&S-CCC).
- b. Damp wipe both sides of glass doors, view windows, partitions, bookcases, and any other glass or Plexiglas within 70" above the floor.

QUARTERLY

- a. Clean carpets and area rugs in other classrooms and multipurpose areas with a carpet cleaning method recommended by the NCR-H&S-CCC. Excluded are small throw rugs which can be cleaned in the washing machine which are the responsibility of the child care center staff.
- b. Clean by dusting, damp wiping or vacuuming surfaces and objects approximately 70" or more from the floor. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, tops of partition, wall fans, pictures, ceiling diffusers, file/book cases etc.

SEMI-ANNUALLY

Upholstered furniture shall be deep cleaned using accepted commercial equivalent practices or manufacturer's recommendation.

ANNUALLY

- a. Wall Washing: (rooms, toilet areas, and kitchen). Clean with a germicidal solution all walls including surfaces and objects approximately 70" or more above the floor. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, tops of partition, wall fans, pictures, ceiling diffusers, file/book cases etc.

C.11.5 QUALITY STANDARDS FOR CHILD CARE

- a. Entrance/Exit - All entrance/exit areas (including fire exits) should be visibly clean and free of all trash, paper, and other discarded materials. There shall be no evidence of gum and other foreign substances and spillages. Entrance doors shall be clean of smudges, marks, and spots. Drinking fountains shall present a clean appearance with no build up and encrustation.
- b. Room Cleaning - The room shall be clean and when necessary the contractor may be required to move furniture and furnishings. This shall be done with extreme care and furnishings shall be replaced to their original positions to make area ready for use.
- c. Wall Fixtures - Switches, sockets or data points shall be clean and be free of blood, body substances, dust, dirt, debris, cello tape and spillages.
- d. Walls - All wall surfaces (including skirting) shall be clean and free of blood, body substances, dust, dirt, debris, adhesive tape and spillages. Walls shall be free of streaks and spots. There shall be no signs of overlapping. There shall be no smudge spots where cleaning of the upper and lower halves of the wall overlap. Walls shall be uniformly clean. Frames on doors, windows, moldings, etc shall be clean.
- e. Ceiling - All ceiling surfaces shall be clean and free of dust, dirt, and debris.
- f. Horizontal and Vertical Surfaces - All horizontal surfaces shall be clean and free of dust, dirt, debris and spillages. DUSTING: There shall be no dust, streaks, oils, spots, and smudges on surfaces.
- g. Built in Furniture and Lofts - Damp wipe and vacuum surfaces to be clean and free of dust, dirt, and spillages.
- h. Bare Floors - All floors shall be clean and free of dust, dirt, debris and spillages (refer to manufacturers' specifications for maintenance). The cleaning of Linoleum floors shall follow industry standards.

- i. Carpet and Area rugs - All carpets and area rugs shall be clean and free of dust, dirt, debris and spillages. Carpets shall be carefully protected from soiling or damage after cleaning. If necessary, the Contractor shall protect all carpeting by placing protective non-absorbent pads or foil between the cleaned carpet and the furnishings. Any damage resulting from contractor's lack of carpet protection shall be corrected by the contractor.
- j. Mats - All mats shall be clean and free of dust, dirt, debris and spillages.
- k. Sinks and mirrors - All sinks and mirrors shall be clean and free of dust, dirt, debris and smearing.
- l. Toilets and Toilet closets - All toilet areas shall be clean, sanitized and be free of dust, dirt, debris and spillages.
- m. Dispensers- Dispensers shall be cleaned and adequately stocked.
- n. Receptacles- Empty, clean, and sanitize sanitary napkin and waste receptacles. Sanitary napkin disposal containers shall be lined with new receptacle bags. Disposal of waste shall be treated the same as Blood Borne Pathogens as specified in 29 CFR 1910.1030.
- o. Doors - All parts of the door structure, including handles, frames and jambs shall be clean and free of blood, body substances, dust, dirt, debris, adhesive tape and spillages.
- p. Glazing, including partitions - All internal glazed surfaces shall be clean and sanitized, free of smears, grime and tape substances.
- q. Trash removal - All trash shall be removed as scheduled and by the end of the day if not indicated. All trash (including trash in restrooms) shall be collected and removed to a location designated by the COR. Trash containers shall be emptied and kept clean, odor-free and free of dirt, dust, debris, residue and spilled material. Plastic liners for all trash, debris and recycling containers shall not be torn, worn, or contain residue. Please refer to the trash/recycling portion of these specifications.
- r. High Cleaning surfaces above 70 inches - Surfaces shall be cleaned and free of dust and cobwebs. This does not include removal of vents, tiles, or fixtures to accomplish high cleaning. Where glass is present, both sides shall be clean and free of streaks (interior of building only).
- s. Outdoor/Playgrounds- External areas - The complete external areas including playground areas shall be clean and free of trash, paper, and other discarded materials. There shall be no evidence of gum and other foreign substances on the hard surfaces. Any hazardous conditions or items in need of repair should be identified and a written notice immediately given to the COR.
- t. Outdoor Equipment and Rubber and Hard (concrete/asphalt) Surfaces - These surfaces shall be clean and free of gum, other foreign substances, spillages and droppings. Pressure washing should be used where appropriate. The cleaning of playgrounds with resilient surfaces shall follow industry standards.
- u. Window Treatments (blinds, shades, curtains) - Window treatments shall be clean and free of dust, dirt, debris and spillages. All sides of blinds, cord tapes, and valances are to be clean and free of dust.
- v. Window Washing - Windows shall be clean and free of dirt, grime, streaks, tape substances and excessive moisture. Window sashes, sills, woodwork, and other surroundings of interior glass shall be free of drippings and other watermarks. Windows that have window film shall be cleaned using the manufacturer's instructions for window washing.
- w. Upholstered Furniture- All furniture shall be clean and free of dust, dirt, spillages and spots.

Cleaning Checklist—Custodial

Child Care Center Cleaning Standards Custodial Contractor Responsibilities Checklist

Classrooms, Multi-Purpose Areas and Food Areas	CLEAN	SANITIZE	FREQUENCY
Mops and cleaning rags must be cleaned and sanitized before and after a day of use.*	X	X	Twice Daily
*Mops and cleaning rags used in restrooms and diapering areas shall not be used to clean any other areas.			
Empty trash, clean & disinfect waste receptacles.	X	X	Daily
Clean & sanitize all vertical & horizontal surfaces including countertops and tabletops	X	X	Daily
Clean & sanitize sinks and mirrors	X	X	Daily
Clean & sanitize door and cabinet handles	X	X	Daily
Thoroughly vacuum & spot clean all carpets, mats & area rugs	X		Vacuum daily when children are not present.
Clean & sanitize all floors.	X	X	Daily
Spot clean walls, windows and view panels and mirrors	X		Daily
Damp wipe and vacuum lofts	X		Weekly
Deep clean upholstered furniture	X		Semi-annually

Restrooms and Diapering Areas	CLEAN	SANTIZE	FREQUENCY
Remove and seal plastic bags from soiled diaper receptacles	X		Twice Daily
Clean and sanitize all fixtures, faucets, sinks, countertops, vents, shelving, partitions, mirrors, waste receptacles, wall surfaces, toilets, soap/paper towel dispensers, doorknobs, cabinet handles, toilet seats, toilet basins, toilet handles, and other touchable surfaces.	X	X	Daily
Clean and sanitize diaper changing tables including sinks and vertical surfaces.	X	X	Daily
Clean and sanitize diaper changing tables including sinks and vertical surfaces.	X	X	Daily
Empty trash and other waste material. Empty and disinfect waste and soiled diaper receptacles. Receptacles shall be cleaned and disinfected.	X	X	Daily
Replenish paper towel, soap and toilet paper			Daily

Kitchen	CLEAN	SANTIZE	FREQUENCY
Empty trash, clean & sanitize trash receptacle	X	X	Daily
Clean & sanitize all vertical & horizontal surfaces including countertops, cabinet handles, & appliance fronts	X	X	
Clean & sanitize all floors including under floor mats	X	X	Daily

Entrance & Outdoor Play Areas	CLEAN	SANTIZE	FREQUENCY
Police & clean all entrance/exit areas	X		Daily
Clean and sanitize drinking fountains	X	X	
Police playground in the morning, remove trash, check for hazards and remove any foreign substances or spillages from outdoor play area	X		Daily

Glass, Walls & Other Surfaces Throughout	CLEAN	SANTIZE	FREQUENCY
Damp wipe both sides of glass doors, view windows, partitions, bookcases and glass within 70" from the floor	X		Monthly
Clean by dusting, damp wiping or vacuuming surfaces and objects 70" or more from the floor. This includes but is not limited to the wall and ceiling area adjacent to the ventilating and air conditioning outlets, tops of partitions, wall fans, pictures, ceiling diffusers, file/book cases, etc.	X		Quarterly
Wash walls (rooms, toilet areas & kitchen) using a germicidal solution including surfaces & objects 70" or more above the floor	X		Annually

Carpet Cleaning**	CLEAN	SANTIZE	FREQUENCY
Clean carpets & area rugs in Infant Areas.	X		Monthly
Clean carpets & area rugs in Classrooms & Multi-Purpose Rooms.	X		Quarterly
**Coordinate schedule with provider in advance. Recommend to schedule on weekends.			

The Child Care Provider is to do immediate clean up and containment of spill/ accident. The cleaning contractor is to be called to accomplish a more complete sanitation. Depending on the extent of the accident, clean up should not wait until the normal after hours center cleaning.

Cleaning Checklist—Provider

Child Care Center Cleaning Standards Provider Responsibilities Checklist

The child care staff is responsible for cleaning the children's materials and furniture. While an exact frequency may not be prescribed by licensing, if you find furniture dirty you can ask them to clean it. The staff is also responsible for cleaning the interior of the kitchen appliances.

Restrooms and Diapering Areas	CLEAN	SANTIZE	FREQUENCY
Small rugs	X		Shake outdoors or vacuum daily. Launder weekly.
Utensils, surfaces, and items that go into the mouth or have been in contact with saliva or other body fluids	X	X	After each child's use; or disposable, one-time use utensils or toys.
Play Materials	X	X	Weekly and when soiled
Dress-up clothes not worn on the head	X		Weekly
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloths, and machine-washable cloth items	X		Weekly and when visibly soiled (used only by one child)
Hats	X		After each child's use (or use disposable hats that only one child wears)
Cribs and mattresses	X		Weekly or before use by a different child
Changing tables	X	X	After each child's use
Potty chairs	X	X	After each child's use. (Use of potty chairs in child care is discouraged because of high risk of contamination.)
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, or blood	X	X	IMMEDIATELY

The Child Care Provider is to do immediate clean up and containment of spill/ accident. The cleaning contractor is to be called to accomplish a more complete sanitation. Depending on the extent of the accident, clean up should not wait until the normal after hours center cleaning.

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Child Care Center Design Guide Scoring Tool

	Center Name		
	sq ft INTERIOR CHILD CARE SPACE		
	Center Capacity		
PART 1	SAFETY		
1	THERE ARE OUTSTANDING FIRE SAFETY/ LICENSING/ HEALTH SAFETY ISSUES	YES	NO
2	WHERE REQUIRED MITIGATION FOR SECURITY (SUCH AS GLAZING) HAS BEEN ACCOMPLISHED	YES	NO
PART 2	ITEM - SPACE ADEQUACY	POSSIBLE POINTS	ACTUAL POINTS
1	THE CENTER COMPLIES WITH THE DESIGN GUIDE RECOMMENDED ALLOTMENT OF SPACE PER CHILD	5	
2	IN THE CLASSROOM, THERE IS 50 SQ. FT MINIMUM OF ACTIVITY AREA PER CHILD (excludes furnishings)	10	
3	THE TOTAL CENTER INTERIOR SPACE (SEE SQUARE FOOTAGE ABOVE) PROVIDES 75 SQ. FT. PER CHILD	5	
4	CENTER CAPACITY IS VIABLE FOR RETAINING VENDOR IN THE MARKET	5	
5	THE CENTER HAS SINKS/TOILET/DIAPERING FACILITIES ACCESSIBLE BY THE CHILD WITHIN THE CLASSROOM	5	
6	THE CENTER HAS 75 SQUARE FEET FOR HALF THE CAPACITY OF THE CENTER ON THE PLAY GROUND AND IS ARRANGED TO SEPARATE AGE GROUPS FROM EACH OTHER IF REQUIRED BY LOCAL LICENSING	5	
7	THE CENTER COMPLIES WITH THE DESIGN GUIDE IN TERMS OF AMOUNT OF STORAGE / SUPPORT AND ADMINISTRATION SPACE FOR THE CENTER CAPACITY	5	
PART 3	ITEM - QUALITY AND SUPERVISION		
1	PRINCIPAL FINISHES IN THE CENTER MEET DESIGN GUIDE STANDARD AND ARE LESS THAN 10 YEARS OLD - PAINT LESS THAN 5 YEARS OLD	5	
2	CLASSROOM WALLS ARE PREDOMINANTLY OFF-WHITE, LIGHT PASTEL WITH CARPETS/FLOORS MUTED IN COLOR AND DESIGN	5	
3	THERE ARE NO WINDOWLESS CLASSROOMS IN THE CENTER. YES=15 PRO-RATE FOR EACH NON-COMPLYING CLASSROOM (EXCEPT MULTIPURPOSE)	15	
4	EVERY CLASSROOM HAS A VIEW WINDOW @ CHILD LEVEL (INTERIOR OR EXTERIOR)DEDUCT 1 FOR EACH NON COMPLYING CLASSROOM UNTIL 0 IS REACHED	5	
5	THE CENTER DIRECTORS OFFICE/ADMIN AREA CAN SUPERVISE ENTRY/EXIT AT THE ENTRY DOOR AND ALL UNSUPERVISED DOORS ARE ALARMED	5	
6	THE SUPERVISION OF CHILDREN IS FACILITATED BY ARRANGEMENTS WHICH DO NOT FORCE ADULTS TO TURN THEIR BACKS ON CLASSROOMS WHILE DIAPERING AND WHICH FACILITATE ADULT/CHILD INTERACTION. NAP ROOMS ARE NOT SEPARATE, and ARE SUPERVISABLE	5	

7	ACCESS TO THE PLAY YARD IS LESS THAN 100 FEET FROM ANY CLASSROOM	5	
8	THE CENTER IS ADA and CPSC COMPLIANT INCLUDING THE PLAY YARD	5	
9	THERE IS ADEQUATE ACOUSTIC SEPARATION IN AND BETWEEN CLASSROOMS. (35 STC MINIMUM)	5	
10	THERE ARE NO HEATING, VENTILATING (INCLUDING DIAPER AND TOILET EXHAUST) PROBLEMS REPORTED AND THE CENTER COMPLIES WITH THE MECHANICAL REQUIREMENTS OF THE DESIGN GUIDE	5	
TOTAL		100	
	100 Possible Points		
PART 4	MITIGATION To help INCREASE THE OVERALL SCORE		
1	WHEN CENTER AND PLAYGROUND FINISHES HAVE BEEN REPLACED, ENVIRONMENTALLY APPROPRIATE MATERIALS AND METHODS HAVE BEEN USED	1	
2	PLAYGROUND CAN BE USED YEAR ROUND AND HAS MORE THAN MINIMUM SQUARE FOOTAGE, COVERED AND UNCOVERED EQUIPMENT AND ACTIVITIES	4	
3	PLAYGROUND HAS ALL OF THE FOLLOWING: TRIKE TRACK, WATER PLAY, SAND PLAY, LARGE MOTOR PLAY, DRAMATIC PLAY	2	
4	THE CENTER HAS A MULTIPURPOSE ROOM WHICH WILL ACCOMMODATE THE LARGEST CLASSROOM/ WITH THE AREA PROVIDED AS PER DESIGN GUIDE	2	
5	LIGHTING IN CHILDREN'S SPACES IS INDIRECT	2	
6	LIGHTING IS CHILDREN'S SPACES IS FULL "SPECTRUM" WITH EXCELLENT COLOR RENDITION (85 COLOR RENDERING INDEX (C.R.I))	2	
7	TYPE OF LIGHTING IS VARIED (PENDANT, INDIRECT, ETC.)	1	
8	THERE ARE DEDICATED AREAS WITHIN THE CLASSROOMS AND CORRIDORS TO DISPLAY CHILDREN'S ART AND PROJECTS AT THE CHILD'S HEIGHT	2	
GRAND TOTAL			
	65 Needed to Pass		
	OVERALL COMMENT -		

Equipment Inventory

					\$11,197.23	\$14,788.22		
	Last Updated:							
Room	Item	Item #	Vendor	QTY.	Unit Price	Total	Date	Disposed Date
Corridor	Cork Board	MCWG24	Const. pl.thing	7	19.64	137.48	03/01	
Staff Room	Lockers	31026	Nat. Business	1	319.00	319.00	07/00	
Multi-Purpose	Folding Tables	g201319	Childcraft	6	116.00	232.00	03/01	
Multi-Purpose	Trash Can Wall Hung	7822	Rubbermaid	2	38.73	77.46	05/09	
Multi-Purpose	Gym Mats 4x6	414V	Mancino	4	105.00	840.00	07/07	
Multi-Purpose	table cart	C224	Mity-Lite Inc.	1	170.00	170.00	07/07	
Laundry Room	Washer		Lowes	1	400.00	400.00	03/00	
Laundry Room	Dryer		Lowes	1	350.00	350.00	03/00	
Kitchen	Commercial Dishwasher		AB Restaurant	1	3500.00	3500.00	03/02	
Kitchen	Range Hood		AB Restaurant	1	8000.00	8000.00	04/00	
Kitchen	Carts	4093	Rubbermaid	2	160.00	800.00	07/00	
Infants	Cribs	34550	Kaplan	2	249.50	499.00	03/00	05/09
Infants	Wall Hung Shelves		Taylor Const	2	444.00	888.00	06/05	
Infants	High Chair	67835	ABC	3	99.95	299.85	03/01	
Infants	Crib Drawers	1F16907	Kaplan	2	93.00	186.00	07/00	
Infants	Changing Island	T343	Tot Mate	1	389.00	389.00	03/01	
Infants	Display Center	LC925	Childcraft	2	59.50	119.00	05/09	
Infants	Book Pockets	IT304	Mancino	1	135.00	135.00	07/07	
Infants	Diaper Shelf (Royal Blue)	T412	Tot Mate	1	269.00	269.00	07/07	
Infants	Pull Up Mirror System	G218974	Childcraft	1	97.42	97.42	03/00	
Infants	Mat 5x10 Royal Blue	LM-4	Mancino	2	215.00	430.00	03/00	
Infants	Low Shelf (Royal Blue)	T202	Tot Mate	2	176.00	352.00	03/02	
Infants	Nest (Country Meadow)	29074	Hand in Hand	2	249.95	249.95	04/00	
Waddlers	Diaper Shelf Royal Blue	T412	Tot Mate	1	269.00	269.00	07/00	
Waddlers	Wall Hung Cubbies	ke31932	Kaplan	5	259.50	259.50	06/05	

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Child Care Center Monthly Checklist

Child Care Center Monthly Checklist				
Child Care Center name:				
GSA facility representative performing review:				
Child care center representative attending review:				
Date of review:				
Date of last review:				

#	Item	Yes	No	Not Applicable
1	General			
	No alterations or renovations have been made since the last inspection.			
2	Maintenance			
a	Walls and ceilings are free of peeling paint and cracked or falling plaster.			
b	Ceiling tiles are clean and in good condition.			
c	Carpet and floors are in good condition.			
d	Government-provided equipment is clean and in good condition.			
e	There are no missing handles or pieces on equipment.			
f	Storage areas are neatly maintained.			
3	Preventative Maintenance Issues			
a	Records are onsite documenting monthly tests of smoke detectors, fire alarm notification appliances, and carbon monoxide detectors or appropriate testing intervals are noted in the O&M contract.			
b	GFCI electrical outlets are tested quarterly.			
c	Preventive maintenance is performed on the kitchen equipment, as required.			
4	General Safety			
a	Operable windows are protected to prevent children from climbing through. Any screens have been secured.			
b	Cords on window coverings (blinds or curtains) are not looped and are held with a secure tie-down device.			
c	All doors accessible to children have finger-pinch protection on both sides.			
d	Water temperature is 100 degrees minimum and 110 degrees maximum at all sinks accessible to children.			
e	There are no tripping hazards within the child care center.			
f	The child care center is free of sharp edges on building fixtures and equipment.			
g	There are no exposed nails, bolts, screws, or pipes.			
h	Playground safety inspections are conducted monthly and documentation is available.			
5	Environmental			
a	There are no odors prevalent within the child care center, including toilet and diaper-changing areas.			
b	Supplies are properly labeled and stored (e.g., bleach, detergent).			

#	Item	Yes	No	Not Applicable
c	Lighting levels meet the Child Care Center Design Guide and other applicable standards.			
d	The child care center consistently meets the standards on the Eco-Healthy Child Care Checklist.			
6	Means of Egress Reliability			
a	Means of egress that lead to exits are clear of obstructions and tripping hazards. Furnishings, baby gates, backpacks, or other objects do not obstruct access to or visibility of exits.			
b	No mirrors are placed on exit door or placed adjacent to any exit that might confuse the direction of egress.			
c	Exit access doors are operable from inside without keys, access cards, or other special knowledge or effort.			
d	Exit signs are visible, illuminated, and unobstructed.			
e	Exit discharges (e.g., building lobby, sidewalks) from the child care center are clear and unobstructed.			
f	In cold climates, exterior exit discharges are protected from accumulation of ice or snow or a plan has been put in place to keep the area outside the doors clear during inclement weather.			
7	Evacuation Route Signage, Evacuation Drills, and OEPs			
a	Evacuation route signage is posted in each child care activity room.			
b	Records are onsite, documenting monthly evacuation drills			
c	The child care center's evacuation plan is incorporated into the main building's OEP.			
d	The child care center's OEP is current and a copy is onsite. Last updated: _____			
e	Records are onsite, documenting periodic training of child care center staff in OEP procedures.			
8	Artwork and Decorations			
a	Artwork and decorations attached directly to walls do not exceed 20 percent of wall areas in child care centers without automatic fire sprinklers.			
b	Artwork and decorations attached directly to walls do not exceed 50 percent of wall areas in child care centers protected by automatic fire sprinklers.			
c	No decorations are hanging from fire sprinklers or any other fire alarm or emergency system device.			
9	Fire Safety Issues			
a	Entrance doors to rooms containing mechanical equipment, electrical equipment, or supplies are properly identified.			
b	No combustible storage is located in rooms containing mechanical equipment, electrical equipment, or supplies.			
c	The portable fire extinguishers in the child care center are accessible.			
d	Fire alarm manual-pull stations in the child care center are accessible.			
e	There is clear space below all fire sprinklers of 18 inches or more.			
10	Electrical Issues			
a	No electrical outlets are showing signs of arcing or disrepair.			

#	Item	Yes	No	Not Applicable
b	No unauthorized personal electrical appliances are located in the child care center.			
c	No portable electrical fans or space heaters are located in the child care center.			
d	No extension cords and power strips are being used in place of the fixed wiring within the child care center.			
e	Extension cords being used have not been placed through doorways, under carpets, or near water and are out of children's reach.			
11	Security			
a	Security measures are used properly and in working order (e.g., locked doors, functional proxy card readers).			
b	Outside doors are kept locked to prevent unauthorized entry.			
c	Blast protection on exterior windows is current. Last replacement: _____			
d	If film-type protection is present, nothing is taped to the interior side of windows.			
Summary of Findings (Include action plans and dates each finding will be corrected.)				

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Playground Checklist Sample

Playground General Maintenance Checklist

- The following checklist may be used as part of the monthly playground safety inspections.
- Numbers in parenthesis refer to sections in the CPSC Playground Handbook.
- Place a check mark next to each of items that apply.

A	Surfacing* (4)
	Equipment has adequate protective surfacing under and around it and the surfacing materials have not deteriorated.
	Loose-fill surfacing materials have no foreign objects or debris.
	Loose-fill surfacing materials are not compacted and do not have reduced depth in heavy use areas such as under swings or at slide exits.
B	General Hazards
	There are no sharp points, corners or edges on the equipment (9.1).
	There are no missing or damaged protective caps or plugs (9.1).
	There are no hazardous protrusions and projections (9.2).
	There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (8.2, and 9.4).
	There are no pinch, crush, and shearing points or exposed moving parts (9.5).
	There are no areas of head or body entrapment (spaces >3.5" and <9")**
	There are no trip hazards, such as exposed footings on anchoring devices and rocks, roots, or any other environmental obstacles in the play area (9.7).
C	Condition of the Equipment (7.2)
	The equipment has no rust, rot, cracks or splinters, especially where it comes in contact with the ground.
	There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps or rungs on ladders) and there are no damaged fences, benches, or signs on the playground.
	All equipment is securely anchored. Security of Hardware (7.2)
	There are no loose fastening devices or worn connections, such as S-hooks.
	Moving components, such as swing hangers or merry-go-round bearings, are not worn.
D	Drainage (6.1)
	The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
E	General Upkeep of Playgrounds (7.2)
	The entire playground is free from miscellaneous debris or litter such as tree branches, soda cans, bottles, glass, etc.
	There are no missing trash receptacles.
	Trash receptacles are not full.
	Landscaping is in good condition
	Fence is in good condition and secure.
	Storage shed is in good repair and locked nightly if applicable.
	Wood is in good condition and sealed annually.
	Play area is free of pests (ants, rodents, etc.)

*Surfaces under play equipment in a 6' radius must have a fall zone of protective surface.

Loose materials must be maintained at a depth of 9-12 inches depending on the material and height of the equipment.

**Entrapment areas are fully explained in the CPSC Handbook for Public Playground Safety page 33.

NOTES:

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Playground Maintenance and Inspection Program Sample

Playground Maintenance and Inspection Plan

GUIDANCE

The National Association for the Education of Young Children (NAEYC) (2005) – Physical Environment Standard (Criterion 9.B.07) states:

The findings of an assessment by a Certified Playground Safety Inspector (CPSI) are documented and available on-site.

The assessment documents:

- that play equipment is safe, protecting against death or permanently disabling injury for children from two years through kindergarten.
- that, through remedial action, the program has corrected any unsafe conditions, where applicable.
- that an inspection and maintenance program has been established and is performed on a regular basis to ensure ongoing safety

The National Recreation and Park Association (NRPA), in their manual *Playground Safety is No Accident* (2002) states on page 69, “High frequency or routine inspections are usually conducted on a daily to weekly basis...”

The Consumer Product Safety Commission (CPSC), in their book *Public Playground Safety Handbook 2008* (www.cpsc.gov/cpscpub/pubs/325.pdf) states, “A comprehensive maintenance program should be developed for each playground.” It goes on to say, “Detailed inspections should give special attention to moving parts and other parts that can be expected to wear. Maintenance inspections should be carried out in a systematic manner by personnel familiar with the playground, such as maintenance workers, playground supervisors, etc.”

IMPLEMENTATION

Playground safety requires a joint effort from the Child Care Provider, Operation and Maintenance (O & M) staff, Service Center staff, (or Property Management Office) and a Certified Playground Safety Inspector (CPSI). Each of these participants plays a role in keeping the playground safe by conducting periodic inspections and reporting hazards to the designated point-of-contact so that safety issues may be addressed promptly.

Because each site is different, it is difficult to specify the best way to implement a maintenance and inspection program. However, the following guidelines are provided.

Child Care Provider – Inspect each day before children are allowed on playground. Inspection records should be maintained in the child care center. See Attachment S.A.F.E. Model Checklist: Caregiver Quick Check for a recommended inspection form.

O & M Contractor – Although the duties of the O & M contractor vary by contract, incorporating policing and inspection duties into the contract has been implemented successfully at many Service Centers. See Attachment S.A.F.E. Model Checklist: Daily Maintenance Quick Check for a recommended inspection form. Frequency will vary by contract but daily policing is suggested. (The Child Care Provider may need a copy of the contract listing the responsibility of the O & M contractor with regards to playground maintenance as evidence for their NAEYC and state licensing inspections.)

Service Center (or Property Management Office) – Each Service Center should have a person on staff who has completed playground safety inspection training. This individual serves as the local expert on playground safety and maintenance. The National Program for Playground Safety (NPPS) Early Childhood Outdoor Play Inspector’s Course is available on-line at http://www.playgroundsafety.org/training/online/childcare/course_outdoorInspectors.htm.

Note: This training is different from the CPSI.

See Attachment High Frequency Inspection Form for a recommended inspection form. The inspection frequency will vary depending on the age, size, and complexity of the playground. The recommended inspection frequency is monthly. Records of the inspections should be kept in the Service Center and made available as needed to the Safety Office, Regional Child Care Coordinator, and the Child Care Provider (as evidence for NAEYC and state licensing inspections).

CPSI - A CPSI will conduct a one-time in-depth playground inspection and after any renovations or modifications. The region may choose to have a GSA safety person receive this training. Otherwise, the National Parks and Recreation association maintains a directory of Certified Playground Safety Inspections at https://ipv.nrpa.org/CPSI_registry/default.aspx or e-mail certification@nrpa.org

**S.A.F.E. Model Checklist:
Caregiver Quick Check**

Parents, guardians, and other adults should use this checklist to determine whether a play area is safe for children under their care.

1. Y [] N [] N/A [] Are you prepared to supervise your children at the playground?
2. Y [] N [] N/A [] Is there age-appropriate equipment for the children to play on?
3. Y [] N [] N/A [] Is the equipment in good condition?
4. Y [] N [] N/A [] Is the equipment located away from high traffic areas, ponds, and parking lots?
5. Y [] N [] N/A [] Does the play area have appropriate surfacing materials?
6. Y [] N [] N/A [] Are all spaces and gaps less than 3.5 inches (9 centimeters) wide or greater than 9 inches (23 centimeters) wide to prevent head entrapments?
7. Y [] N [] N/A [] Are all spaces and gaps closed?
8. Y [] N [] N/A [] Are surfaces on all equipment smooth?
9. Y [] N [] N/A [] Are surfaces on all equipment cool enough to touch safely?
10. Y [] N [] N/A [] Is the play area clean and free of trash and other foreign objects?
11. _____
12. _____
13. _____
14. _____

From S.A.F.E. Play Areas: Creation, Maintenance, and Renovation by Donna Thompson, Susan D. Hudson, and Heather M. Olsen, 2007, Champaign, IL: Human Kinetics.

S.A.F.E. Model Checklist: Daily Maintenance Quick Check

Use this checklist daily or frequently to inspect the play area and identify maintenance needs resulting from recent use, abuse, or environmental conditions. Simply walk through the area and observe the general conditions.

1. Y [] N [] N/A [] Is all equipment free of damage resulting from vandalism, such as graffiti, broken glass, trash, and so on?
2. Y [] N [] N/A [] Does each piece of equipment have all of its parts?
3. Y [] N [] N/A [] Are all parts on each piece of equipment still tight and secure?
4. Y [] N [] N/A [] Is all equipment free of exposed footers?
5. Y [] N [] N/A [] Is all wooden equipment intact, with no splitting or splintering?
6. Y [] N [] N/A [] Do swing chains hang freely, without being kinked, twisted, or
7. wrapped around the top rail?
8. Y [] N [] N/A [] Are swing seats intact, with no splitting or cracking?
9. Y [] N [] N/A [] Is the climber free of wear and deterioration?
10. Y [] N [] N/A [] Is the surfacing material free of trash and other foreign objects?
11. Y [] N [] N/A [] Is the general area free of trash and other foreign objects?
12. Y [] N [] N/A [] Are walkways, steps, and platforms free of trash and other foreign objects?
13. Y [] N [] N/A [] Have trash cans been emptied?
14. Y [] N [] N/A [] Is the general area free of standing water?
15. Y [] N [] N/A [] Are restrooms and water fountains clean and functional?
16. Y [] N [] N/A [] _____
17. Y [] N [] N/A [] _____
18. Y [] N [] N/A [] _____
19. Y [] N [] N/A [] _____

From S.A.F.E. Play Areas: Creation, Maintenance, and Renovation by Donna Thompson, Susan D. Hudson, and Heather M. Olsen, 2007, Champaign, IL: Human Kinetics. Reprinted, by permission, from NPPS, 2005, Nuts and bolts. In National Program for Playground Safety school curriculum manual, edited by S.D. Hudson (Cedar Falls, IA: National Program for Playground Safety), 21.

High Frequency Inspection Form (Daily or Routine)

Center Name: _____

Inspector Name: _____ Date: _____

Repairer Name: _____ Date: _____

**Status Key: 1= Okay 2= Needs Maintenance 3= Request for Repair
O= Supervisor notified and work order written X = Corrective Action Complete**

General Inspection Item	Indicate Status	Inspection Comments	Repair Comments
Vandalism: Damage, graffiti, glass, trash etc.			
Loose or missing hardware on equipment			
Chains (kinked, twisted, broken, rubber peeling)			
Guardrails/handrails secure			
Seats (cut, cracked, missing)			
Wood (rotten, cracked, missing)			
Remove foreign objects (ropes, chains, wood, etc.)			
Sweep walkways, platforms, steps			
Footers (concrete) exposed			
Standing Water			
Objects in ground cover or surfacing material			
Rake woodchips 6-12"			
Need surfacing material or ground cover for:			
Swings			
Climbers			
Slides			
Sand is covered and free from debris, foreign objects and feces.			
Other			

Inspectors Signature: _____ Date: _____
 Child Care provider submitted to Property Manager on (date) _____
 Property Manager reviewed on (date) ____

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Playground Maintenance Training

Playground Maintenance for Front-Line Workers

ONLINE TRAINING

This interactive online training course covers areas that will discuss methods to prevent playground injuries through good maintenance. The course will cover the five most common hazards on playgrounds. You will learn about the guidelines for school playgrounds. The video, pictures, and graphics that are used in the course will give an understanding of how to maintain and prevent problems happening on equipment and surfacing.

TARGET AUDIENCE

Custodians, maintenance personnel, risk managers, supervisors, and administrators.

LENGTH OF COURSE

1 hour (you will have 2 weeks to complete the course)

COST

- \$15.00
- \$10.00 additional fee for CEU credit

Cost includes course, checklists, and certificate.

<http://www.playgroundsafety.org/training/online/index.htm>

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CPSC Depth Requirements Under Equipment

Depth Required for Tested Shock-absorbing Surfacing Materials for Use under Play Equipment

These data report tested drop heights for specific materials. All materials were not tested at all drop heights. Choose a surfacing material that tested well for drop heights that are equal to or greater than the drop height of your equipment.

Height of Playground Equipment (feet)	Shock-absorbing Substance	Minimum Depth Required Uncompressed (inches)	Minimum Depth Required Compressed (inches)
4	Coarse Sand	-	9
5	Fine Sand	6	9
	Coarse Sand	6	-
	Medium Gravel	6	9
6	Double Shredded Bark Mulch	6	-
	Engineered Wood Fibers	6	9
	Coarse Sand	12	-
	Fine Gravel	6	9
	Medium Gravel	12	-
7	Wood Chips	6	-
	Double Shredded Bark Mulch	-	9
	Engineered Wood Fibers	9	-
	Fine Gravel	9	-
9	Fine Sand	12	-
10	Wood Chips	9	9
	Double Shredded Bark Mulch	9	-
	Fine Gravel	12	-
10-12	Shredded Tires (see note 4 below)	6	-
11	Wood Chips--Double Shredded	12	-
	Double Shredded Bark Mulch	12	-
>12	Engineered Wood Fibers	12	-

Notes:

- The testing of loose-fill materials was done by the CPSC in accordance with the voluntary standard for playground surfacing systems, ASTM F1292. CPSC reported these data as critical heights for varying depths of material. Since most users of the standard want to know what surfacing is required for a given piece of equipment that has a known fall height, the authors of Caring for Our Children converted the CPSC table to start from the known drop height, rather than a specific depth and type of surfacing material. Where CPSC offers no data, the table shows a dash (-). These playground surfacing requirements apply to play equipment whether it is located indoors or outdoors.
- Fall height is the maximum height of the structure or any part of the structure for all stationary and mobile equipment except swings. For swings, the fall height is the height above the surface of the pivot point where the swing's suspending elements connect to the supporting structure.
- Protective surfacing recommendations do not apply to equipment that the child uses standing or sitting at ground level like sand boxes or play houses that children do not use as a climber.
- For shredded tires, the CPSC recommends that users request test data from the supplier showing the critical height of the material when it was tested in accordance with ASTM F1292.
- Surfacing materials are available as two types, unitary or loose-fill. These recommendations for depth of materials apply to the loose-fill type. For unitary surfacing materials, the manufacturer should provide the test data that show a match between the critical height shock-absorbing characteristics and the fall height of the equipment where the surfacing is used.
- Since the depth of any loose fill material could be reduced during use, provide a margin of safety when selecting a type and depth of material for a specific use. Also, provide a means of containment around the perimeter of the use zone to keep the material from moving out into surrounding areas, thereby decreasing the depth in the fall zone. Depending on location, weather conditions, and frequency of use, provide maintenance to insure needed depth and loosening of material that has become packed. By placing markers on the support posts of equipment that indicates the correct level of loose-fill surfacing material, users can identify the need for maintenance work.

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Questions and Answers
CCA-Treated Wood
Prepared by CPSC Staff
February 2002

What is chromated copper arsenate?

Chromated copper arsenate or CCA, is a chemical preservative that is used to protect wood from being destroyed by microbes, termites, or other wood-boring insects. CCA contains forms of the chemicals chromium, copper, and arsenic. CCA is largely used to pressure treat lumber intended for outdoor uses such as home, school, and community playgrounds; decks; and landscape timbers. CCA-treated lumber is also used in building structures.

What work is CPSC doing related to CCA-treated wood?

In May 2001, CPSC was petitioned by the Environmental Working Group and the Healthy Building Network to ban the use of CCA-treated wood for playground equipment. In response to this petition, and to define the risk to children, the CPSC staff is evaluating the amount of CCA (in particular, arsenic) that a child might be exposed to while playing on CCA-treated playground equipment.

CPSC staff is currently evaluating the amount of CCA released from both newly purchased, unused CCA-treated wood that might be used for building playground structures and from “used” or “older” wood. CPSC staff is particularly interested in knowing the amount of arsenic that children can be exposed to when they play on CCA-treated wood playground equipment. CPSC staff studies are being conducted by wiping the surface of the wood to measure the amount of arsenic on the wood’s surface. The wipe samples are used to estimate the amount of arsenic that might be accessible to children when they rub their hands on the wood surfaces while playing.

In addition to evaluating the amount of the chemical available on the wood surface, CPSC staff is considering product-specific human use characteristics in its assessment. CPSC staff is evaluating the reasonably foreseeable use of the product by considering the age of the child using the product, the type of exposure (hand-to-mouth), the frequency and period of exposure, accessibility, extent of exposure (area contacted), and use environment (exposure to heat and sunlight). The relationship between exposure and adverse health effects will then be considered.

Staff review of these and other data, along with its review of public comments received, will be incorporated into a briefing package for Commission consideration as to what action to take regarding CCA-treated wood.

What types of wood are used to make home playground equipment?

There are several types of wood that are used to make playground equipment. They include cedar, redwood, untreated lumber, and CCA-treated wood. Playground equipment can be built by the consumer with CCA-treated lumber purchased from lumberyards, hardware stores, or other retailers. Consumers can use their own playground designs, purchase design plans, or purchase pre-manufactured kits with design plans plus swings and slides. Some pre-manufactured playground equipment kits may also contain CCA-treated wood. Some playground manufacturers who are not currently using CCA-treated wood in their equipment may be advertising the use of arsenic-free wood. Consumers can verify with the manufacturers before purchase whether this wood is being used.

CPSC staff is also aware of arsenic-free wood preservative chemicals, such as ammoniacal copper quat (ACQ). Consumers may wish to consider using wood treated with these preservatives for new construction.

Do public wood playground structures contain CCA?

School and public playgrounds can be made with a variety of materials, including CCA-treated wood. Many older playground structures have been constructed using CCA-treated wood. In the past year, some playground manufacturers have begun moving away from the use of CCA-treated wood for playground equipment and are using either untreated wood or wood that has been treated with chemicals that do not contain arsenic.

What does CPSC staff know about the amount of CCA that children are exposed to when playing on CCA-treated wood playground equipment?

CPSC staff is currently evaluating the amount of CCA released from both newly purchased, unused CCA-treated wood that might be used for building playground structures and from “used” or “older” wood. CPSC staff is particularly interested in knowing the amount of arsenic that children can be exposed to when they play on CCA-treated wood playground equipment. CPSC staff studies are being conducted by wiping the surface of the wood to measure the amount of arsenic on the wood’s surface. The wipe samples are used to estimate the amount of arsenic that might be accessible to children when they rub their hands on the wood surfaces while playing.

The amount of arsenic present in different samples of CCA-treated wood appears to vary and limited test data do not allow staff to define the mechanism by which the amount of available arsenic changes as the wood ages. It may depend in part on the environmental conditions to which the wood is exposed (for example the amounts of heat, sun, and rain), as well as the chemical composition of the wood.

How are children exposed to arsenic from playground equipment?

Children can be exposed to arsenic from playground equipment primarily through hand-to-mouth contact when they touch the wood and then place their hands in their mouths. Minimal exposure to arsenic can occur through their skin.

What are the health effects of exposure to arsenic and is there a risk to my child playing on CCA-treated wood playground equipment?

In order to define the risk, the CPSC staff is currently evaluating the amount of CCA, and in particular, the amount of arsenic, that a child might be exposed to while playing on CCA-treated wood playground equipment.

According to the National Academy of Sciences, long-term exposure to arsenic increases the risk of lung, bladder, and skin cancer over a lifetime. The risk to children playing on CCA-treated playground equipment depends on the amount of available arsenic on the wood surface, how children are exposed to the arsenic (orally or through skin contact), and the length of time children spend using the equipment. Studies suggest that children may be exposed to arsenic from playing on some CCA-treated wood playground equipment.

The amount of arsenic present in different samples of CCA-treated wood appears to vary and limited test data do not allow staff to define the mechanism by which the amount of available arsenic changes as the wood ages. It may depend in part on the environmental conditions to which the wood is exposed (for example the amounts of heat, sun, and rain), as well as the chemical composition of the wood.

In addition to evaluating the amount of the chemical available on the wood surface, CPSC staff is considering product-specific human use characteristics in its assessment. CPSC staff is evaluating the reasonably foreseeable use of the product by considering the age of the child using the product, the type of exposure (hand-to-mouth), the frequency and period of exposure, accessibility, extent of exposure (area contacted), and use environment (exposure to heat and sunlight). The relationship between exposure and adverse health effects will then be considered.

Consumers may wish to take steps to reduce this exposure. These steps are described in the following question and answer.

What can I do to decrease my child’s exposure to chemicals found in CCA-treated wood?

CPSC staff is aware that various trade and consumer groups, some state governments, and a Science Advisory Panel (SAP) recently convened by the U.S. Environmental Protection Agency’s Office of Pesticides, have made suggestions concerning surface coating of CCA-treated wood to reduce potential exposure to chemicals found in this wood.

Based on the limited available data, these groups have suggested that applying certain penetrating coatings (for example, oil-based semi-transparent stains) on a regular basis (for example, once a year or every other year depending upon wear and weathering) may reduce the migration of chemicals in the wood preservative from CCA-treated wood. However, in selecting a finish, in some cases, “film-forming” or non-penetrating stains (latex semi-transparent, latex opaque, and oil-based opaque stains) on outdoor surfaces such as decks and fences are not recommended as subsequent peeling and flaking may ultimately have an impact on durability as well as exposure to the preservatives in the wood.

CPSC staff has not completed its assessment of the effectiveness of these mitigation measures. However, consumers

desiring to reduce potential exposure to chemicals found in CCA-treated wood may wish to consider using them. It is also important to have children wash their hands after playing on playground equipment.

CPSC staff is aware of alternatives to CCA-treated wood. These include both non-arsenic wood preservative chemicals such as ammoniacal copper quat (ACQ) as well as other wood (for example cedar and redwood) and non-wood materials (for example metal and plastic). Consumers may want to consider using these alternatives for new construction.

How can I tell if my playground equipment or deck contains arsenic?

Freshly treated wood, if not coated, has a greenish tint, which fades over time. Historically, CCA has been the principal chemical used to treat wood for decks and other outdoor uses around the home. Generally, if you know that your deck has not been constructed with redwood or cedar, then it is likely that the deck was probably constructed with CCA-treated wood. Alternatively, if you know who the building contractor or wood retailer was, you may want to call and ask. The CPSC staff is aware that arsenic test kits are available to consumers. The kits, if used properly, might be useful for determining whether wood was ever treated with CCA. However, the CPSC staff has not evaluated these kits and therefore, does not know how accurate they are.

In 1990 the CPSC looked at the release of arsenic from playing on wood playground equipment treated with CCA. What's different now?

Since that study was conducted, additional health effects data are available. At the time of the 1990 study, skin cancer was the only carcinogenic effect of arsenic ingestion that was considered. New data reviewed by the National Academy of Sciences (NAS) suggest that long-term exposure to arsenic increases the risk of lung and bladder cancer, as well as skin cancer, and that the health risks posed by exposure to arsenic may be more than previously believed.

Can you explain the recent action taken by the CCA chemical manufacturers concerning CCA-treated wood and how does it affect CPSC's work?

Pesticides must be registered with the U.S. Environmental Protection Agency (EPA) for certain uses before they can be sold or used in the U.S. CCA has been registered for many uses, including use in dimensional lumber (2 x 4s, etc.) sold to consumers.

In early February, 2002, the manufacturers of CCA asked EPA to remove from their registration many applications of CCA for residential use, including playground equipment, decks, and landscape timbers. According to EPA, manufacturers are phasing out the production of CCA over the next 22 months to allow enough time for wood treatment facilities to convert to alternative chemicals and to ensure the availability of enough wood preservative during the transition time. It thus appears that after December 31, 2003, CCA will no longer be available to treat wood used in residential settings. The results of this action will likely impact the work that the Commission staff undertakes in the future, particularly in the area of mitigation.

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CCA-Treated Wood Test Kit

HEALTHY BUILDING NETWORK SUCCESS

Eliminating Arsenic-Treated Wood

In less than one year, the Healthy Building Network changed a \$4 billion industry: arsenic-treated wood. The product Also known as “pressure treated,” wood treated with chromated copper arsenate (CCA) is the most common wood used in outdoor applications such as decks, picnic tables and playgrounds.

The problem: For more than two decades, researchers have known that arsenic-a known carcinogen-leaches out of the wood throughout its lifecycle. The arsenic releases onto the hands of users and into the soil, exposing children, the environment and other users to dangerous levels of this toxic chemical. Although safer and commercially viable alternatives exist, most consumers were unaware of the dangers or unable to find alternatives.

The solution: The Healthy Building Network brought together a diverse coalition of parents, environmental and consumer activists, scientists, manufacturers, and green building professionals to bring about an overdue change in the treated wood industry.

HBN Action: Together, Healthy Building Network partners launched a campaign - including sound scientific research on the dangers of CCA, media outreach to educate the public, and a consumer letter writing campaign to retailers across the nation.

The result:

- Major manufacturers agreed to end consumer sales of arsenic-treated wood by 2003.
- Media-including Time magazine and CNN-alerted families to the dangers.
- Home Depot and Lowes promised to beat the 2003 deadline.

Arsenic Testing Kit Available

Healthy Building Network is pleased to offer low-cost arsenic testing to the public. These tests are suitable for analyzing soil, wood chips, and lumber used for decks, picnic benches and playground equipment. Your samples will be analyzed by an independent university laboratory that has been certified by the U.S. Environmental Protection Agency.

Price: \$20.00

To order your home testing kit:

Order on-line and pay by credit card

Call: (202)232-4108 Ex.240

Email your request:

info@healthybuilding.net

Write:

Arsenic Test Kit

C/o Healthy Building Network

2425 18th Street NW

Washington, DC 20009-2096

http://www.healthybuilding.net/arsenic/arsenic_success.html

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Eco-Healthy Child Care Checklist

Eco-Healthy Child Care Program

The Eco-Healthy Child Care (EHCC) program was created by the Oregon Environmental Council to ensure that child care settings are as healthy, safe and green as possible by reducing children’s exposure to toxins. For more information on the program visit www.oeconline.org/ehcc

Comply with at

To achieve Eco-Healthy endorsement, child care centers must comply with 24 of the 30 items including #1, #6, and #11 which are required.

#	Topic	Standard	Additional Guidance
1	Pesticides & Pest Prevention	We use non-toxic techniques both inside and outside the facility to prevent and control pests (both insects and weeds). If a serious threat remains and pesticide application is the only viable option, parents are notified in advance and a licensed professional applies the least toxic, effective product at a time when children will not be exposed to the application area for at least 12 hours (see manufacturer’s instructions to ensure 12 hours is enough time). REQUIRED	See manufacturer’s instructions for proper application and drying time
2	Pesticides & Pest Prevention	We thoroughly wash all fruits and vegetables to avoid possible exposure to pesticides, and we take the opportunity to educate children about the importance of doing so.	
3	Air Quality	We avoid conditions that lead to excess moisture, because moisture contributes to the growth of mold and mildew. We maintain adequate ventilation (suitable fans or open screened windows). We repair water leaks and keep humidity within a desirable range (30-50%).	
4	Air Quality	We do not allow cars or other vehicles to idle in our designated parking areas.	
5	Air Quality	We do not use scented or unscented candles or manufactured air fresheners.	
6	Air Quality	During operating hours, we do not permit smoking anywhere on the premises or in sight of children. REQUIRED	Note: For the healthiest environment for children and staff, smoking should not be allowed on the premises at any time.
7	Household Chemicals	We use biodegradable, non-toxic cleaning products and least toxic disinfecting and sanitizing products. When other products are required, they are used only for their intended purpose in strict accordance with all label instructions. We store cleaning products where children cannot access them.	
8	Household Chemicals	We use chlorine bleach only when and where it is required or recommended by state and local authorities. We use it prudently and never use more than necessary.	

#	Topic	Standard	Additional Guidance
9	Household Chemicals	We do not use aerosol sprays of any kind.	
10	Household Chemicals	We use only low-VOC household paints and do not paint when children are present.	
11	Lead	To avoid possible lead exposure from water lines, we use only cold water for drinking, cooking and making baby formula. We run the water for 10-30 seconds or until it feels noticeably colder. REQUIRED	EHCC feels that no level of lead is safe for children to be exposed to, thus if water is found to be anything over 0 ppb then the facility should always run water until it's cold before using for cooking, drinking, and making baby formula. Continue testing for lead, and if the facility has over 15 ppb, then follow your current plan - correction action, development of permanent solutions and a sampling/ monitoring program is required. In addition to this, make the running of water required to ensure they are not using hot/warm water - which may potentially leach lead.
12	Lead	Our facility was built after 1978 (after lead paint was banned) - OR - the facility was built before 1978, but we keep the building free of flaking or peeling paint and regularly wash all areas around doors and windows. We use lead safe practices when removing lead-based paint or when renovating our facility, and we have visited www.epa.gov/lead to learn more.	
13	Lead	To avoid possible lead exposure, we do not use imported, old or handmade pottery to cook, store or serve food or drinks.	
14	Lead	To reduce possible exposure to lead contaminated dirt, we supply a rough mat at the entrance of our facility and encourage the wiping of shoes before entering – OR – we are a shoe-free facility.	
15	Lead	We check our toys for lead by searching www.healthytoys.org or by purchasing lead testing kits at a local home improvement store.	
16	Mercury	We do not use any mercury-containing thermometers or thermostats. Instead we use digital options.	
17	Mercury	We securely store and recycle all used batteries and fluorescent and compact fluorescent light bulbs.	For proper disposal of mercury-containing thermometers, fluorescent light bulbs, and batteries, please visit www.earth911.org/ search to find a nearby hazardous waste recycling facility.
18	Furniture & Carpets	To avoid possible exposure to flame retardants, we ensure furniture is in good condition without foam or inside stuffing exposed. Stuffed animals, matting, pillows and other foam items are also intact.	

#	Topic	Standard	Additional Guidance
19	Furniture & Carpets	Furniture is made of solid wood, with few, if any, items made of particleboard.	Visit CHEC's HealtheHome website - http://healthychild.org/live-healthy/health_home/ - and type in "furniture".
20	Furniture & Carpets	We do not have professionally installed wall-to-wall carpeting where children are present.	
21	Furniture & Carpets	Area rugs are vacuumed daily and cleaned at least twice a year using biodegradable cleaners.	
22	Art Supplies	We use only non-toxic art supplies approved by the Art & Creative Materials Institute (ACMI)	Look for ACMI non-toxic seals: AP, AP New, AP + PC, CP, HL/CR, HL/NT at www.acminet.org .
23	Plastics & Plastic Toys	We avoid toys made out of soft plastic vinyl (such as vinyl dolls, beach balls, and "rubber ducky" chew toys). Instead, we buy only those labeled "PVC-free".	
24	Plastics & Plastic Toys	When using a microwave, we never heat children's food in plastic containers, plastic wrap or plastic bags.	
25	Plastics & Plastic Toys	We never use baby bottles or sippy cups made of hard clear plastic (bottles labeled #7). Instead, we use bottles made of opaque plastic or glass.	Visit Oregon Environmental Council's website - www.oeconline.org - and type in "safe plastics guide".
26	Plastics & Plastic Toys	We do not have playground equipment made of treated wood - or - if we do, we seal it with paint or a polyurethane coating twice a year.	Visit CHEC's HealtheHome website - http://healthychild.org/live-healthy/health_home/ - and type in "treated wood".
27	Radon	We have appropriately checked our facility for radon by using a radon testing kit available from a local home improvement store and have visited www.epa.gov/radon for local resources.	
28	Recycling & Garbage Storage	We recycle all paper/cardboard, glass, aluminum and plastic bottles.	
29	Recycling & Garbage Storage	We keep our garbage covered at all times to avoid attracting pests and to minimize odors.	
30	Recycling & Garbage Storage	We create opportunities to educate the families we serve on eco-friendly practices.	

As of 12/09/09

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Integrated Pest Management Technical Guide

E402-1001

OVERVIEW

Integrated Pest Management (IPM) is “a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks” (7 USC 136r-1). With the emergence of IPM, methods of pest control have become more holistic and effective in protecting people, property, and the environment from the risks of pests and pesticides. As a result, Federal agencies are required to implement and promote IPM in a manner that supports agency missions (41 CFR 102-74.35). Conventional pest control is typically reactive, ignoring the reasons why pests are present. It relies on repeated pesticide use that is often unnecessary, may contaminate air and surfaces, and only briefly affects local pest populations. In contrast, IPM is a preventive maintenance process that coordinates many different programs to reduce sources of pest harborage, food, and access on a long-term basis. Pesticide use and risk are minimized by eliminating scheduled applications and by selecting the most precise products (primarily bait formulations) with the lowest potential hazard to humans and the environment.

GSA RESPONSIBILITIES:

- Ensure that pest control programs in GSA owned, leased, and delegated facilities conform to IPM principles.

PROPERTY MANAGEMENT COMMUNITY RESPONSIBILITIES

- Procure and administer pest control service contracts that specify IPM methods such as monitoring, least-toxic pesticide application, and non-pesticide control techniques.
- Ensure that frequencies of pest control service are adequate to effectively suppress all pest infestations.
- Develop and implement physical and procedural measures to minimize pest harborage, food, and access.

CLIENT AGENCY RESPONSIBILITIES

- Ensure that associates and contractors within agency controlled space comply with sanitation and storage procedures that do not encourage pest infestation.

Integrated Pest Management Laws and Regulations	
Citation	Topic
7 USC 136r-1	Integrated Pest Management (Section enacted as part of the Food Quality Protection Act, 1996) http://uscode.house.gov/search/criteria.shtml
41 CFR 102-74.35	Facility Management-Occupancy Services: What building services must executive agencies provide? http://www.gpoaccess.gov/cfr/index.html
Executive Order 13148 Section 601(a)	Greening the Government through Leadership in Environmental Management http://www.archives.gov/federal-register/index.html

CUSTOMER RELATIONS

A service program cannot be successful unless the customer considers it to be successful, thus the IPM process ideally begins with people rather than pests. Educating building occupants on pest biology and control methods should focus on whether their concerns are warranted and whether their expectations of what can be accomplished are realistic. It is also essential to communicate what role the customer can play (e.g. office food storage and housekeeping) in the pest prevention effort.

PREVENTION

The most important IPM procedure is the identification and correction of “conducive conditions” for pest infestation. Removing the primary resources that pests need to enter or live in a particular area is the only way to achieve long-

term, built-in, cost-effective control. Part of the pest control contractor's responsibility is to advise property management personnel on where and how this preventive maintenance should be carried out. Some of the most effective examples include:

- Self-contained compactors rather than dumpsters for storing solid waste awaiting pickup.
- Pressure-washing of trash rooms, loading docks, and food preparation facilities.
- Installation of brush sweeps and weather stripping to block pest access under doors.
- Sealing of utility penetrations.
- Caulking of crevices and seams in food preparation and storage areas.
- Dedicated, tightly covered receptacles for food waste in indoor areas with chronic pest problems.
- Replacement of dense ground cover in landscapes with chronic rodent problems.

PROCUREMENT

Many years ago, pest control was considered to be little more than a “disinfecting” process that involved the scheduled spraying of chemicals. Today, IPM is a specialized profession that has few ties to standard janitorial tasks, yet it is still often procured as part of a building's cleaning contract. Since successful IPM requires a high level of specialization, a separate best value acquisition is generally the most efficient way to select a contractor with the experience and technical resources to deliver quality pest management service at a reasonable price.

Technical evaluation factors in an IPM procurement include:

- Experience/Past Performance (Satisfactory performance of similar work that conforms to IPM principles and procedures.)
- Operating Plan and Staffing (Proposed resource allocation, as well as education, experience, and certifications of the contractor's front line and technical support personnel.)
- Pesticide and Non-Pesticide Control Procedures (Proposed chemical and non-chemical products.)
- Monitoring and Recordkeeping (Protocols for pest monitoring and recording pesticide applications.)
- In-House Training (How employees' technical skills are continually developed.)

PESTICIDES AND ALTERNATIVES

- Pesticides are essential to control pests in many situations, but IPM restricts their use to the least hazardous materials and most precise application techniques. Examples of pesticide use by a contractor using IPM are as follows:
- As a general rule, indoor insecticides should be applied only as bait formulations.
- Spray or dust formulations should be used indoors only as a last resort or when baits are not practical.
- As a general rule, when sprays or dusts are used indoors, they should be applied only as crack and crevice treatments in which the applied material is never visible.

There are many highly effective non-pesticide control methods. Examples include:

- Vacuums for cockroach cleanouts, spider and web control, and termite/ant swarm removal.
- Tensioned netting and pin-and-wire installations for bird deterrence on building exteriors.
- Traps using lights, sticky surfaces, or attractants for control of flying insects indoors.
- Snap traps rather than rodenticides for control of rats and mice indoors.

Pest Management Guidance

EVALUATING YOUR BUILDING'S PEST CONTROL PROGRAM

Since 1996, pest control in the federal sector is required to be implemented as a process called Integrated Pest Management (IPM), defined as “a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks” (7 USC 136r-1).

The statute does not provide further details, but there is general agreement as to how IPM differs from the conventional pest control approach that still exists in many public buildings. Conventional pest control is almost totally reactive and based on repeatedly killing insects and rodents without attempting to understand or fix the underlying reasons for the problem. Service typically consists of little more than the scheduled application of pesticides. IPM may also use pesticides for short-term corrective actions, but selects products that are far more judicious and incisive than the old-fashioned exterminator's spray. It also has a strong preventive mindset that focuses on reducing sources of pest shelter, food, and access (termed “conducive conditions” for infestations) on a long-term basis. IPM service delivery requires much more expertise than conventional pest control, so it is not surprising that it typically results in much more effective and sustainable control with significantly reduced risks.

However, it is one thing for a non-specialist to understand broad pest control concepts and quite another to critically assess the specific components of a real life program. Since IPM is not only a more rational way to control pests but also a mandated process in federal facilities, it is desirable for both building managers and occupants to be able to systematically evaluate how their own control efforts stack up against a set of established IPM performance standards.

The GSA IPM program uses the following criteria when assessing the pest control operations of public buildings. They are organized into two sets of items, technical and administrative. The technical elements pertain to the front line service performed by the pest control contractor, which often is largely devoted to corrective actions that give immediate relief for existing pest problems. (Ideally, these existing problems should diminish over time and the contractor's service becomes increasingly devoted to inspection.) The administrative elements pertain to how the program is set up and coordinated by the property-managing agency. This includes the vital implementation of long-term, preventive actions that target the causes of the problems.

Your pest control program can be considered as IPM if these basic standards are met:

TECHNICAL STANDARDS FOR IPM

- The contractor's inspections for insect pests are often aided by sticky traps.
- The contractor provides detailed, site-specific recommendations for structural and procedural modifications to decrease conducive conditions for pest infestation and improve pest prevention.
- Pesticides are never applied by schedule. The contractor uses these chemicals only when inspection confirms that pests are present and cannot be efficiently suppressed with nonchemical means.
- The credo for applying pesticides is “restraint and precision.”
- Sprayed insecticides are never routinely applied indoors. They are used only when control for a specific pest cannot be achieved in any other way.
- As a general rule, insecticides applied indoors for cockroach and ant control are bait formulations.
- As a general rule, control of flying insects indoors is accomplished by various types of traps.
- As a general rule, control of rodents indoors is accomplished by various types of traps. Rodenticide is used indoors only in extreme circumstances.
- As a general rule, the technical elements of service delivery to “sensitive” facilities (e.g. child care, health care, food service) are essentially identical to those used in any other part of the building.

ADMINISTRATIVE STANDARDS FOR IPM

- All on-site contractor personnel are Certified Pesticide Applicators, which verifies a minimum acceptable level of expertise. Copies of these certificates are readily available in the agency's contract file. No other personnel in the facility are permitted to bring pesticides onto the premises or to apply them.
- Copies of the labels and material safety data sheets for every pesticide used in the facility are readily available to onsite management personnel.
- The contractor makes scheduled service visits. Frequency of these visits is sufficient to effectively suppress pest problems so that management and most tenants are satisfied with the level of control. Service visits ideally consist of responding to specific occupant requests followed by routine inspections.
- In a typical public building, the first part of a scheduled service visit is guided by a centralized service call system in which building occupants phone in pest control requests that are logged on a work order document. Client reporting is therefore an important pest surveillance method.
- If there is time remaining after all occupant service requests are answered, the contractor inspects areas at particular risk for pest infestation. These tend to be sites where food or waste are concentrated, are warmer or moister than typical office space, or where pests find it easy to enter the building.
- In addition to the pest control contract, which deals primarily with inspection and corrective issues, the overall pest control effort includes improvements in sanitation and exclusion throughout the facility where conducive conditions for pest infestation have been identified. Programs whose procedures often have a strong impact on pest control include structural maintenance, cleaning and waste management, food service, landscape, and child care.

AT A MINIMUM, ASK THESE QUESTIONS:

- Are pests or evidence of pests frequently encountered?
- Are there obvious conducive conditions for pests?
- Is insecticide being routinely sprayed indoors? Are there obvious indoor rodenticide placements?
- Is pest control service limited to pesticide application, with little or no inspection of potential trouble spots?
- Are many occupants dissatisfied with the pest control service?

If the answer is "no" to all of the above, your pest control program is successful and conforms to the intent of the IPM mandate.

U. S. General Services Administration IPM Program

<http://www.gsa.gov/ipm>

May 2005

Pest Management Information Bulletin # 3

- FRUIT FLIES and FUNGUS GNATS -

Two kinds of small, annoying flies are common inhabitants in almost every type of building. Flitting around our faces, drifting in and out of our field of vision, the distraction they cause as intruders in our personal space is way out of proportion to their size. In the bad old days, the most common treatment for them came out of a nozzle. Nowadays, although they still provoke knee-jerk requests for “spraying” (or worse, “fogging”) from building occupants, this type of insecticide application is no longer considered appropriate for most indoor pests. Not only is the spray an unacceptable form of air pollution that may be hazardous for some people, it only kills the few adult flies that are present during the treatment. The vast majority that are developing as eggs or larvae remain totally unaffected, and a few days later a brand new crop of flies is back in business. (For a more detailed explanation of why sprays and fogs have fallen out of favor in the modern workplace, see Pest Management Information Bulletin #1, Insecticides in Buildings.)

The only way to effectively control these nuisance pests in a safe, sustainable way is by getting to the source of where they’re breeding. This is easier said than done, and is often frustrating for both occupants and pest control technician. Proper identification is essential, since the two types of flies originate in very different places and require different types of solutions. Therefore, if none are seen during an initial service call, it is standard procedure for the technician to first deploy a sticky trap or two to confirm exactly what the problem is.

One frequent concern of building occupants can be laid to rest right now: these bugs do not bite. They couldn’t if they wanted to. Furthermore, although they could potentially leave harmful bacteria behind when walking on food, they are not considered to be important disease vectors.

Fruit Flies

Fruit flies are stocky little creatures, often with bright red eyes, that most people recognize from summer days at fruit stands, supermarket produce sections, and their own kitchens. The flies are so common that it is impossible to prevent them from repeatedly hitchhiking into buildings on ripe bananas, melons, citrus, grapes, tomatoes, and practically any other fruit or vegetable. But if this was the extent of their biological needs, they wouldn’t be such a big problem. After all, produce gets eaten and the remains are thrown out in the trash.

It doesn’t end there because the tiny fruit fly larvae (maggots) eat any sort of moist, yeast-rich, fermenting material. And in a typical office building, pockets of this sort of nasty stuff occur in several predictable locations: crevices and drains in cafeteria kitchens, poorly cleaned mop closets or recycling containers, refrigerator drain pans, and even the residue that builds up in the bottom of custodial trash carts (which then often spread the infestation throughout the building). It doesn’t take much of it to raise up a bunch of flies, and the reproductive potential of the adults is staggering. Each female can lay up to 500 eggs over a one-month lifespan, and each egg can hatch after a day or two. Then all it takes is about a week before the adult stage is reached.

The central role that yeast plays in the fruit fly life cycle is the key to how we achieve both temporary relief and a long-lasting cure. Since the flies aren’t very bright, they are readily trapped in a wide variety of compact, inexpensive, commercially-available traps, all employing some type of fermenting liquid inside a container with a narrow, one-way entrance. For over a hundred years, the standard homemade equivalent has been a mason jar with cider, vinegar, or stale beer inside and a paper funnel tightly fitted into its mouth.

The downside to these devices in the workplace is that it is logistically and administratively difficult to run a sustainable trapping program – setting them out is easy, but keeping tabs on all of them and promptly replacing them or changing the bait when necessary does not fit into the operational realities of many contracted pest control programs. Traps may be practical as a limited, short-term fix, but the long-term, preventive approach is much more effective. The greatest value of an experienced service technician in this case is to identify the spots where the flies are breeding and make specific recommendations for a remedial cleanup.

Fungus Gnats

In contrast to fruit flies, fungus gnats are more mosquito-like in appearance, with a slender, delicate, and long-legged body. Their life history is completely different as well. Almost all fungus gnat problems in office buildings come from the larvae that are living in the moist soil of potted plants. Often already present when the plant is purchased, the tiny maggots feed on roots, fungi, and decaying organic material. They especially thrive when plants are overwatered, and may stunt their growth when prolonged infestation occurs. Of course, when the adult flies emerge, they can easily infest other plant containers in the vicinity if the soil is sufficiently damp.

This is a touchy situation, since office plants are typically the personal property of the occupants and thus out of the domain of the pest control contractor. In any case, pesticides labeled for fungus gnat larvae in soil are intended for either agricultural use (such as commercial greenhouses and nurseries) or interior plantscapes, and are not marketed for general structural situations. Therefore, the standard recommendation for the plant owners is to step away from the watering can, let the soil dry out to some degree, and maintain their enlightened behavior so that the change is permanent. This will kill many of the maggots and is actually healthier for most common types of indoor plants than the soggy conditions they often must endure. A supplemental tactic to provide immediate relief is for the pest control technician to deploy either sticky traps (yellow-colored ones specifically made to attract fungus gnats are available) or light traps in the affected area. In extreme cases where an office is heavily infested with gnats and the plant owners are incapable of moderating their urge to water, the only effective treatment may be for management to – at least temporarily – ban all vegetation that isn't plastic from the workplace.

U. S. General Services Administration IPM Program

<http://www.gsa.gov/ipm>

November 2006

- MICE -

On the basis of total square footage and number of building occupants affected – and factoring in how much commotion they cause and how difficult they are to control – the house mouse is by far the most important indoor pest throughout GSA's inventory. Although this rodent also has the distinction of being the most abundant and widespread mammal on earth (with the exception of humans), they have not always been such a problem within public buildings. Two changes have been especially favorable for mice. The first is the continual recabling and retrofitting in older structures, which disturbs existing populations and provides a network of highways for them that greatly facilitates their dispersal throughout a building. The second is the trend toward longer work schedules in many offices, combined with our national obsession with snack foods. Between the crumbs, the discards, and the stashes in desk drawers, our resident mice are presented with a daily smorgasbord beyond their wildest dreams.

It is important to recognize that the primary damage caused by mice in most public buildings is disruption of operations. Some destruction of food and property occurs, but the small size and nibbling habits of mice tend to limit its scope. And although they can potentially contaminate food or surfaces with Salmonella (food poisoning) bacteria, house mice are not considered to be a serious public health threat. The possibility of getting bitten by one is infinitesimally low. They have not been found to transmit rabies, nor have they been implicated as a reservoir of hantavirus. However, many people have an innate fear of rodents and associate them with disease. To make matters worse, even very low numbers of mice in an office tend to be very obvious, leading the occupants to mistakenly assume they are overrun with a huge infestation.

Effective control measures are best understood in the context of three critical aspects of mouse biology:

Reproductive Potential. After becoming mature in 2 months or less, a female mouse can produce up to 60 offspring during her lifetime of about a year. This astounding ability to make more mice is the reason why control can never be based just on trapping or poisoning. If they have the food and shelter they need, mice can breed faster than we can remove them.

Home Range and Feeding. House mice are omnivorous – they can eat as wide a range of food as we do. They do not need free water – they can get all the moisture they need from their food. Their home range is typically very small – they normally do not travel more than 10-30 feet from where they nest. The bottom line here is that mice tend to be a highly local problem, requiring local elimination of all unsecured food. If you have it, they will find it.

Harborage and Access Requirements. Mice are tiny little things, able to squeeze through openings barely wider than a pencil. They can therefore live anywhere that's hollow: in wall or ceiling voids, under raised floors, inside boxes and equipment, in or under desks, etc. An office filled with neglected clutter is just asking them to set up house.

Sustainable mouse control is a four-part process, with shared responsibility between facility management, building occupants, and the pest control technician. There is no way around this.

1. **Sanitation.** Employees who complain their food has been chewed on by a mouse are not victims – they are literally the source of the problem. Anything edible, without exception, must be stored in mouse-proof containers. Glass and metal are best, but sturdy plastic products are more practical and perfectly fine under most circumstances. As for the other important source of mouse sustenance, no food waste (including coffee grounds and food wrappers) should be discarded in open, desk-side trash receptacles. Management needs to provide centralized, dedicated containers for this purpose. An ideal design is the familiar steel “step-can” operated with a foot pedal, similar to ones used for medical waste in examination rooms, but any tough container with a tight-fitting lid should do the job.
2. **Exclusion.** There is no practical way that most workplaces can be made totally secure against mice entering from adjacent areas either in the building or from the outside – there are simply too many openings to plug. However, there are certain predictable access routes for which sealing efforts can make a real difference in impeding mouse movement. Cabinet-enclosed radiator or fan coil units along exterior walls are one of the most frequently used means of both horizontal and vertical travel. And it is a rare exterior door that is equipped with mouse-resistant weatherstripping. Common materials for sealing utility penetrations include copper mesh products (rustless and

much easier to work with than steel wool) and expanding polyurethane or latex foam. The most effective type of weatherstripping for pest deterrence is a dense brush of nylon or other synthetic material.

3. **Direct Control.** Although the pest control industry usually prefers glue boards because of their ease of deployment, snap traps are more desirable for two reasons – they are much more effective at catching mice and they are undeniably more humane. The most common mistakes are not using enough traps and not checking them frequently enough. Live traps actually do house mice no favors, since releasing the highly stressed rodents outdoors into a strange habitat dooms them to an unpleasant death from exposure, starvation, or predation. Although snap trapping is the technique of choice when mouse numbers are low, rodenticide bait may be the only practical way to get control when they are high. Unlike with larger animals, odor from the poisoned mice is generally not a problem. It is critical that all bait stations be tamper-resistant and located totally out of the public view (for example, under raised flooring).
4. **Inspection.** The best pest control technicians are forever opening panels, checking behind things, and shining their flashlights into dark nooks and crannies. Unless guided by effective inspection, mouse suppression efforts can quickly degenerate into a haphazard exercise in futility. There must also be enough recordkeeping of sightings and catches to detect patterns, pinpoint hot spots, and provide an objective evaluation of control efficacy.

U. S. General Services Administration IPM Program

<http://www.gsa.gov/ipm>

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Lead-Based Paint in Child Care Centers Technical Guide E401-1001

OVERVIEW

GSA strives to exceed compliance with applicable executive orders and federal, state, and local environmental laws, standards, and guidelines to minimize any potential lead hazard in our inventory as it relates to our nation’s children.

EPA regulates the management and disposal of lead wastes and has published guidelines for abatement. The Department of Housing and Urban Development (HUD) has also issued guidelines for testing and abatement of lead-based paint. The Occupational Safety and Health Administration (OSHA) regulate occupational exposure during abatement activities.

Exposure to lead damages human health. In adults, lead exposure can result in high blood pressure, nervous disorders, and memory problems. Lead exposure in children can result in kidney damage, stupor, coma, and severe brain damage. Children less than six years of age are at higher risk for exposure because they often play on the floor, where lead gathers.

Potential sources of lead exposure include lead-contaminated dust, soil, deteriorating paint chips, drinking water, and small arms ammunition. In the past, lead was added to many commercial products including paints, solder, plumbing, and ammunition. Lead is considered a risk factor in buildings built before 1978.

GSA Responsibilities

- Test for lead if project will disturb surface.
- Implement employee/child protection and exposure assessments.

Safety and Environmental Management Personnel Responsibilities

- Ensure all painted surfaces in proposed or current childcare centers are tested for lead; or obtain certification that lead-free products were used in the construction and maintenance of the center.

Property Management Community Responsibilities

- Test all painted surfaces for lead (unless “lead free” certification is obtained).
- Abate lead-based paint surfaces in childcare centers if lead hazard exists.
- Monitor abatement activities and notify abatement workers if lead dust exceeds standards.
- Dispose of lead-based paint waste properly

Lead- Based Paint Regulations	
Citation	Topic
40 CFR 261	Identification and Listing of Hazardous Waste*
40 CFR 262	Standards for Generators of Hazardous Waste*
40 CFR 745	Standards for lead based paint in pre-1978 child occupied facilities*

Further Information	
<ul style="list-style-type: none"> • PBS Environment Hotline (800) 379-6505 or e-mail pbshotline@ene.com 	<ul style="list-style-type: none"> • National Lead Info. Center (800) 424-LEAD or http://www.epa.gov/lead/nlic.htm
<ul style="list-style-type: none"> • PBS Environmental Programs Home Page (GSA intranet users only) http://insite.gsa.gov/pbs/enviormental 	<ul style="list-style-type: none"> • National EPA Lead-Based Paint Program http://www.epa.gov/opptintr/lead/
<ul style="list-style-type: none"> • EPA Regional Office Lead Coordinators http://www.epa.gov/lead/pubs/leadoff1.htm 	<ul style="list-style-type: none"> • EPA Lead in the Environment http://www.epa.gov/seahome/leadenv.html
<ul style="list-style-type: none"> • EPA Lead Phase-out Technical Tips http://www.epa.gov/oia/tips/lead2.htm 	<ul style="list-style-type: none"> • HUD Lead Paint Field Guide http://www.hud.gov/lea/LBPguide.pdf
<ul style="list-style-type: none"> • EPA Technical Review Workgroup - Lead in Children http://www.epa.gov/lead/pubs/leadtpbf.htm 	

GENERAL REQUIREMENTS

- Child care centers owned by GSA are subject to lead-based paint hazard reduction regulations issued by the Environmental Protection Agency (EPA) and Housing and Urban Development (HUD).
- Lead abatement activities are subject to Occupational Safety and Health Administration (OSHA) worker safety standards.
- Lead contaminated wastes are potentially hazardous and subject to RCRA hazardous waste management standards.

TESTING REQUIREMENTS

- All painted surfaces in childcare centers located in buildings constructed before 1978 must be tested for lead.
- Testing may be performed by x-ray fluorescence analyzer or laboratory analysis.

LEAD TESTING AND ABATEMENT DECISION LOGIC

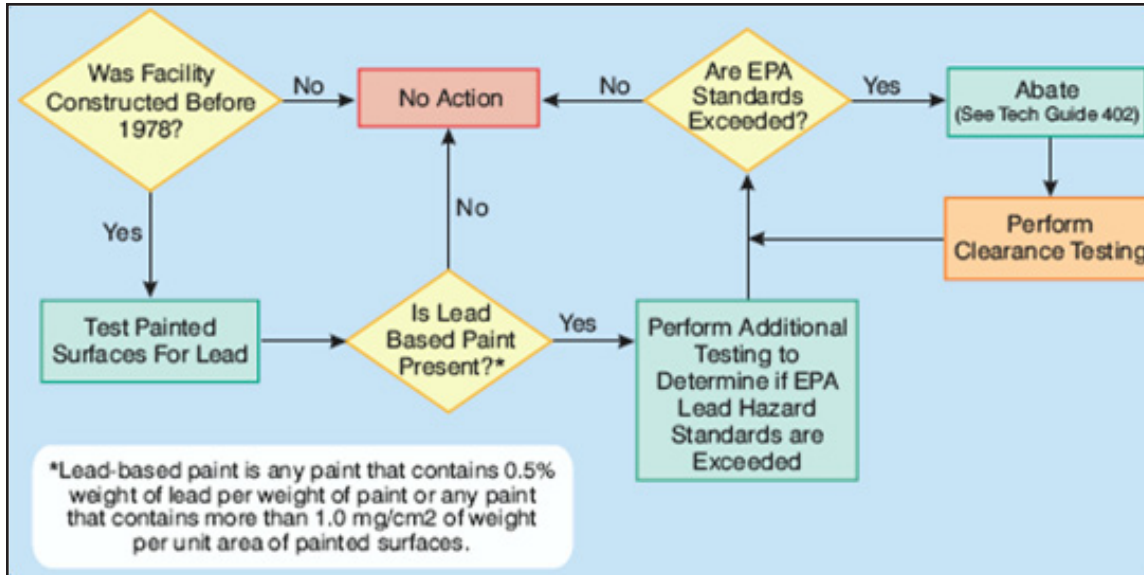


Figure 1: Lead testing and abatement decision logic flow chart

Lead Exposure Standards	
EPA lead Hazard Standards	
•	40 g/ft ² in dust on carpeted/ bare floors
•	400 g/ft ² in dust on window troughs
•	250 g/ft ² in dust on window sills
•	400 mg/kg in bare soil in child play areas
•	1,200 mg/kg in bare soil in entire yard

NOTIFICATION REQUIREMENTS

- Building personnel and legal guardians are to be informed of the presence of lead in dust at concentrations greater than the standards and of all abatement activities.
- GSA must fully disclose all knowledge of lead-based paint in a building in the event of lease or sale of the property.

EPA's Renovation, Repair, and Painting Rule

EPA Article on the Renovation, Repair, and Painting rule effective April 2010

Renovate Right to Protect Children from Lead Paint Hazards

Are you planning to make repairs or renovations to your child care facility? If so, there are new federal regulations that must be followed in order to protect children from lead-based paint hazards that can result from this type of work. Children can be exposed to toxic dust from lead-based paint when older housing or buildings are renovated or repaired. Because many children spend a great deal of time in child care facilities, it is especially important for owners, operators and parents to be aware of potential lead hazards associated with renovation or repair work in older buildings.

Approximately 300,000 children have elevated levels of lead in their bodies as a result of exposure to lead hazards, according to the U.S. Centers for Disease Control and Prevention (CDC). Lead poisoning can affect nearly every part of the body, but because symptoms can be vague, it frequently goes unrecognized. Children ages 6 and younger are at particular risk. In part, this is because children's growing bodies absorb more lead. It is also because young children tend to put things in their mouths. If not detected early, children with high levels of lead in their bodies can suffer from damage to the brain and nervous system, behavior and learning problems such as hyperactivity, slowed growth, hearing problems, and headaches.

The U.S. Environmental Protection Agency (EPA) is taking action to protect children from the dangers of lead-based paint dust. EPA recently required that contractors and maintenance staff that repair or renovate pre-1978 housing, schools and child-care facilities inform the housing occupants and the owner or operator of the child-care facility and parents of children attending the facility of important lead hazard information. In addition, starting in 2010, contractors and maintenance staff must:

- be certified and trained to perform lead-safe renovation and repair jobs; and
- use lead-safe work practices to prevent contamination and potential exposure to building occupants.

EPA's rule will protect young children by requiring lead-safe renovations and repairs in child-occupied facilities, which includes day care centers and kindergartens.

To protect children from potential lead exposure, owners and operators of child care facilities, as well as parents, should know about these new rules and ask about lead-safe renovation and repair work. The new requirements apply to all renovation, repair or painting activities except for very minor work.

Contractors that must comply with these requirements include builders, painters, plumbers and electricians.

Before the job: Ask your contractor for EPA's Lead Hazard Information Pamphlet

The new regulation applies to renovation, repair and painting work in homes and child care facilities, including day care centers, preschools and kindergartens, built before 1978. EPA's rule requires that renovators and other contractors distribute a lead hazard information pamphlet (either Renovate Right or Protect Your Family from Lead in Your Home) to proprietors of day care centers before the renovation job begins. They must also make this information available to parents of children using the facility by either mailing the pamphlet to each parent or posting the information prominently at the facility.

EPA's pamphlet describes ways in which renovators and individuals can protect themselves and others from lead-based paint hazards. The pamphlet contains helpful information regarding lead-based paint including information about the health impacts of lead, ways children can be exposed to lead, how to identify lead hazards, how to protect yourself and your children during a renovation, and where to find more information on lead.

During the job: Make sure your contractor uses lead-safe work practices

While contractors aren't required to be certified until 2010, there are steps you can take in the meantime to ensure renovations in child care facilities are done in a lead-safe manner. You can:

- Ask if the contractor is aware of the Federal lead-safe renovation regulations,
- Ask if the contractor is aware of State regulations (some states may have their own regulations which may be more stringent than the Federal regulations),
- Ask about what lead-safe methods the contractor will use to set up and perform the job in your day care facility,
- Make sure contractors follow the lead-safe work practices described below, and
- Require the contractor to conduct a thorough cleanup and test to make sure there is no lead dust after the job is finished.

EPA's new rule will require contractors to use some simple, but effective, lead-safe work practices, including:

- Containing the work area by covering floors and furniture, and sealing off doors and heating and cooling system vents so any dust generated by the renovation is not spread outside the work area. In addition, warning signs should be posted clearly defining the work area and notifying occupants to remain outside of the work area.
- Minimizing the dust. Using water to mist areas before sanding is one way this can be accomplished.
- Conducting a thorough clean-up using special cleaning methods such as a High Efficiency Particulate Air filter (HEPA) vacuum and wet mopping.

After the job is over, the day care center operator can check the contractor's work by taking a look around. There should be no dust, paint chips or debris in the work area. If you see any dust, paint chips or debris, request that the area be thoroughly re-cleaned.

Test your childcare facility for the presence of lead

To reduce children's exposure to lead, a childcare facility can be tested by having a lead-based paint inspection or risk assessment performed. For more information on lead, including inspections and risk assessments, you can visit EPA's Web site at www.epa.gov/lead or call the National Lead Information Center (NLIC) at 1(800) 424-LEAD [5323]. The NLIC provides the general public and professionals with information about lead hazards and their prevention.

Window Covering Cords

Children Can Strangle in Window Covering Cords

In cooperation with the U.S. Consumer Product Safety Commission (CPSC), the Window Covering Safety Council (WCSC) announced recalls to repair horizontal window blinds to prevent the risk of strangulation to young children. The recalls involved millions of window blinds with pull cords and inner cords that can form a loop and cause strangulation.

From 1991 to 2000, CPSC received reports of 160 strangulations involving cords on window blinds: 140 strangulations involved the outer pull cords, and 20 involved the inner cords that run through the blind slats.

In 1994, CPSC worked with the window covering industry to redesign new window blinds to eliminate the outer loop on the end of the pull cords and provide free repair kits so consumers could fix their existing blinds. Window blinds sold since 1995 no longer have pull cords ending in loops.

In 1999, CPSC began a new investigation of window blind deaths. In an extensive review of incidents, CPSC found that children could also become entangled in the inner cords that are used to raise the slats of blinds. These entrapments occur when a young child pulls on an inner cord and it forms a loop that a child can hang in. All of these deaths involved children in cribs or playpens placed next to windows. In most cases, the outer pull cords were placed out of reach, but the children still strangled when they pulled on the inner cords of the blinds. The strangulation victims ranged in age from 9 months to 17 months.

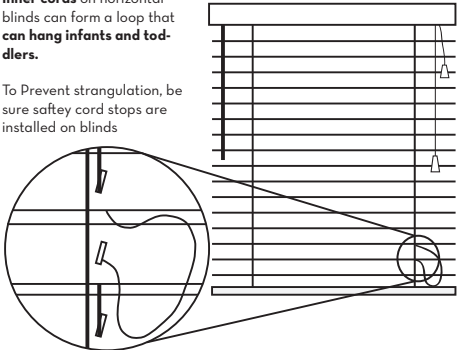
As a result of the CPSC investigation, the industry has further redesigned window blinds. Window blinds sold since November 2000 have attachments on the pull cords so that the inner cords can't form a loop if pulled by a young child. Consumers with blinds bought before Nov. 2000 should repair them.

Consumers who have window blinds with loops should immediately visit WCSC or call 800-506-4636 to receive a free repair kit for each set of blinds. The repair kit includes small plastic attachments to prevent inner cords from being pulled loose. Instructions for cord stop installation are easy and repair can be done in minutes without removing blind

Important Safety Recall!

Inner cords on horizontal blinds can form a loop that can hang infants and toddlers.

To Prevent strangulation, be sure safety cord stops are installed on blinds



For Free Fix-It Kit call Window Covering Safety Council:

1-800-506-4636

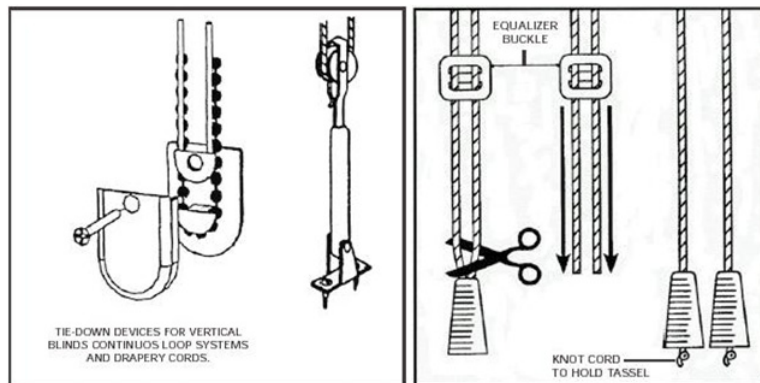
Remember! Keeps cribs away from windows!
For more information contact:

U.S. Consumer Product Safety Commission (CPSC)
Washington, D.C. 20207

Toll-Free Hotline: (800) 638-2772
Website: www.cpsc.gov

U.S. Consumer Product Safety Commission

when they pulled on the inner cords of the blinds. The strangulation victims ranged in age from 9 months to 17 months.



The kit also includes safety tassels for pre-1995 window blinds with outer pull cords ending in loops. Consumers should cut the loops and install the safety tassel at the end of each pull cord (left illustration).

Consumers who have vertical blinds, draperies or pleated shades with continuous loop cords can also order from the same toll-free number a special tiedown to prevent strangulation in those window coverings (right illustration)

Keep window covering cords and chains permanently out of the reach of children. Never place a child's crib or playpen within reach of a window blind. Unless the cords can be completely removed from the child's reach, including when the child climbs on furniture, CPSC recommends against knotting or tying the cords together because this creates a new loop in which a child could become entangled.

The U.S. Consumer Product Safety Commission is charged with protecting the public from unreasonable risks of serious injury or death from thousands of types of consumer products under the agency's jurisdiction. The CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical hazard. The CPSC's work to ensure the safety of consumer products - such as toys, cribs, power tools, cigarette lighters, and household chemicals - contributed significantly to the decline in the rate of deaths and injuries associated with consumer products over the past 30 years.

To report a dangerous product or a product-related injury, call CPSC's hotline at (800) 638-2772 or CPSC's teletypewriter at (800) 638-8270, or visit CPSC's web site at www.cpsc.gov/talk.html. To join a CPSC email subscription list, please go to <https://www.cpsc.gov/cpsclist.aspx>. Consumers can obtain this release and recall information at CPSC's Web site at www.cpsc.gov

Environmental Health and Safety Testing Table

Environmental Health and Safety Testing Table

The property manager should ensure the following tests and surveys are performed and documentation is available for the National Association for Education of Young Children (NAEYC) visits and State licensing. Original documentation should be kept onsite in the property management office. Copies of the originals should be given to the child care center director to place in the child care center’s NAEYC program portfolio.

- State and local child care regulations may require more frequent testing. The more stringent requirement must apply.

Environmental Health and Safety Testing Table			
Area	Requirement	Frequency	Reference
General Safety	Complete Child Care Center Monthly Checklist.	Recommended for property managers to complete monthly.	GSA Property Managers Child Care Desk Guide, Appendix L
Playground	Conduct playground maintenance and inspections.	Providers conduct monthly. Property managers conduct annually with provider.	NAEYC 9.B.07
	Complete certified playground safety inspection.	Once and after any playground remodeling.	NAEYC 9.B.07
	Test artificial turf or other impact attenuation surface.	As needed when surface wears down.	GSA Property Managers Child Care Desk Guide
Fire Protection	Test battery-operated smoke detectors. Documentation of tests and battery changes is onsite in the child care center.	Monthly.	NAEYC 9.C.11
	Service smoke detectors and fire alarms. Documentation is onsite in the child care center. Copies of service contracts specifying appropriate testing intervals are also onsite.	Annually.	NAEYC 9.C.11 and National Fire Protection Association (NFPA) 72
	Test battery-operated, carbon monoxide detectors and change batteries as needed. Tests and battery changes are documented.	Monthly.	NAEYC 9.C.11
	Service carbon monoxide detectors and keep documentation onsite. Copies of service contracts specifying appropriate testing intervals are onsite.	Annually.	Annually.

Environmental Health and Safety Testing Table			
Water	Obtain samples from all drinking water outlets to test for lead, radon, and other toxic materials.	Prior to occupancy, after major renovation projects that involve plumbing.	Child Care Center Design Guide 10.1.11; 10.1.14 and NAEYC 9.D.01
	Test water for lead.	Reference source documents for most current frequency, action levels and testing methods.	PBS Drinking Water Policy, State or Local Licensing, and EPA guidance on Drinking Water in Schools and Child Care Centers
Lead	Test paint in all interior and exterior areas that children access, and playground equipment.	Prior to occupancy.	Child Care Center Design Guide 10.1.10
Radon, Radiation, Asbestos, Fiberglass, and Any Other Hazard From Friable Material	Provide documentary evidence of assessment and keep onsite. Evidence exists that remedial or containment action has been taken to prevent exposure to children and adults, if warranted by the assessment.	Prior to occupancy.	NAEYC 9.D.01 and Child Care Center Design Guide 10.1.13
HVAC Systems	Obtain certification that the child care center systems are maintained in compliance with national standards for facility use by children.	Prior to occupancy and after all renovations.	NAEYC 9.D.05

OEP Template

The child care center should be prominently mentioned in the main building's occupant emergency plan (OEP). This mention should be at the very beginning of the building description. The child care OEP should also be in the appendix as a separate section devoted entirely to the child care center. In addition, the child care appendix should be noted in the table of contents or index.

It is strongly suggested to use an abridged version of the child care OEP as a hands-on guide for each teacher at a child care center to use in an emergency. It should also be included in the emergency flyaway bag.

In the event of an emergency, there are two strategies to use to ensure the safety of the building's occupants: evacuation and shelter in place. The safety of the building's occupants and the type of emergency are the determining factors in selecting the appropriate strategy. If they are safer outside the building, evacuation is appropriate. You would shelter in place if outside conditions are more hazardous than those inside the building. The following document is a full and abridged template for an evacuation plan only. Center directors must also work with their property managers to develop a shelter in place plan.

The Office of Personnel Management (OPM) has guidance on shelter in place. OPM guidance recommends that an interior space without windows be identified to move building occupants to if they are not able to evacuate the building. Guidance is available at www.opm.gov and www.ready.gov.

Boldfaced items in the following template need to be made site specific. It is designed to be clear and simple, while providing all the necessary evacuation information. Additional information can be added to make it specific and useful. The use of this template is not required. Any substitutes must be reviewed by the regional child care coordinator to ensure clarity, simplicity, and completeness.

Evacuation Plan for _Child Care Center

The objective of this plan is to reduce the possibility of harm to the children, staff, and visitors to the child care center in the event of an emergency.

A safe haven will be used for each evacuation. The selection of the safe haven will depend on many factors (type of emergency, such as natural disasters, chemical spills, or bombings, wind direction, expected level of assistance, etc.). More than one safe haven must be identified in case the primary site is not accessible in an emergency. The procedures for evacuation and the sites are listed below and will become familiar to the staff as a result of repeated training and frequent drills.

A shelter in place plan also must be developed with a shelter in place area identified within the building for emergency situations where it is not possible or safe to leave the building. Shelter in place is to protect the building's occupants in an emergency situation where outside conditions are more hazardous than those inside the building. This could be in the event of a natural disaster, weather emergency, or disturbance near or within the building.

Providers must ensure that all child care center staff are aware of the following procedures:

1. Become familiar with the location of all stairways and exits. Ensure a map of evacuation routes is posted in each classroom.
2. Become familiar with the location of the nearest building fire alarm manual-pull stations and their operation.
3. Do not attempt to secure or recover items of clothing or personal property after an alarm has sounded.
4. Upon alarm notification or instruction from security personnel or the child care center director or designee, immediately evacuate the building. Each classroom teacher should take an emergency flyaway bag and emergency contact information. Take attendance and immediately proceed to the safe haven.

Enter location.

Once at the safe haven, the center director, in consultation with the command center (**enter phone number**), will determine if parents will be asked to pick up children. The decision to have parents pick up their children will be made based on the expected time out of the building or the nature of the emergency. In cases of emergency where outdoor evacuation would not be appropriate (natural disasters, tornadoes, chemical spills, bombings, etc.), proceed to **enter location**.

5. In each classroom, an evacuation diagram must be posted indicating the following items:
 - a. Primary and secondary routes
 - b. Locations of the assembly areas
 - c. Fire alarm manual-pull stations
 - d. Fire extinguishers
 - e. Fire detection and suppression devices
 1. Smoke detectors
 2. Heat detectors
 3. Sprinkler heads
 4. Sprinkler control valves
6. The director must assign a child care staff member or other safety coordinator to inspect the child care center each morning to ensure the following:
 - a. All exit doors are unlocked and accessible to child care center occupants
 - b. All exit lights are working properly
 - c. All corridors and doors leading to exits are clear
 - d. No decorations are hanging from sprinkler heads or fire alarm devices
 - e. Fire alarm devices and sprinkler heads are not obstructed
 - f. All evacuation signs are in place and up to date.
7. All child care center employees must be advised of proper fire protection and evacuation practices.

8. Fire drills must be conducted monthly. The property manager's office must be notified of each drill. A command center or property management representative should attend. The director must keep a record of all drills.
9. In case of emergency or drill, child care staff escort the children out of the building in an orderly manner—walk, do not run. The child care center staff must search their classrooms to ensure all children are evacuating with the group and close all doors before leaving. No one must reenter the building.

The director or other assigned representative must search all areas within the child care center to ensure all occupants have safely evacuated. Child care staff must ONLY accept assistance from the Federal Protective Service, local law enforcement, or other emergency personnel with jurisdiction and refuse assistance from anyone not previously identified as a support person.

10. Physically challenged children must be provided with assistance to help them exit the building. Infants will be evacuated in designated evacuation cribs. Evacuation supplies for the child care center can be located under each evacuation crib.
11. At the assembly area, the child care staff must immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Lead teachers must report the final head count to the director or designee. The names of any missing children or missing personnel must be given to the command center.
12. Parents must not be allowed to remove a child from the custody of the child care center during the evacuation. Once all children are accounted for, parents may be allowed to sign out their children.

SAFE HAVENS:

PRIMARY: Location Name

Address

Directions

SECONDARY: Location Name

Address

Directions

TERTIARY: Location Name

Address

Directions

Shelter-In Place: Location Name

Address

Directions

IMPORTANT PHONE NUMBERS:

Command Center	999-999-9999
Child Care Center	999-999-9999
Offsite Emergency	999-999-9999
Key GSA Contact	999-999-9999
Key GSA Alternate	999-999-9999

OCCUPANT EMERGENCY PLAN

Building Number:	Expiration Date:
Child Care Center:	Address:
Fire:	Police:
Medical:	

Identify employees with physical impairments or medical needs

FPS: Security Specialist Office: Cell: E-mail:	GSA Office: Cell: Fax:
Regional Control Center (24 Hours) 1-877-437-7411	E-Mail:
Designated Official (DO): Title: Office: Cell: Home: E-Mail:	Alternate DO: Title: Office: Cell: Home: E-Mail:
Building Manager: Office: Cell: Home: E-Mail:	Out Of State Contact: Office: Cell: E-Mail:

EMERGENCY PLAN GUIDANCE

Know Evacuation Routes

Know the Plan of Action

<p style="color: #C00000; margin: 0;"><u>FIRE OR SMOKE</u></p> <ol style="list-style-type: none"> 1. Sound Building Alarm and evacuate the children 2. Call Fire Department 3. Notify Center Director 4. Notify Building Manager 5. Notify Federal Protective Service 6. Assist Fire Department 7. Close all window & doors (DO NOT LOCK) <p style="color: #C00000; margin: 10px 0 0 0;"><u>EARTHQUAKE</u></p> <ol style="list-style-type: none"> 1. Take cover under table, desk or in doorway. 2. Do not run outdoors until the “shaking stops.” <p style="color: #C00000; margin: 10px 0 0 0;"><u>SEVERE WEATHER</u></p> <ol style="list-style-type: none"> 1. Secure objects outside buildings. 2. Prepare to move to place of safety. 3. Stay away from large windows. 4. For Tornado, open windows 5. Know location of utility shutoff valves and switches 6. Stay tuned to weather reports <p style="color: #C00000; margin: 10px 0 0 0;"><u>CIVIL DISTURBANCE</u></p> <ol style="list-style-type: none"> 1. Notify Official in Charge 2. Secure Doors 3. Notify Police Department 4. Notify Federal Protective Service 5. Notify Building Manager 	<p style="color: #C00000; margin: 0;"><u>BOMB THREAT</u></p> <ol style="list-style-type: none"> 1. Record information on ‘Bomb Threat Checklist’ 2. Notify Official in Charge 3. Notify Police Department 4. Notify Federal Protective Service 5. Notify Building Manager 6. Search immediate area and public area 7. If suspicious package or bomb is found <ol style="list-style-type: none"> a. DO NOT TOUCH! b. Notify Bomb Squad (911) c. Evacuate area. <p style="color: #C00000; margin: 10px 0 0 0;"><u>BIOLOGICAL/CHEMICAL THREAT</u></p> <ol style="list-style-type: none"> 1. If received by phone, use the ‘WMD Checklist’. 2. If the threat is a package or envelope received: <ol style="list-style-type: none"> a. Do not leave your area. b. Seal off the office area where the item is located, letting no one in or out of the area. 3. Notify Local Police/Fire. Advise them this may be a biological or chemical threat. 4. Notify official in charge 5. Notify the Federal Protective Service. 6. Notify GSA Property Manager. 7. Remain calm, early detection and treatment will minimize any possible health risk.
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NOTE: In all emergencies, be prepared to assist the physically challenged.

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OEP Planning Guide

Child Care Occupant Emergency Plan (OEP) Planning Guide

What every child care provider should think about before an emergency. . .

1. Know Your Risks

Child care providers in Federal space need to be prepared for natural disasters and manmade emergencies of all kinds. Plan for weather emergencies, medical emergencies, fire, and protests, along with chemical or biological threats, bomb threats, and other terrorist activities. Coordinate with your designated official, property manager, or Federal Protective Service (FPS) to learn your specific risks and how to prepare for each circumstance.

2. Plan Ahead

- Prepare a comprehensive plan that covers what you will do in the event of the different kinds of emergencies your child care center may encounter.
- Plan for two remote ways out of your building.
- Plan for at least two relocation sites. One site should be chosen that is farther away than a typical building evacuation would require. Contact the relocation site twice annually to ensure it is still available.
- Identify a shelter in place area in case of emergencies where outside conditions are more dangerous than those inside a building, such as a natural disaster, weather emergency, or disturbance near or within the building.
- Prepare emergency bags to take with you in relocations.
- Store emergency supplies at the relocation site, if allowed.

3. Plan for Emergency Communications

- Keep the children's emergency contact numbers up to date and verify the contact numbers at least every 3 months
- Establish an emergency number out of your local telephone network; often after a disaster it is easier to call long distance than locally. Partner with another GSA child care center in your same time zone for emergency contacts, if necessary. Consider an emergency email address.
- Know who is responsible for calling for an evacuation or a shelter in place. Ensure the speaker systems in the child care center and on the playground are functional.
- Have multiple forms of communication in your emergency bag: cell phone, calling card, radio, walkie-talkie, and building radio (if available) to stay in contact with the main facility.

4. Prepare a Portable Emergency Supply Kit

- Emergency communication tools: cell phone, calling card, radio, and building radio.
- Daily roster sheets and emergency contact sheets.
- Handwashing solution, first aid kit, blankets, specific age-appropriate supplies (e.g., diapers, formula), flashlight, radio, a few age-appropriate play materials (and books), water, and crackers.

5. Prepare Staff, Child, and Families


- Practice the plan. In addition to your monthly fire drill, you should practice other kinds of drills and go to each relocation site.
- Distribute an emergency card with the child care center's emergency phone number and relocation sites to the parents. Include the emergency plan in all parent materials and orientation.
- Train your staff semiannually in emergency procedures.
- Orient all new staff to the emergency plan and procedures before they begin working in the child care center.

Additional Resources

- American Red Cross: www.redcross.org
- Federal Emergency Management Agency (FEMA): www.fema.gov
- State Emergency Preparedness Plans for Early Childhood Programs:
<http://nccic.acf.hhs.gov/poptopics/disasterprep.html>
- Emergency Preparedness Tips for Child Care Providers:
http://ncchildcare.dhhs.state.nc.us/pdf_forms/emrtips.pdf
- Security Awareness Tips for Child Care Providers:
http://ncchildcare.dhhs.state.nc.us/pdf_forms/sectips.pdf
- GSA Child Care Division Web Site - Emergency Management and Security:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=PLCC&contentId=13698&contentType=GSA_OVERVIEW

Sample Parent Emergency Card

Use a business card format. This card can be inserted into a plastic key ring, magnetized for a refrigerator, or laminated for a wallet card.

	Cleveland FEDKIDS
EMERGENCY RELOCATION SITE	
a. City Hall rotunda, 601 Lakeside Avenue	
b. Hotel Inn, 555 E. Main Street	
Celebrezze Federal Building 1240 East Ninth Street Cleveland, OH 44199 222-555-1111	 emergency phone # <u>333-555-1212</u>

Security Level Alert Policy

Child Care Division

Policy on Security Levels and Resulting Action by Child Care Centers

The GSA Child Care Division's policy regarding alerts has been vetted through the Federal Protective Service (FPS) and is designed to follow FPS guidelines and instruction.

We have instructed child care associates that it is imperative that all GSA child care centers follow their LOCAL guidelines, warnings, directives or suggestions issued by the FPS or other local responsible governmental or police organization. That organization could be another agency's protective group (US Marshals Service, Interior Park Police, Postal Service Police, etc.) or the head of the local building security committee (usually the lead agency representative in a building) implementing the Occupant Emergency Plan (OEP) or a town, city or state police agency.

The following GUIDELINES should be considered:

1. If a city or building(s) goes to the SEVERE or RED level and a decision is made to close a specific building(s) or any building where a child care center is located, then the child care center should be notified that the building is closing and given a certain amount of time to notify parents and close down the operation.
2. If a city or building(s) goes to the SEVERE or RED level and a decision is made to close the building(s) but that those employees designated as "essential" are to remain, then the child care center should be notified of that action and given a specific amount of time to notify parents and close down their operation.
3. If a city or building(s) goes to the SEVERE or RED level and a decision is made NOT to close a specific building or any building where a child care center is located, then the child care center should be notified and THEY can decide what they want to do.

Code red is for very specific threats and thus may necessitate closing particular child care center(s) or federal building(s) depending on what the threat is. There is no blanket policy that we will go to code red if a war starts. Red Alert, by FPS standards, is a focused approach to local conditions based on the highest levels of risk. A Red Alert in one community may or may not affect adjacent communities let alone entire states or regions.

We do not propose a blanket policy of closing child care centers region wide or nationwide. If a federal building is open, safe and functioning then the child care center should be open as well. Closing child care centers for indefinite periods of time will run these child care centers out of business.

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HSPD-12 Legal Opinion Memo

July 27, 2006

MEMORANDUM FOR EILEEN STERN

DIRECTOR
OFFICE OF CHILD CARE (PLA)

FROM: LESLY P. WILSON
SENIOR ASSISTANT GENERAL COUNSEL
GENERAL LAW DIVISION (LG)

SUBJECT: Status of Child Care Centers

This memorandum is in response to a request for a legal opinion concerning the status of the child care centers and their employees in our space. You specifically questioned whether the child care centers were “government contractors” especially as it relates to the Presidential Directive HSPD-12. In response to your question it is clear that the child care centers and the employees of the center are not government contractors.

GSA has been Congressionally charged with the regulation and oversight of child care centers by the Tribble Amendment, 40 U.S.C. 590. In order to accomplish this responsibility, GSA has devised a permit document that allows a child care provider to utilize Federal space subject to the child care provider’s compliance with certain regulatory conditions. As a convenience, GSA has used a GSA Form 1582, entitled Revocable License for Non-Federal Use of Real Property, and the General and Special Conditions attached thereto, as the vehicle through which the Government permits a Child Care Provider to occupy Government space. No interest in real property is transferred to the child care provider under the license agreement, nor does the license contain or create contractual obligations between GSA and the child care provider. In actuality, this form creates an at-will revocable license that gives GSA the authority to terminate the license to utilize Government space with or without cause, gives GSA the authority to redesignate or reconfigure the Government space to be utilized solely at the discretion of GSA; and gives GSA the authority to have free ingress and egress from the space on a 24-hour basis. A legally enforceable interest in Government utilized space is not created. A contract is not formed.

The Federal Acquisition Regulations (FAR) define the term “contract” in Section 2.101. (48 CFR 2.101). This provision defines “contract” as a mutually binding legal relationship obligating the seller to furnish the supplies or services and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds. This FAR definition would include any type of relationship where the parties have mutually agreed to take or to forbear to take some action. In this case, GSA has not entered into a mutually agreed upon relationship with the providers. The Special Conditions attached to the License Agreement are not the result of negotiations with the child care providers. These special conditions stipulate the minimum standards for the centers and the providers must agree to abide by these requirements to remain in government space. Consequently, no contract, as the term is defined in the FAR, is created between the GSA and the provider and the providers are not contractors of the Government. As such, they should not be considered contractors under the provisions of Presidential Directive HSPD-12 and required to complete the security background checks imposed on Government contractors by that Directive. Instead, the child care providers should be required to complete the criminal history background checks mandated in the Crime Contract Act of 1990, Pub. L. 101-647, dated November 29, 1990, as amended by Pub. L. 102-190, dated December 5, 1991. These statutes require that each employee of a child care center located in a Federal building or in leased space must undergo a background check that is 1) based on fingerprints taken by a law enforcement officer and on other identifying information, 2) conducted through the FBI’s Identification Division and through the State criminal history repositories in each state in which the child care employee has been a resident or has listed in an employment application, and 3) initiated through the personnel program of the applicable employing agency. There is no requirement in these provisions to conduct a full National Agency Check with Written Inquiries (NACI). The NACI is the type of check that will be conducted on government employees or government contractors. Since the employees of the child care provider are neither government employees nor government contractors, there is no requirement in the law or HSPD-12 that would require the child care employees to be subject to the NACI check.

If you have any questions on this matter, please feel free to contact me.

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OGP Facility Access Memo

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: GARY KLEIN
ASSOCIATE ADMINISTRATOR

SUBJECT: Federal Child Care Center Workers Facility Access Credentialing

In order to ensure continuing physical access for child care workers in Federal work places, agencies shall issue them Facility Access Cards (FAC) that are compatible with, but physically and electronically distinct from, the Personal Identity Verification (PIV) card. These facility access cards will allow them access to local facilities through either visual inspection and/or electronic processing via a physical access control system. The following points pertain to these FACs for child care workers:

- Child care workers shall have limited physical access to Federal facilities (access shall be limited to specific buildings) and shall have no logical access to Federal IT systems;
- The agency Child Care Program Office will sponsor FAC issuance and specific building access to all child care workers under its purview;
- Each child care worker will be enrolled for access to the specific building(s) that house the child care center(s) at which he/she provides services;
- The General Service Administration (GSA) Office of Identity Solutions, will issue the FACs to child care workers on behalf of the agency Child Care Program Office for those agencies getting access cards through the GSA Managed Services Offering (MSO);
- Upon termination of employment, the agency Child Care Program Office will ensure that the departing employee's FAC is returned to the appropriate office for revocation and destruction.

These are minimum requirements for issuing access credentials to child care workers in all Federal facilities and they will be utilized in GSA-controlled and multi-tenant buildings. In other Federal buildings, these requirements apply and specific agency hosts may require additional background investigations based on local policy and building security profiles.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors," requires that Federal employees and contractors with routine access to Federal facilities acquire personal identity credentials in accordance with a defined standard. The standard for these identity credentials was developed by the National Institutes of

Standards and Technology as Federal Information Processing Standard 201 (FIPS 201), "Personal Identity Verification of Federal Employees and Contractors." Tenants of Federal facilities who are neither Federal employees nor contractor personnel will not be issued PIV cards unless they undergo the background investigation defined in FIPS 201 section 2. The minimum requirement for a PIV card is the Office of Personnel Management National Agency Check with Written Inquiries (NACI).

GSA was designated Executive Agent by the Office of Management and Budget for HSPD-12 in memorandum MO5-24 dated August 5, 2005 augmented later by a letter of date June 30, 2006. GSA has been congressionally charged with the regulation and oversight of child care centers by the Tribble Amendment, 40 U.S.C. 590. In order to fulfill this responsibility, GSA issues a license agreement that allows a child care provider to utilize Federal space subject to the child care provider's compliance with certain regulatory conditions. One of these conditions is the requirement to complete the criminal history background checks for child care workers mandated in the Crime Control Act of 1990, Pub. L. 101-647, dated November 29, 1990, as amended by Pub. L. 102-190, dated December 5, 1991. These statutes require that each employee of a child care center located in a Federal building or in leased space must undergo a background check that is: 1) based on fingerprints taken by a law enforcement officer and on other identifying information; 2) conducted through the FBI's Identification Division and through the State criminal history repositories in each state in which the child care employee has been a resident or has listed in an employment application, and 3) initiated through the personnel program of the applicable employing agency.

The GSA Child Care Operations Division has worked with the Office of Homeland Security to ensure that all child care workers in Federal work places have gone through the security check process mandated by the Crime Control Act. However, this criminal history check is not the equivalent of the FIPS 201-mandated minimum NACI, because it lacks the written inquiries component. Therefore, child care workers are not eligible for PIV credentials under HSPD-12 and will therefore be issued Facility Access Cards as specified above.

For additional information, please contact Eileen Z. Stern, Director, Child Care Operations Division, (212) 264-8321, eileen.stern@gsa.gov; or Judith Spencer, Office of Governmentwide Policy, Office of Technology Strategy, (202) 208-6576, judith.spencer@gsa.gov.

NAEYC Accreditation Criteria Standard 9: Physical Environment

Program Standard: The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development.

Rationale: The program’s design and maintenance of its physical environment support high quality program activities and services as well as allow for optimal use and operation. Well-organized, equipped, and maintained environments support program quality by fostering the learning, comfort, health, and safety of those who use the program. Program quality is enhanced by also creating a welcoming and accessible setting for children, families, and staff.

Topic Areas for Standard 9

9.A	Indoor and Outdoor Equipment, Materials, and Furnishings
9.A.01	<p>The following furnishings are available:</p> <ul style="list-style-type: none"> <input type="checkbox"/> equipment and furnishings for diaper changing and changing soiled underwear or other clothing that are located away from food preparation areas; <input type="checkbox"/> hand-washing sinks within arm’s length of diaper changing tables; <input type="checkbox"/> a chair with a back and a seating height that allows the child to sit with his or her feet on the floor or ground (for each child over the age of one year); <input type="checkbox"/> tables at a height that allows a child to sit comfortably with the table between underarm and waist; <input type="checkbox"/> at least one cot, crib, mat, sleeping bag, or pad for each child who spends more than four hours a day in the program (no child is allowed to sleep on the floor without using rest equipment); <input type="checkbox"/> at least one cot or mat with a blanket for an ill child; <input type="checkbox"/> adaptations that allow children with disabilities and other special needs to fully participate in the program’s activities; and <input type="checkbox"/> A solid barrier or at least three-foot spacing that separates sleeping children from one another. (This indicator only is considered an Emerging Practice.) <input type="checkbox"/> Guidance: <p>(fifth indicator) “N/A” is rated if the group does not include a nap or rest time. Assessor will not rate this criterion if they do not observe the nap time, and there are no other material evidence of the sleeping arrangements. If nap time is not observed, a posted “cot map” showing that cots are placed far enough apart or separated by solid barriers is acceptable evidence that the indicator is met. A cot, crib, mattress, sleeping bag or pad does not need to be provided for each kindergartner if no naptime is scheduled. (last indicator) A solid barrier may include a wood or acrylic side of a crib. Three feet is measured from one child’s face to another child’s face so placing children to sleep by alternating head and toe position may achieve</p>
9.A.02	<p>Individual Space is provided for each child’s belongings.</p> <p>Guidance:</p> <p>Individual space provided for each child’s belongings is not intended to specify how a child’s belongings are to be organized, simply that individual space exists. For example, individual hooks for each child’s coat/backpack, a separate area to store extra clothing, and an area for belongings such as work or notices, would be acceptable. The intent is that children’s things are individually stored to support organized access and independence. (12/16/2006)</p>

9.A.03	<ul style="list-style-type: none"> <input type="checkbox"/> Non-disposable materials are durable and in good repair. <input type="checkbox"/> Equipment, materials, and furnishings are available that provide access for children with disabilities to the program’s curriculum and activities. <p>Guidance: Indicator a) Non-disposable materials include anything that does not get used and disposed of. Mark yes if equipment, materials and furnishings like tables, chairs, pillows, rugs, toys, gross motor equipment, etc. are not frayed, broken, chipped, peeling, etc. (added 12/18/09)</p> <p>Indicator b) Mark N/A if there are no children with identified special needs enrolled in the class. (added 12/18/09)</p>
9.A.04	<p>A variety of age- and developmentally appropriate materials and equipment are available</p> <ul style="list-style-type: none"> <input type="checkbox"/> indoors and <input type="checkbox"/> outdoors for children throughout the day. <input type="checkbox"/> This environment includes <input type="checkbox"/> dramatic play equipment; <input type="checkbox"/> sensory materials such as sand, water, play dough, paint, and blocks; <input type="checkbox"/> materials that support curriculum goals and objectives in literacy, math, science, social studies, and other content areas; and <input type="checkbox"/> gross-motor equipment for activities such as pulling up; walking; climbing in, on, and over; moving through, around, and under; pushing; pulling; and riding. <p>Guidance: Some combination of each type of equipment are needed indoors and outdoors, but not all are needed both indoors and outdoors. Gross motor equipment is required in order to meet Indicator d and therefore N/A is not an option. Entire Criterion) “Available...throughout the day” is defined as accessible to children most of the day. Review the indoor and outdoor environments and look for a schedule that identifies when children have access to materials. Some combinations of each type of equipment are needed indoors and outdoors, but not all are needed both indoors and outdoors. (modified 12/18/09)</p> <p>When rating the outdoors look for evidence of at least one example of each indicator. (added 12/18/09)</p> <p>Indicator c) For infants and toddlers, look for books, photos, baby dolls, toy animals, sorting/stacking toys.</p> <p>Indicator d) Gross motor equipment is required in order to meet this indicator.</p>
9.A.05	<ul style="list-style-type: none"> <input type="checkbox"/> The indoor environment is designed so staff can supervise children by sight and sound at all times without relying on artificial monitoring devices. <input type="checkbox"/> In semiprivate areas, it is always possible for both children and adults to be observed by an adult from outside the area.
9.A.06	<p>When climbers, climbing gyms, slides, and other play units are part of the indoor environment, the program provides safety surfacing that is rated and installed in the fall zone as recommended by the manufacturer for the fall height of the play equipment. Furnishings such as lofts are constructed to prevent falls (e.g., with appropriate barriers), or safety surfacing is installed in the fall zone.</p> <p>Guidance: Equipment used regularly at any time of the day or year will be assessed. The height of the tallest play equipment used by group, depth of cushioning surface beneath equipment, and width of the use zone around equipment will be measured. Use zones should be kept clear of other equipment (e.g., loose toys). Rate ‘N/A’ if there are no slides, lofts or indoor climbing equipment. If there IS elevated indoor equipment, it should not be placed on hard floors, or on floors covered only by carpet. Like outdoor surfaces, flooring must be thick and springy (about 2.5” thick for a 6-foot drop) – intended for use under climbers. Shock-absorbing surface should extend at least 6 feet beyond the perimeter of stationary equipment. (Caring For Our Children 5.183) Lofts do not need safety surfacing if they have appropriate barriers to prevent falls. (added 12/18/09)</p>

9.A.07	<ul style="list-style-type: none"> <input type="checkbox"/> Staff organize and group materials on low, open shelves to encourage children to use them independently. <input type="checkbox"/> Staff rotate and adapt materials to promote learning and extend children’s play opportunities. <p>Guidance: Credit is given if evidence is seen that materials are rotated OR adapted. Evidence of rotated materials: different toys or materials stored on shelves or in closets; curriculum webs that reference specials books of equipment for a curriculum unit. Evidence of adapted materials: for example, dinosaurs in the sand table; tables covered with sheets to make “tents”. (added 9/16/2008)</p> <p>Entire Criterion) Rate as ‘Yes’ if evidence is seen that materials are rotated OR adapted. Evidence of rotated materials: different toys or materials stored on shelves or in closets; curriculum webs that reference specials books or equipment for a curriculum unit; or. seasonal outdoor equipment. Evidence of adapted materials includes, for example, dinosaurs in the sand box; fences covered with paper to make large outdoor easels; tables covered with sheets to make “tents”. If no materials are seen in the shared program spaces, rate ‘NoOpp’. (modified 12/18/09)</p>
9.A.08	Materials and equipment are available <ul style="list-style-type: none"> <input type="checkbox"/> to facilitate focused individual play or play with peers. <input type="checkbox"/> in sufficient quantities to occupy each child in activities that meet his or her interests.

<p>9.A.09</p>	<p>Program staff arrange the environment to be welcoming and accessible. A welcoming and accessible environment contains elements such as</p> <ul style="list-style-type: none"> <input type="checkbox"/> multicultural materials that promote appreciation for diversity while being respectful of the cultural traditions, values, and beliefs of families being served; <input type="checkbox"/> clearly defined places where families can gather information regarding the daily schedule and upcoming events; <input type="checkbox"/> clearly defined places where families sign in, sign out, and gather information about their child’s day; <input type="checkbox"/> places for displaying children’s work; and <input type="checkbox"/> features that moderate visual and auditory stimulation. <p>Guidance:</p> <p>Indicator a) What is deemed respectful of cultural differences in the choice of multicultural materials and the teacher’s behavior will look different for each individual program, child and family. The teacher should make considerations beyond her personal preferences to account for what would be respectful, and conversely disrespectful, to a particular child, family or group of children given the cultural context of the program and children and families served. Two references for further information are “A World of Difference” and “Developmentally Appropriate Practice, 2008”.</p> <p>Indicator a) The program’s shared spaces should reflect the cultural context of the children and families served. The teacher should make considerations beyond her personal preferences to account for what would be respectful, and conversely disrespectful, to a particular child, family or group of children given the cultural context of the program and children and families served. (modified 12/18/09)</p> <p>Indicator b) Programs that have other mechanisms to ensure safe transitions at arrival and departure do not need to have sign-in and sign-out sheets to meet this criterion, which is about maintaining a welcoming and accessible environment for families. “N/A” is rated if the program has other mechanisms in place.</p> <p>Indicator c) Programs that have other mechanisms to ensure safe transitions at arrival and departure do not need to have sign-in and sign-out sheets in shared spaces to meet this criterion which is about maintaining a welcoming and accessible environment for families. Mark ‘N/A’ if the program has these other mechanisms in place. (modified 12/18/09)</p> <p>Indicator d) Children’s work includes artwork, writing products, constructions, or collections of natural objects.</p> <p>Indicator e) Features that moderate visual and auditory stimulation include such things as window shades, curtains and room arrangements that allow for varying levels of light and/or noise.</p> <p>Indicator e) Features that moderate visual and auditory stimulation include such things as window shades, curtains, doors, and room arrangements that allow for varying the levels of light and/or noise. Rate as ‘No’ if an interior room cannot be dimmed for naptime, or if a room with windows gets direct sunlight and has no shades, curtains or shutters. Rate as ‘No’ if ambient noise (e.g., heating/cooling system) requires children or adults to raise their voices to be heard. (modified 12/18/09)</p>
<p>9.A.10</p>	<p>The indoor environment includes washable, soft elements that allow groups of children or adults and children to sit in close proximity for conversations or comforting.</p> <p>Guidance: Soft elements: pillows, mats, cushions, pillow cases and covers, couch covers, etc. (added 12/18/09)</p>

9.A.11	<p>Clear pathways are available for children to move from one area to another without disturbing other children’s work and play.</p> <p>Guidance: Intent: for the classroom to be arranged in a way that will minimize tripping hazards, conflict, and encourage a harmonious environment. (added 12/18/09)</p> <p>Rate as ‘Yes’ when children and teachers are able to travel around the classroom without disturbing each other, and no conflicts arise from moving around the classroom, etc. (added 12/18/09)</p>
9.A.12	<p>Indoor space is designed and arranged to</p> <ul style="list-style-type: none"> <input type="checkbox"/> accommodate children individually, in small groups, and in a large group. <input type="checkbox"/> divide space into areas that are supplied with materials organized in a manner to support children’s play and learning. <input type="checkbox"/> provide semiprivate areas where children can play or work alone or with a friend. <input type="checkbox"/> provide children with disabilities full access (making adaptations as necessary) to the curriculum and activities in the indoor space. <p>Guidance: (first indicator) “N/A” is rated if no children with special needs are currently enrolled. (added 9/16/2008)</p>
9.A.13	<p>Staff select and use materials, equipment, and furnishings to</p> <ul style="list-style-type: none"> <input type="checkbox"/> support the curriculum, <input type="checkbox"/> meet program goals, and <input type="checkbox"/> foster the achievement of desired outcomes for children. <p>Guidance: Materials, equipment and furnishing should be developmentally appropriate. A classroom furnished with primarily passive or directive materials would not meet the intent of this criterion.</p> <p>For Program Portfolio: Look for a policy or perhaps a mission statement regarding the selection and purchase of materials and equipment. (added 12/18/09)</p>
9.A.14	<ul style="list-style-type: none"> <input type="checkbox"/> Adults have a comfortable place to sit, hold, and feed infants. <input type="checkbox"/> Staff place rocking chairs and glider chairs in locations that will avoid injury to children who may be on the floor.
9.A.15	Nursing mothers have a place to breast-feed their children that meets their needs for comfort and privacy.
9.B	Outdoor Environmental Design
9.B.01	<p>Outdoor play areas, designed with equipment that is age and developmentally appropriate and that is located in clearly defined spaces with semiprivate areas where children can play alone or with a friend, accommodate</p> <ul style="list-style-type: none"> <input type="checkbox"/> motor experiences such as running, climbing, balancing, riding, jumping, crawling, scooting or swinging. <input type="checkbox"/> activities such as dramatic play, block building, manipulative play, or art activities. <input type="checkbox"/> exploration of the natural environment, including a variety of natural and manufactured surfaces, and areas with natural materials such as nonpoisonous plants, shrubs, and trees. The program makes adaptations so children with disabilities can fully participate in the outdoor curriculum and activities. <p>Guidance: Indicator c) Indicator is not met if the entire outdoor play area is composed of artificial surfaces, or if there is grass but no trees, shrubs or other plants. Modifications only need to meet the needs of individual children enrolled.</p>
9.B.02	Program staff provide an outdoor play area that is protected by fences or by natural barriers to prevent access to streets and to avoid other dangers, such as pits, water hazards, or wells.

9.B.04	<p>The program provides at least 75 square feet of outside play space for each child playing outside at any one time. The total amount of required play space is based on a maximum of one-third of the total center enrollment being outside at one time.</p> <p>Guidance: Programs will be required to provide evidence that they meet square footage requirements [in the Program Portfolio]. The total square footage of all outdoor play areas is considered if separate play areas for used for different age groups. Total required square footage is based on 1/3 the amount of the total program enrollment being outside at one time. For the purposes of this criterion only, use the full-time equivalent or the maximum number of children who could be present at one time (so if program has 4 morning classes and 4 afternoon classes that could each enroll 20 children, the total would be 80 not 160; the required square footage in this example would be 80 divided by 3 multiplied by 75. (modified 9/16/2008)</p> <p>Rate each outdoor play area 'Yes' or 'No' according to whether it appears on visual inspection to be large enough to accommodate one of the groups it serves. (modified 12/18/09)</p>
9.B.05	<p>Sandboxes that are part of a program facility</p> <ul style="list-style-type: none"> <input type="checkbox"/> are constructed to allow for drainage, <input type="checkbox"/> are covered when not in use, and <input type="checkbox"/> are cleaned of foreign matter on a regular basis. <input type="checkbox"/> Staff replace sand as often as necessary to keep the sand clean. <p>Guidance:</p> <p>Indicator a) Any system to promote drainage and guard against standing water is appropriate. Examples would be the use of landscape fabric or drainage rock beneath the sand, or ground graded downward around the sandbox. Credit is also given if no drainage problems are observed.</p> <p>Indicator b) Sand over a large ground surface is considered a sandbox if it appears to be used for sand play (for instance, sand toys are evident). Programs that choose to cover the entire playground with sand, while using it as a sandbox, should determine if the benefits of having that much sand outweigh not being able to prevent contamination. The program should consider if they have a problem with animals passing through the area. However, if used as a sandbox as well as resilient covering, the second indicator would be unmet if the entire surface is not covered.</p> <p>Indicator c) Credit is given if the sandbox is mostly free of foreign matter and appears clean.</p> <p>Indicator d) This indicator is considered unmet if there is no sand in the sandbox.</p>

9.B.06	<p>The outdoor play area protects children from</p> <ul style="list-style-type: none"> <input type="checkbox"/> injury from falls (resilient surfacing should extend six feet beyond the limits of stationary equipment). <input type="checkbox"/> catch points, sharp points, and protruding hardware. <input type="checkbox"/> entrapment (openings should measure less than 3.5 inches or more than 9 inches). <input type="checkbox"/> tripping hazards. <input type="checkbox"/> excessive wind and direct sunlight. <p>Guidance: Indicator a) This indicator is not applicable (N/A) if the program does not have stationary playground equipment.</p> <p>Height Requirements: Height limits for play equipment should generally be one foot per year of age of the intended user. Infants/Toddlers/Twos: up to 32 inches high. Preschoolers and Kindergarten: up to 60 inches (5 ft) high.</p> <p>Surface/depth Cushioning: Surfaces around playground equipment have at least 6 inches of wood chips, mulch, sand, pea gravel or shredded rubber. Mats made of safety-tested rubber or other cushioned materials are also acceptable. If depth is not relevant (e.g., mat surface) or cannot be measured (e.g., frozen ground) do not consider this dimension when rating indicator a.</p> <p>Use Zone: The use zone is “the surface under and around a piece of equipment onto which a child falling from or exiting from the equipment would be expected to land” (CPSC). Measure use zone outward from the perimeter of the equipment, in whatever direction looks least wide. Use zones are NOT required for equipment shorter than 18 inches. Equipment 18-32 inches high requires a use zone of at least 36 inches (3 ft). Equipment 32-60 inches high requires a use zone of at least 72 inches (6 ft).</p> <p>Indicator c) There should be no exposed concrete footings, abrupt changes in surface elevations, tree roots, tree stumps, or rocks, which can trip children or adults.</p> <p>Indicator d) Protection from the elements should match most prevalent adverse conditions in the local area.</p> <p>Relevant Literature: Information regarding resilient surfacing may be found in: Aronson, Susan. Healthy Young Children. Washington, DC: National Association for the Education of Young Children, 2002. (NAEYC #704, p. 31)</p> <p>“Caring for Our Children: National Health and Safety Performance Standards, Appendix V “. National Resource Center for Health and Safety in Child Care and Early Education. 3/26/2009 <http://nrc.uchsc.edu/CFOC/index.html>.</p> <p>“Public Playground Safety Handbook”. Consumer Product Safety Commission. 4/3/2009 <http://www.cpsc.gov/CPSCPUB/PUBS/325.pdf>.</p>
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9.B.07	<p>The findings of an assessment by a Certified Playground Safety Inspector are documented and available on-site. The assessment documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> that play equipment is safe, protecting against death or permanently disabling injury for children from two years through kindergarten. <input type="checkbox"/> that, through remedial action, the program has corrected any unsafe conditions, where applicable. <input type="checkbox"/> that an inspection and maintenance program has been established and is performed on a regular basis to ensure ongoing safety. <input type="checkbox"/> that the outdoor play area accommodates abilities, needs, and interests of each age group the program serves. <p>(This criterion is an Emerging Practice.)</p> <p>Guidance:</p> <p>Indicator a) The assessment in this criterion refers to an audit, which is an initial inspection of a public playground. The audit sets the baseline for further inspections and is done to ensure that the playground equipment and surfacing is safe and has been installed correctly. The National Parks and Recreation Association maintains a directory of Certified Playground Safety Inspectors. For more information, see http://www.nrpa.org/npsi. Assessments by individuals who are not Certified Playground Safety Inspectors through the National Parks and Recreation do not meet this indicator. A public playground is defined by the National Parks and Recreation Association as a playground that is anchored into the substrate or surface and is used by 6 or more unrelated children. If the playground does not meet the National Parks and Recreation Association’s definition of a public playground, then an audit is not applicable.</p> <p>The audit or initial inspection is different that the regular inspections of playground equipment referenced in indicators b, c, and d.</p> <p>Indicators b, c and d) A regular inspection and maintenance program may be implemented by individuals certified in playground safety by groups other than the NPRA, including the National Program for Playground Safety. Documentation of the regular maintenance and inspection program should be maintained in the Program Portfolio.</p> <p>Entire Criterion) Rate entire criterion ‘N/A’ if the program does not have its own playground. (added 12/18/09)</p>
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9.C	Building/Physical Design
	<p>There is a minimum of 35 square feet of usable space per child in each of the primary indoor activity areas. (The primary activity area does not include diaper stations, cribs, large structures that cannot be removed or moved aside easily, toilets, any sick-child area, staff rooms, corridors, hallways, stairways, closets, lockers or cubbies, laundry rooms, janitor rooms, furnace rooms, storage areas, and built-in shelving. Specialty areas such as computer rooms, reading rooms, and lunchrooms, where children are expected to remain seated for short periods of time may be excluded from the minimum space requirement.)</p> <p>Guidance: Programs will be required to provide evidence that they meet square footage requirements.</p> <p>The primary activity area does not include diaper stations, cribs, large structures that cannot be removed or moved aside easily, toilets, any sick-child area, staff rooms, corridors, hallways, stairways, closets, lockers or cubbies, laundry rooms, janitor rooms, furnace rooms, storage areas, and built-in shelving. (Specialty areas such as computer rooms, reading rooms, and lunchrooms, where children are expected to remain seated for short periods of time may be excluded from the minimum space requirement.)</p> <p>Rate 'No' if indoor usable space appears inadequate for the number of children present during the observation. (added 12/18/09)</p> <p>The program portfolio should provide evidence that they meet square footage requirements. Eye ball the area, and unless it seems quite different from what the program has provided, then score as 'Yes.' (modified 12/18/09)</p>
9.C.02	<p>The work environment for staff, including classrooms and staff rooms, is comfortable and clean and is in good repair.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The work environment includes: <input type="checkbox"/> a place for adults to take a break from children; <input type="checkbox"/> an adult-sized bathroom; <input type="checkbox"/> a secure place for staff to store their personal belongings; and <input type="checkbox"/> an administrative area for planning or preparing materials that is separated from the children's areas. <p>Guidance: Indicator b) A break from children does not have to be taken in a formal staff break room; an office, kitchen or workroom can double as a staff room. The space must be interior, include seating, and be away from the children. It does not have to be in the same building, but must be easily accessible for teachers to take their breaks. (added 9/16/2008)</p> <p>Indicator d) Secure storage means staff's belongings are locked in a closet, locker, or drawer under their personal control. Rate as 'Yes' if you do NOT see evidence that staff belongings are not secured.</p>

9.C.03	<p>Facilities meet Americans with Disabilities Act (ADA) accessibility requirements. Accessibility includes access to buildings, toilets, sinks, drinking fountains, outdoor play space, and all classroom and therapy areas.</p> <p>Guidance: Thresholds of doors may not be higher than 1/2 inch; doors must be 32” wide; and building entry must be accessible to wheelchair. If the program is operated by a church, mosque or synagogue, it is exempt from these requirements. (Programs that rent space from a religious institution must meet the requirement). If the facility was constructed prior to 1993, ADA requires reasonable accommodations. If building was constructed prior to 1993, the program can receive credit if it has evidence in its program portfolio that it considered making these changes and determined that the changes would require an undue burden (significant difficulty or expense).</p> <p>If the building was constructed prior to 1993, examples of evidence could include: *documentation indicating that the building was constructed prior to 1993. *documentation indicated that the program considered making these changes to comply with ADA and determined that the changes would require an undue burden, such as significant difficulty or expense. Examples of documentation could include an explanation in narrative form with the cost estimates for structural changes, or minutes from a meeting in which the changes were considered but it was decided that the changes would require an undue burden.</p> <p>If the building was constructed in 1993 or later, examples of evidence could include: *architectural plans that demonstrate how the program’s facility meets ADA requirements. *photographs of the physical layout that demonstrates how the facility meets ADA requirements. *an inspection report or certificate completed by an individual who evaluated the facility for ADA requirements.</p> <p>If the program’s facility was constructed prior to 1993, but has added an addition, alteration, or undergoes new construction, the building must be compliant with ADA regulations. However, some exceptions do apply. For additional information regarding ADA requirements and construction see www.ada.gov/adastd94.pdf.</p> <p>Relevant Literature: For more information regarding ADA in child care facilities, please see: “Child Care Centers and the Americans with Disabilities Act “. US. Department of Justice. 4/7/2009 <http://www.usdoj.gov/crt/ada/chcaflyr.htm >.</p>
9.C.04	<p>The program provides children who attend for more than two hours at a time natural light in at least some of the indoor areas occupied during the course of the day.</p>
9.C.05	<p><input type="checkbox"/> Toilets, <input type="checkbox"/> drinking water, and <input type="checkbox"/> hand-washing facilities are within 40 feet of the indoor areas that children use. The handwashing sinks are accessible to <input type="checkbox"/> staff and <input type="checkbox"/> children (step stools are available if needed).</p>

9.C.06	<ul style="list-style-type: none"> <input type="checkbox"/> The routine frequency of cleaning and sanitation in the facility is carried out as indicated in the Cleaning and Sanitation Frequency Table at <input type="checkbox"/> http://www.naeyc.org/academy/criteria/sanitation.html. <input type="checkbox"/> Staff clean and sanitize toilet seats, toilet handles, toilet bowls, doorknobs, or cubicle handles and floors either daily or immediately if visibly soiled. <input type="checkbox"/> Staff clean and sanitize potty chairs, if in use, after each child's use. <p>Guidance: Refers to the Cleaning and Sanitation Frequency chart. Carpet cleaning must be consistent with local health regulations. Check with your local health department or licensing agency to determine what regulations, if any, apply in your community. Carpets should be cleaned at least monthly for infant areas and at least every three months in other areas and when soiled.</p> <p>A contract with a cleaning service documenting the responsibilities and frequencies for cleaning and sanitizing is an acceptable form of evidence. If group is all infants and no toileting facilities are presents, if there are no potty chairs "N/A" is rated. Credit is given if there is no apparent soil (urine, feces, blood, and dirt). (modified 9/16/2008)</p>
9.C.07	<p>The building is well maintained:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Walls, floors, furnishings, the outdoor play area, and equipment are kept in good repair and are safe, with no sharp edges, splinters, protruding or rusty nails, or missing parts. <input type="checkbox"/> All areas, both indoors and outdoors, are free from glass, trash, sharp or hazardous items, and visible soil, and are in a clean condition. <input type="checkbox"/> Staff observe all areas of the facility, both indoors and outdoors, and take steps to correct or avoid unsafe conditions. <p>Guidance: Credit is given when no unsafe conditions are observed. Credit is given with respect to the programs common spaces only. Areas to be observed include corridors, bathrooms, staff rooms, kitchens, storage rooms, offices, and the outside areas of the facility other than playgrounds. Spaces are accessible to children if they are unlocked and unstaffed. (modified 9/16/2008)</p>
9.C.08	<ul style="list-style-type: none"> <input type="checkbox"/> Program staff protect children and adults from hazards, including electrical shock, burns or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping. <input type="checkbox"/> The program excludes baby walkers. <p>Guidance: Evidence of hazards include things such as unprotected electrical outlets, hanging electrical cords, accessible stoves or heaters, spills that are not cleaned up promptly (6/2/2006)</p>
9.C.09	<p>Program staff makes sure that stairwells and corridors are well lighted. There is emergency lighting with unobstructed and visible paths for entering and exiting as well as clearly marked regular and emergency exits.</p> <p>Guidance: Credit is given if all elements are presents (well lighted, unobstructed paths, clearly marked exits) in all stairways and corridors. (added 9/16/2008)</p> <p>Rate 'Yes' if these elements are present: well lighted corridors and stairwells, unobstructed exit paths, and clearly marked exits. (modified 12/18/09)</p>

9.C.10

- Fully equipped first-aid kits are readily available and maintained for each group of children.
- Staff take at least one kit to the outdoor play areas as well as on field trips and outings away from the site.

Guidance:

Recommended contents for first aid kit contents include:

- _disposable nonporous gloves
- _sealed packages of antiseptic for cleaning
- _non-glass thermometer for taking a child's temperature
- _bandage tape
- _sterile gauze pads
- _flexible roller gauze
- _triangular bandages (could be a scarf)
- _safety pins
- _eye dressing pen/pencil and notepad
- _cold pack
- _current first aid guide (American Academy of Pediatrics chart recommended)
- _water
- _small plastic or metal splints
- _liquid soap.
- _adhesive strip bandages
- _plastic bags to store cloths, gauze,
- _and other materials used in handling blood
- _any emergency medication needed for a child with special needs
- _list of emergency phone numbers,
- _families' home and work numbers,
- _and the Poison Control Center number (may be carried separately but with first aid kit). Assessors will specifically check for the following contents: gloves, materials to clean wounds, and materials to stop bleeding. (12/15/2006)

9C.11	<ul style="list-style-type: none"> <input type="checkbox"/> Fully working fire extinguishers and fire alarms are installed in each classroom and are tagged and serviced annually. <input type="checkbox"/> Fully working carbon monoxide detectors are installed in each classroom and are tagged and serviced annually. <input type="checkbox"/> Smoke detectors, fire alarms and carbon monoxide detectors are tested monthly, and a written log of testing dates and battery changes is maintained and available. <p>Guidance:</p> <p>Indicator a) If program does not have fire extinguishers in each room but does have sprinklers assessors will mark this indicator as met. Hard-wired smoke detectors are acceptable as fire alarms when they can be heard throughout the facility. Fire extinguishers are not required in every classroom when all classrooms are equipped with sprinklers or when there is evidence in the program portfolio that the facility otherwise meets the current standards of the National Fire Protection Association (http://www.nfpa.org) regarding the placement of fire extinguishers. The Assessor will be looking for evidence about the type of system (i.e. is it hardwired) also the state, local ordinance specifying system requirements.</p> <p>Indicator b) Carbon monoxide detectors are not required when the facility (1) uses no fuel-burning sources of power--such as gasoline, natural gas, oil, kerosene, charcoal, coal or wood--for any reason (for example, to fuel furnaces, water heaters, or stoves), and (2) does not include an attached garage. Records of service for carbon monoxide detectors (for example, when batteries were changed) may be included in the program portfolio and not be tagged on the device itself. The Assessor will be looking for evidence that program has carbon monoxide detectors when assessing observable evidence or will rate this indicator as “not applicable”. Programs must provide the details of whether or not carbon monoxide detector is required and how they are maintained in the program portfolio.</p> <p>Indicator c) A log of monthly fire drills can be evidence for this indicator if it is clear that the alarm system is actually set off during drills. Maintenance contracts for major safety systems that specify appropriate testing intervals may also serve as evidence.</p>
9.C.12	<p>Any body of water, including swimming pools, built-in wading pools, ponds, and irrigation ditches, is enclosed by a fence at least four feet in height, with any gates childproofed to prevent entry by unattended children. To prevent drowning accidents, staff supervise all children by sight and sound in all areas with access to water in tubs, pails, and water tables.</p> <p>Guidance:</p> <p>“N/A” is scored if no bodies of water are present AND if no access to water is observed. (added 9/16/2008)</p>
9.C.13	<p>Areas that have been recently painted, carpeted, tiled, or otherwise renovated are ventilated before they are used by children.</p> <p>Guidance:</p> <p>Examples of evidence could be, but are not limited to, a policy or picture with a narrative describing what the program did when the program had been painted, carpeted, tiled or otherwise renovated; or a memo to or from contractors specifying dates, times, and conditions around renovations that avoid child exposure to chemicals.</p>

9.C.14	<p>Vehicles that programs use are held to school bus standards or are multifunction school activity buses. These vehicles are labeled with the program's name and phone number. Program vehicle maintenance is performed according to manufacturers' recommended maintenance schedule. Documentation of maintenance is available on-site for each vehicle, showing date of regular and at least quarterly inspections and preventative maintenance. Staffs carry out daily pre-trip inspections of vehicles and correct any unsafe conditions, including unsatisfactory air pressure in tires.</p> <p>Guidance: If a program contracts for transportation services, documentation from the leasing company could include a contract for services or an agreement that addresses the requirements of the criterion. If program staffs are on the bus, pre-trip inspections could be conducted by staff and documented. If the program does not provide staffing on the bus, pre-trip inspections could be addressed as part of the contract or agreement with the leasing company. This criterion is not applicable if the program uses public transportation.</p>
9.C.15	<p>Staff use vehicles and approved child and adult safety-restraint devices in accordance with the manufacturer's instructions, and they use the restraints at all times when transporting children.</p> <p>Guidance: The criterion applies to vehicles that are owned or operated by, or on behalf of, the program. Pre-trip inspections of tires, etc. are not required prior to boarding public transportation with young children. Rate 'N/A' if the program never transports children. The criterion applies to vehicles that are owned or operated by, or on behalf of, the program. (modified 12/18/09)</p>
9.C.16	<p>Program staff identify choking hazards and remove them from the proximity and reach of infants and toddlers/twos.</p> <p>Guidance: A choke tube is used to measure any item that might be too small when observing in the infant and/or toddler/twos rooms. The assessor will notify the program administrator of this or other hazards if the assessor judges that the danger is imminent. (added 9/16/2008)</p>
9.C.17	<p>Bathrooms have barriers to prevent entry by unattended infants and toddlers/twos.</p> <p>Guidance: If the bathroom/toilet is in the room or connects to the room then a door to the bathroom/toilet stall is considered a barrier. If the bathroom/toilet is not in the room or connected to the room then the door to the classroom is considered a barrier. The door must prevent children from crawling under, or unlatching to be considered a barrier. The doors must be closed (barring children from access) for this criterion to be met. A partial door is acceptable as a barrier. (Updated 5/1/2009)</p>

9.D	Environmental Health
9.D.01	<p>Documentary evidence, available on site, indicates that the building has been assessed for lead, radon, radiation, asbestos, fiberglass, or any other hazard from friable material. Evidence exists that the program has taken remedial or containment action to prevent exposure to children and adults if warranted by the assessment.</p> <p>Guidance: Lead, radon, radiation, asbestos, and fiberglass have all been identified as potentially hazardous. Friable materials are easily crumbled or reduced to powder, increasing the potential for inhalation. For further information about each potential hazard, see http://www.cdc.gov/nceh/lead (lead); http://www.epa.gov/radon; www.epa.gov/radiation; www.epa.gov/asbestos; http://www.atsdr.cdc.gov/tfacts161.html (fiberglass). Recognizing variations in local context, programs are advised to seek guidance from local authorities to identify environmental issues potentially hazardous in the area, appropriate forms of testing, and necessary steps for remediation. (added 4/15/2007)</p>
9.D.02	<p>When the water supply source is a well or other private source (i.e., not served by a public supply), on-site documentary evidence verifies that the local regulatory health authority has determined the water to be safe for human consumption.</p>
9.D.03	<p>Program staff protect children and adults from exposure to high levels of air pollution from smog or heavy traffic by limiting outdoor and physical activity as a precaution during smog or other air pollution alerts.</p>
9.D.04	<p>The program has taken measures in all rooms occupied by children to control noise levels so normal conversation can be heard without raising one’s voice.</p> <p>Guidance: Rate ‘Yes’ if noise levels are under control in the room being observed. (added 12/18/09)</p>
9.D.05	<p><input type="checkbox"/> All rooms that children use are heated, cooled, and ventilated to maintain room temperature and humidity level. The maintenance staff or contractor certifies that facility systems are maintained in compliance with national standards for facility use by children.</p> <p>Guidance: HVAC (Heating, Ventilating, and Air-Conditioning) systems should be maintained in accordance with national standards for facility use by children. Assessors are looking for documentation that an individual with expertise in heating, cooling and ventilation systems has certified that the facility systems are in compliance with national standards for facility use by children. Programs should refer to the ASHRAE or EPA standards for more specific information.</p> <p>Relevant Literature: The accepted national standard is ASHRAE Standard 62.1-200, Ventilation for Acceptable Indoor Air Quality and its published addenda: “Ventilation for Acceptable Indoor Air Quality”. ASHRAE. 4/17/09 <http://www.ashrae.org/doclib/20048514546_347.pdf>.</p> <p>See the Environmental Protection Agency’s website for additional guidance: “Heating, Ventilation and Air- Conditioning (HVAC) Systems”. Environmental Protection Agency. 4/17/09 <http://www.epa.gov/iaq/schooldesign/hvac.html#Codes%20and%20Standards >. (Updated 5/1/2009)</p> <p>Rate ‘Yes’ if temperature and humidity are at comfortable levels in the room being observed. [This guidance for PP only:] HVAC (Heating, Ventilating, and Air-Conditioning) systems should be maintained in accordance with national standards for facility use by children. Assessors are looking for documentation that an individual with expertise in heating, cooling and ventilation systems has certified that the facility systems are in compliance with national standards for facility use by children. Programs should refer to the ASHRAE or EPA standards for more specific information. (modified 12/18/09)</p>

9.D.06	<p>The facility and outdoor play areas are entirely smoke free. No smoking is permitted in the presence of children.</p> <p>Guidance: Credit is given if no evidence of smoking is seen inside the facility and the playground, OR if “No Smoking” signs are posted. (added 9/16/2008)</p>
9.D.07	<p>Areas used by staff or children who have allergies to dust mites or to components of furnishings or supplies are maintained by the program according to the recommendations of health professionals.</p>
9.D.08	<ul style="list-style-type: none"> <input type="checkbox"/> The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. <input type="checkbox"/> Pesticides and herbicides, if used, are applied according to the manufacturer’s instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. <input type="checkbox"/> The program uses the techniques known as Integrated Pest Management (IPM) so the least hazardous means are used to control pests and unwanted vegetation. <p>Guidance: IPM is the application of an interconnected set of methods for managing pests (insects, diseases, weeds, rodents) in homes, schools, workplaces and public areas. IPM includes pest prevention techniques, pest monitoring methods, biological controls, pest attractants and repellents, biopesticides, and pesticides. IPM treatment could include any of the following techniques:</p> <ul style="list-style-type: none"> • Using various trapping devices • Emptying trash containers frequently • Keeping trash containers clean both inside and out • Keeping full trash bags tied securely and placed in outdoor garbage storage areas • Using tight fitting lids and/or closed dumpsters to store garbage outdoors • Cleaning food particles and grease from kitchen appliances (toasters, ovens, microwaves, ovens, stoves, and refrigerators) • Storing food products in plastic snap-lid containers or kept in the refrigerator • Vacuuming and sweeping floors and furniture regularly, especially around eating areas such as kitchens and classrooms • Cleaning food storage areas and shelves regularly, where pests may be harboring • Screening windows and doors • Inspecting children’s book bags and lunch boxes on a regular basis to prevent transporting pests from school to home • Looking for rodent droppings and gnawing marks in food sources, which indicate a pest problem • Keeping a log of time and place of pest sightings • Applying pesticides <p>Although pesticide use is not eliminated in IPM, measures other than pesticides are implemented first. When pesticides are needed, IPM seeks to use natural or biological substances or those that are the least toxic to humans and other non-target organisms.</p> <p>IPM focuses on long-term prevention or suppression of pest problems with minimum impact on human health and the environment. It relies on a joint effort among all the people concerned – program staff, parents, building managers, custodial staff, and pest management professionals.</p>

9.D.09	<p>Toxic substances (used only as directed by the manufacturer) are</p> <ul style="list-style-type: none"> <input type="checkbox"/> stored in original labeled container and <input type="checkbox"/> kept in a locked room or cabinet, inaccessible to children, and away from medications and foods. <input type="checkbox"/> Matches and lighters are not accessible, and gasoline and other flammable materials are stored (when needed) in a separate building. <p>Guidance:</p> <p>Toxic substances are defined as those that can produce personal injury if inhaled, swallowed, or absorbed through the skin (includes cleaning supplies and pesticides). The Federal Hazardous Substances Act requires products that can cause substantial personal illness or injury to be labeled. Toxic, combustible, and flammable substances are covered by this provision. (Note: combustible materials are any substance that can burn. Flammable materials give off vapors that can ignite at a lower temperature (under 100 degrees F) than combustible materials.) Note labels carefully, some sun protection products or insect repellents are labeled as flammable and should not be used in early childhood programs.</p> <p>Bleach should be in the original container and kept in a locked room or cabinet. Bleach is corrosive; liquid bleach is not considered flammable. Diluted bleach solutions may be in a spray bottle (not original packaging); diluted bleach solutions should be out of the reach of children but do not need to be in a locked room or cabinet. Products that are specifically labeled as flammable, including gasoline should be stored in a separate building. (12/16/2006) Flammable products in small quantities such as white-out, alcohol wipes, and hand sanitizer do not need to be stored off-site, but must be kept out of reach of children.</p> <p>Combustible materials are any substance that can burn. Flammable materials give off vapors that can ignite at a lower temperature (under 100 degrees F) than combustible materials. Note labels carefully; some sun protection products or insect repellents are labeled as flammable and should not be used. (added 12/18/09)</p> <p>Indicator a) Score as 'Yes' UNLESS evidence to the contrary is seen: toxic substances stored in a container other than the original labeled container. Diluted bleach solutions may be in a spray bottle (not original packaging). (added 12/18/09)</p> <p>Indicator b) Toxic substances are defined as those that can produce personal injury if inhaled, swallowed, or absorbed through the skin (includes cleaning supplies and pesticides). The Federal Hazardous Substances Act requires products that can cause substantial personal illness or injury to be labeled. Toxic, combustible, and flammable substances are covered by this provision. Note labels carefully; some sun protection products or insect repellents are labeled as flammable and should not be used.</p> <p>Undiluted bleach should be in the original container and kept in a locked room or cabinet. Bleach is corrosive; liquid bleach is not considered flammable. Diluted bleach solutions may be in a spray bottle (not original packaging); diluted bleach solutions should be out of the reach of children but do not need to be in a locked room or cabinet. (modified 12/18/09)</p> <p>Indicator c) Combustible materials are any substance that can burn. Flammable materials give off vapors that can ignite at a lower temperature (under 100 degrees F) than combustible materials.</p> <p>Note labels carefully; some sun protection products or insect repellents are labeled as flammable and should not be used.</p> <p>Products that are specifically labeled as flammable, including gasoline, should be stored in a separate building. Flammable products in small quantities such as white-out, alcohol wipes, and hand sanitizer do not need to be stored off-site, but must be kept out of reach of children. (added 12/18/09)</p>
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NAEYC Preparation Checklist

GSA FACILITY ITEMS for NAEYC PROGRAM PORTFOLIO

The GSA child care program requires all child care centers to be accredited by The National Association for the Education of Young Children (NAEYC). This process is very involved, and requires a great deal of documentation from a variety of sources.

The references below are examples of the types of documentation that property managers and child care boards of directors can assist center directors in obtaining to meet NAEYC requirements. The examples may list one or two sources of documentation for the NAEYC program portfolio, but there can a variety of ways to document each criterion: letters to file, copies of FMR sections, environmental reports, drawings, surveys, licenses, reports, handbooks, certifications from product manufacturers, etc.

Documentation used for the NAEYC program portfolio may also be used for NAEYC classroom portfolios.. The center director can help identify which criteria require specific sources of evidence, the format for that particular source, and to which files they apply.

Property managers and boards of directors can also be part of a collaborative effort to assist with other processes such as emergency evacuation plans/drills, resolving licensing issues, and regular inspections of facilities.

NAEYC Standards Reference	
5.A.06	Indoor equipment meets ASTM Safety Standards - manufacturers' letters to file
5.C.01 & 9.C.06	Cleaning contracts and checklists used by contract cleaners - copy to file
9.B.04	Layout or schematic of playground showing total square footage - drawing to file
9.B.07	Certified playground safety inspection report (emerging criteria), copy of report to file
9.C.01	Layout or schematic of all indoor classrooms showing square footage of each - drawing to file
9.C.03	American with Disabilities Act of 1990 - Letter to file stating space meets requirements
9.C.11	Fire alarms and fire extinguishers - tagged and serviced annually - copy of report to file
9.C.11	Smoke detectors and fire alarms - if battery operated, tested monthly with copy of written log to file or serviced annually and documentation of service and copies of service contracts specifying appropriate testing intervals.
9.C.11	Carbon monoxide tests - letter to file stating facility uses no fuel burning sources of power if applicable
9.C.13	Recently painted, carpeted, tiled or renovated areas have been properly ventilated - letter
9.D.01	Lead, radon, radiation, asbestos & fiberglass - environmental reports provided for file
9.D.02	Water supply - environmental report on safety of water in child care center
9.D.05	A/C and ventilation - FMR 102-74-195 - Certification that systems meet established standards
9.D.06	Smoking policy - FMR 102-74.315 - policy in file, NO SMOKING sign posted in child care center
9.D.08	Integrated pest management program - FMR 102-74.35 - GSA Entomologist letter to file
10.B.08	Building security and access - FMR 102-81.15 - copy of OEP, specific building policy
10.D.08	Disaster preparedness, occupant emergency plans, lost children plan, fire drills (FM102-74.230, OEP' s posted and filed, Code Adam plan, fire drills recorded)

The NAEYC accreditation process is a real team effort. The GSA child care program staff appreciates the dedication and commitment of GSA property managers and child care boards of directors in helping child care centers attain this important recognition of a quality program.

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Sample Property Manager NAEYC Letter



National Association for the
Education of Young Children (NAEYC)
1313 L St. N.W., suite 500
Washington, D.C. 20005

RE: ACCREDITATION OF Tundra Tykes Child Development Center

Dear NAEYC Academy Representative:

As the Property Manager for Tundra Tykes Child Care Center located at 750 D Street Anchorage Alaska I am the point of contact for facilities issues for Tundra Tykes Child Care Center. I am writing to notify you that the evidence for the following items related to the physical environment for your agency's accreditation criteria is kept off-site; however, the documents can be made available for the NAEYC's review, upon request, in the Property management office. Below I will explain how the facility meets the following criteria:

Criterion 9.C.01- Documentation showing square footage of classroom and outdoor spaces

Property management response: Documentation has been provided to the child care provider, showing square footage of the classrooms. There is a minimum of 35 square feet of usable space per child in each of the primary indoor activity areas.

Criterion 9.C.03 -The facility meets the ADA accessibility requirements (including sinks, drinking fountains, toilets, etc).

Property manager's response: The building was constructed in the mid-1990s, the child care underwent a major renovation in 1997. The facility meets all ADA codes.

Criterion 9.C.11, Fire extinguishers and fire alarms are installed in each classroom and are tagged and serviced annually.

Property management response: Fire alarms and smoke detectors are installed in each classroom. Fire extinguishers are installed in the hallways.

Fire extinguishers are inspected monthly by the Flu's Utility Systems Repairer Operator (USRO) personnel. The record of these inspections is included on the inspection tags attached to the extinguishers and the preventive maintenance procedures are documented in a database maintained by the property management office. Attached is the most recent fire life safety report.

Monthly fire drills at Tundra Tykes are cooperatively conducted by the CJIS Division's USRO personnel, electricians, SOHSs, and Security. Documentation of these exercises is entered in the database maintained by the FMU.

Criterion 9.C.11 Fully working carbon monoxide detectors are installed in each classroom and are tagged and service annually.

Property management response: Per criterion 9.C.11 Carbon monoxide detectors are not required when the facility (1) uses no fuel-burning sources of power--such as gasoline, natural gas, oil, kerosene, charcoal, coal or wood--for any reason (for example, to fuel furnaces, water heaters, or stoves), and (2) does not include an attached garage. The child care center does not have carbon monoxide detectors installed in each classroom. These detectors are not installed because nothing in the building has the capability of generating carbon monoxide.

9.B.04 The program provides at least 75 square feet of outside play space for each child playing outside at any one time. The total amount of required play space is based on a maximum of one third of the total center enrollment being outside at one time.

Property management response: Tundra Tykes playground is approximately 8,097 square feet which meets the requirement for at least 75' square feet of outside play space for each child playing outside at any one time.

Criterion 9.C.13 Areas that have been recently painted, carpeted, tiled, or otherwise renovated are ventilated before they are used by children.

Property management response: During any repair, renovation or alteration to the child care space contractors are required to ensure all areas are ventilated according to standard practice.

Criterion 9.D.01 Documentary evidence, available on site, indicates that the building has been assessed for lead, radon, radiation, asbestos, fiberglass, or any other hazard from friable material. Evidence exists that the program has taken remedial or containment action to prevent exposure to children and adults if warranted by the assessment.

Property management response: The building was constructed in the mid 1990s, and it contains no lead, radon, radiation, asbestos, fiberglass, or any other hazard from friable material. Attached is the most recent survey conducted to assess for environmental hazards.

Criterion 9.D.05 All rooms that children use are heated, cooled, and ventilated to maintain room temperature and humidity level.' The maintenance staff or contractor certifies that facility systems are maintained in compliance with national standards for facility use by children.

Property management response: The property management office certifies that facility systems are maintained in compliance with national standards for the facility's use by children.

If you should have any specific requests or questions about the following criteria you may contact

Sincerely,

OPM Fundraising Authority Memo

October 29, 1999, the United States Office of Personnel Management (OPM) Director of Office of Workforce Relations, Steven R. Cohen, wrote to Directors of Personnel and stated the following:

The purpose of this memorandum is to restate guidance previously issued by OPM to address two questions related to fundraising for child care on federal property:

1. Can fundraising activities for child care centers located on Federal installations be conducted? And
2. Are there restrictions about such fundraising activities during the Combined Federal Campaign (CFC)?

Because the Federal Government has recognized the importance of developmentally appropriate child care for Federal employee, many child care centers have been established at Federal installations. These centers provide accessibility to child care to increasing numbers of Federal employees. However, many families are unable to afford the tuition rates at the child care centers their agencies sponsor.

In an effort to financially assist as many families as possible, child care centers have applied for and received eligibility in the CFC. In addition, some centers have requested permission to conduct additional charitable fundraising activities beyond the CFC donations.

While Section 950.102 of the CFC regulations at 5 CFR part 950 limits fundraising in the federal workplace to the annual CFC, there is an exception to this limitation on solicitations that applies to child care centers. Section 7 of Executive Order 12353 (as amended) allows “solicitations conducted by organizations composed of civilian employees or members of the uniformed services among their own members for organizational support for the benefit of welfare funds for their members. Such solicitations shall be conducted under the policies and procedures approved by the head of the department or agency concerned.”

We have determined that child care centers located at Federal installations fall within this exception and, therefore, special solicitations may be conducted under the policies and procedures approved by the head of the department or agency that sponsors the child care center. One important requirement is that the department or agency’s standards of conduct and any restrictions of the Office of Government Ethics regarding fundraising should be reviewed carefully.

In conformity with the Office of Personnel Management’s longstanding position that other charitable solicitation should not be conducted during the CFC campaign, we are requiring that such solicitations not take place during the fall of each year when the local CFC campaigns are in progress.

Nothing in this memorandum is meant to limit the opportunities for child care centers to seek support from non-Federal sources, from Federal employees outside the workplace, or to limit the opportunity for a Federal employee in a private capacity to support the centers. If you have questions, please call the Family-Friendly Workplace Advocacy Office, (202) 506-5520

Please see your Regional Child Care Coordinator for a copy of the original memo.

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Legal Memo: Fundraising

January 16, 2003

MEMORANDUM FOR EILEEN STERN
DIRECTOR
OFFICE OF CHILD CARE (PK)

FROM: LESLY P. WILSON /signed/
SENIOR ASSISTANT GENERAL COUNSEL
GENERAL LAW DIVISION (LG)

SUBJECT: Concerns of the Ziggurat Child Development Center

This memorandum is in response to your questions relating to the Ziggurat Child Development Center concerning fundraising by the child care center, the use of those funds and other issues pertaining to the operation and participation by various parent groups at the Center.

Generally speaking, the GSA building regulations prohibit individuals from soliciting commercial or political donations, vending merchandise of all kinds, displaying or distributing commercial advertising, or collecting private debts. 41 CFR 102-74.410 (formerly section 41 CFR 101-20.308). Subsection (a) of that section states however, that these restrictions are not applicable to “national or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 950, entitled ‘Solicitation of Federal Civilian And Uniformed Service Personnel For Contributions To Private Voluntary Organizations,’ and sponsored or approved by the occupant agencies.”

In a letter dated January 24, 1992, the Office of Personnel Management stated that although the regulations for the Combined Federal Campaign (CFC), 5 CFR Section 950.102, limits fundraising in the Federal workplace to the annual CFC, there is an exception to this limitation that applies to child care centers. In the letter OPM cites Section 7 of Executive Order 12353, as amended, which allows:

‘solicitations conducted by organizations composed of civilian employees or members of the uniformed services among their own members for organizational support or for the benefit of welfare funds for their members.’

OPM concluded that child care centers located at Federal installations fall within this exception and therefore special solicitations may be conducted on their behalf under the policies and procedures approved by the head of the Department or agency. It is our opinion, therefore, that child care centers can conduct fundraising activities in the public areas of Federal buildings at times other than during the Combined Federal Campaign if a permit is obtained from the building manager to use the space.

To obtain a permit, an organization must submit an application which includes the following information:

1. Name, address and telephone number
2. The organization sponsoring the proposed activity
3. The individual responsible for supervising the activity
4. Documentation that the applicant has authority to represent the sponsoring organization
5. A description of the proposed activity.

41 CFR 102-74.470.

If funds are to be solicited, the applicant must also certify in writing that the organization has received an official ruling of tax-exempt status from the IRS under 26 U.S.C. 501(c)(3). 41 CFR 102-74.475. Consequently, if the child care center wishes to hold a fundraiser in the Federal building, the sponsor must have a tax-exempt designation from the IRS, or have applied for non-profit status. Because of this requirement, for-profit centers must have a non-profit board to be the sponsoring agent for the fundraiser. If the center itself is certified as a non-profit entity, it could sponsor the fundraiser.

If a parent advisory committee or some other representative parent group of the center wishes to sponsor a fundraiser, the group which holds the non-profit designation, such as the board, must participate in the fundraiser in order to obtain the permit to use the space. In order to hold a fundraiser in the building if the center does not have a non-profit board and the center itself does not have a non-profit status, the center must have the sponsorship of an employee association or other non-profit group designated by the agency to sponsor fundraising activities within the building.

The authority to do fundraising within a Federal building does not restrict the center to conducting such activities as a bake sale. Under this authority, the center could decide to sponsor a fundraising event involving a sale by a commercial vendor where the child care center receives a portion of the proceeds. The decision whether to sponsor a particular vendor and the percentage of proceeds earmarked for the child care center should be made solely by the child care center and not the government as long as the activities being engaged in do not reflect negatively on the agency.

Since the CFC rules recognize that civilian employees may conduct solicitations among themselves for organizational support or for the benefit of welfare funds for their members, it would also seem appropriate to allow a parent group, in addition to the board, to conduct fundraising among the parents within the center itself. It is not necessary to obtain a permit to conduct an activity within the center's space. (Permits are only granted for the use of public areas of the building and a child care center is not a public area. See 41 CFR 102-74.465) When the center receives a revocable license for use of the space within the Federal building pursuant to GSA Form 1582, the center is authorized to conduct whatever activities are stipulated and necessary to pursue the purpose of the license and required to comply with all rules, orders, regulations and

requirements of the Government. Legally the center has the authority to conduct fund raising activities within the public areas of the building. Consequently, it follows that the center also has the authority to conduct fund raising activities within the confines of the space that is designated in the license agreement. It is, of course, possible for the parties to agree in the contract between the board and the provider that fund raising will not be conducted within the child care center's space.

With regard to the uses of the money obtained through fundraising, GSA has traditionally taken the position that all fundraising was to be used for the tuition assistance programs that are required in the Special Conditions to the License Agreement. (See, Board of Directors Child Care Resource Book, Appendix J) These funds were to be used in addition to the funds that may be received by the center through the subsidy program authorized by the Morella Amendment and codified in 40 U.S.C. 590(g). GSA also recognizes that fund raising may be used to assist the center in providing special programs and other activities for the children as enhancements to the general program of the provider. It was not anticipated that these funds were to be used to enhance salaries or provide bonuses for staff members. There is nothing, however, that would prevent individual parents from privately giving a bonus to staff members if they chose to do so.

You have also questioned the potential conflict of interest of members of the board who are also government employees. Generally, 18 U.S.C. 205 is not violated when a government employee sits on the board of directors of any cooperative, voluntary, professional, recreational, or similar organization or group not established or operated for profit, if a majority of the organization's or group's members are current officers of employees of the United States or of the District of Columbia, or their spouses or dependent children, and the representation is not inconsistent with the faithful performance of the employee's duties. Simply stated, government employees may act as a representative on a non-profit board and may communicate with Federal departments and agencies concerning the organization if the majority of the members of that board are also government employees as long as there is no conflict with their official capacity. However, Subsection 205(d)(2) specifically prohibits an employee from representing an employee organization, which would include a child care center, back to the government

1. when the representation involves claims against the Government;
2. when there are formal adversarial matters where the organization or group is a party and
3. when the employee is lobbying for grants, contracts and cash on behalf of the organization.

If the member of the Board held a government position that was responsible for funding for the center or for any decisions related to renovation or alteration of the space there may be, at a minimum, the appearance of an impropriety.

We would suggest that any employee that may act in these roles in their official capacity consult the applicable Office of General Counsel for a review of the matter.

Please feel free to contact me if you have any additional questions concerning this matter.

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Authorized Fundraising Activities

AUTHORIZED FUNDRAISING ACTIVITIES

The Public Buildings Cooperative Use Act of 1976, 40 U.S.C 60(a), authorizes fundraising in public areas on Federal property--auditoriums, cafeterias, lobbies, foyers--during and after working hours if the activities can be classified as one of the following:

- Cultural: film, drama, dance, musical, and fine arts programs.
- Educational: library operations, lectures, demonstrations.
- Recreational: athletic events.

Examples of fundraising activities allowable on Federal property include art auctions, talent shows, film presentations, fashion shows, concerts, plays, lectures, dance recitals, book sales, walk/run events (1K, 5K, 10K), “celebrity” athletic events, and sports tournaments.

Certain fundraising activities do not fit the definition of a cultural, educational, or recreational activity, but are allowable on Federal property if cosponsored by an employee association or group. Examples include bake sales, jewelry sales, t-shirt sales, employee fairs or bazaars, cookbook sales. Employee associations and agency volunteer committees can be valuable resources for child care center fundraising activities.

(4C.F.R. 02-74.395) prohibits gambling on Federal property. Gambling includes lotteries, pools, and raffles. To have an event of this type, center parents, board members, and staff would have to sell tickets and hold lotteries, pools, or raffles off Federal property. They are expressly prohibited from selling tickets on Federal property or soliciting Federal employees while on their jobs.

(4C.F.R.02-74.405) prohibits the use of alcoholic beverages, except “upon occasions and on property upon which the head of the responsible agency or his or her designee has for appropriate official uses granted an exemption in writing. Contact your agency management and building manager or landlord for guidance before planning a fundraising event at which alcoholic beverages would be served.

ADVERTISING ON FEDERAL PROPERTY

A child care center may advertise its fundraising events on Federal property even if the event itself will be held off Federal property. It may advertise the event by displaying fliers, pamphlets, or posters on authorized bulletin board or distributing materials in Federal building public arena. A permit generally is not required for displaying materials on authorized bulletin boards. Again, consult your agency management and building manager for guidance.

To distribute materials in public parts of General Services Administration (GSA)-controlled buildings, the center must obtain a permit from the buildings manager pursuant to 4C.F.R. 02-74.45. Centers in non-GSA space should contact their respective buildings manager for proper procedures.

PERMITTING

A child care center intending to conduct a specific fundraising event should contact the buildings manager well in advance for specific permitting instructions. For each fundraising event held on GSA-controlled property, child care center representatives must file a permit application with the GSA buildings manager (pursuant to 4C.F.R. Section 02-74.465).

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Authority to Use Recycle Proceeds for Child Care Centers

Authority to Use Recycle Proceeds for Child Care Centers

TITLE 40 - PUBLIC BUILDINGS, PROPERTY, AND WORKS
CHAPTER 10 - MANAGEMENT AND DISPOSAL OF GOVERNMENT PROPERTY
SUBCHAPTER II - PROPERTY MANAGEMENT

Sec. 490g. Receipt of revenues related to energy savings or materials recycling efforts

Notwithstanding any other provision of law, the Fund established pursuant to section 490(f) of this title is on and after October 6, 1992, authorized to receive any revenues, collections, or other income received during a fiscal year in the form of rebates, cash incentives or otherwise, related to energy savings or materials recycling efforts, all of which shall remain in the Fund until expended, and remain available for Federal energy management improvement programs, recycling programs, or employee programs as may be authorized by law or as may be deemed appropriate by the Administrator of General Services. The General Services Administration is authorized to use such funds, in addition to amounts received as New Obligational Authority, in such activity or activities of the Fund as may be necessary.

-SOURCE-

(Pub. L. 102-393, title IV, Sec. 13, Oct. 6, 1992, 106 Stat. 1751.)

CODIFICATION

Section was enacted as part of the appropriation act cited as the credit to this section, and not as part of the Federal Property and Administrative Services Act of 1949, part of which comprises this chapter.

PRIOR PROVISIONS

Provisions similar to those in this section were contained in the following prior appropriation acts:

Pub. L. 102-141, title IV, Sec. 11, Oct. 28, 1991, 105 Stat. 856. Pub. L. 101-509, title IV, Sec. 15, Nov. 5, 1990, 104 Stat. 1415.

Sec. 490. Operation of buildings and related activities by Administrator (f)(8)(A)

The Administrator is authorized to receive amounts from the sale of recycled materials and shall deposit such amounts in the Federal Buildings Fund for use as provided in subparagraph (B).

(B) The Administrator may, in addition to amounts appropriated for such purposes and without regard to paragraph (2), obligate amounts received and deposited in the Federal Buildings Fund under subparagraph (A) for programs which -

(i) promote further source reduction and recycling programs;

and

(ii) encourage employees to participate in recycling programs by providing funding for child care.

Treasury Appropriation Bill P.L. 106-58

SEC. 607. In addition to funds provided in this or any other Act, all Federal agencies are authorized to receive and use funds resulting from the sale of materials, including Federal records disposed of pursuant to a records schedule recovered through recycling or waste prevention programs. Such funds shall be available until expended for the following purposes:

1. Acquisition, waste reduction and prevention, and recycling programs as described in Executive Order No. 13101 (September 14, 1998), including any such programs adopted prior to the effective date of the Executive order.
2. Other Federal agency environmental management programs, including, but not limited to, the development and implementation of hazardous waste management and pollution prevention programs.
3. Other employee programs as authorized by law or as deemed appropriate by the head of the Federal agency.

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Additional Resources

Standards

- [GSA Child Care Division](http://www.gsa.gov/childcare)
www.gsa.gov/childcare
- [National Resource Center for Health and Safety in Child Care and Early Education - Caring for Our Children: National Health and Safety Performance Standards: Guidelines of Out-of-Home Child Care, 2d edition](http://nrc.uchsc.edu)
A joint, collaborative project of the American Public Health Association and the American Academy of Pediatrics.
http://nrc.uchsc.edu
- [The National Association for the Education of Young Children \(NAEYC\)](http://www.naeyc.org/)
www.naeyc.org/
- [National Resource Center for Health and Safety in Child Care and Early Education - Individual States' Child Care Licensure Regulations](http://nrckids.org/STATES/states.htm)
http://nrckids.org/STATES/states.htm

Playground Safety

- [Playground Safety Is No Accident, 3d edition, By K. Kutska, K. Hoffman, and A. Malkusak](#)
A model for public agencies to bring their playgrounds into substantial compliance with current standards and guidelines. Provides practical tools to improve maintenance procedures and to identify and eliminate safety problems. Includes 50 pages of inspection forms.
- [National Recreation and Park Association \(NRPA\) - NRPA Store](http://ipv.nrpa.org/public/Core/Orders/category.aspx?catid=5)
http://ipv.nrpa.org/public/Core/Orders/category.aspx?catid=5
- [Public Playground Safety Handbook](http://www.cpsc.gov/cpsc/pub/pubs/325.pdf)
U.S. Consumer Product Safety Commission (CPSC) - Playground Safety Publications - Public Playground Safety Handbook
http://www.cpsc.gov/cpsc/pub/pubs/325.pdf
- [Local Certified Playground Safety Inspectors \(CPSI\)](http://www.nrpa.org/Content.aspx?id=413)
National Recreation and Park Association - Certified Playground Safety Inspector (CPSI) Certification
http://www.nrpa.org/Content.aspx?id=413
- [The National Program for Playground Safety \(NPPS\) Early Childhood Outdoor Play Inspectors Program](http://www.playgroundsafety.org/training/online/childcare/course_outdoorInspectors.htm)
http://www.playgroundsafety.org/training/online/childcare/course_outdoorInspectors.htm
- [United States Sports Surfacing Laboratory \(USSL\)](http://www.usssl-testing.com/)
An independent research and testing laboratory specializing in sports surfaces.
http://www.usssl-testing.com/
- [Silica Dust Exposure in Sand](http://www.safesand.com/information.htm)
The Safe Sand Company - Play Sand Information
www.safesand.com/information.htm
- [Poisonous Plants and Safe Plants](http://nrckids.org/CFOC/HTMLVersion/Appendix_U.html)
http://nrckids.org/CFOC/HTMLVersion/Appendix_U.html

Environmental Health and Safety

- [Environmental Protection Agency's \(EPA's\) 3Ts for Reducing Lead in Drinking Water](#)
- http://www.epa.gov/ogwdw000/schools/pdfs/lead/toolkit_leadschools_guide_3ts_childcare.pdf

- [Eco-Healthy Child Care Program](#)
<http://www.oeconline.org/our-work/kidshealth/ehcc>

- [U.S. Consumer Product Safety Commission \(CPSC\)](#)
<http://www.cpsc.gov/>

- [CPSC Recall Announcements and Product Safety Alerts](#)
<http://www.cpsc.gov/cpsc/pub/prerel/prerel.html>

Green Product Resources

- [EPA's Comprehensive Procurement Guideline \(CPG\) for Park and Recreation Products](#)
<http://www.epa.gov/epawaste/conservation/tools/cpg/products/index.htm>

- [EPA's Environmentally Preferable Purchasing \(EPP\)](#)
<http://www.epa.gov/epp/>

- [Go Environmental With GSA Advantage](#)
Locate Special Programs list, and then click on Environmental
https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do

Miscellaneous

- [Federal Employees' Child Care Subsidy Program](#)
U.S. Office of Personal Management (OPM) Child Care Subsidy
http://www.opm.gov/employment_and_benefits/worklife/familycareissues/childcare_subsidy/index.asp

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GSA Public Buildings Service

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