

 Policy #: FME-3	Effective Date: 8/1/99	Page #: 1 of 2
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COMPONENT: FACILITIES, MATERIALS, AND EQUIPMENT

SUBJECT: HEAD START SPACE, LIGHT, AND HVAC REQUIREMENTS

PERFORMANCE OBJECTIVE: To ensure each Head Start facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and developmental needs of children, including children with disabilities.

Procedures

1. Ensure there are effective heating and cooling systems and that they are insulated to protect children and staff from potential burns.
2. Ensure furnishings, decorations, and materials are not highly flammable and do not emit toxic fumes when burned.
3. Ensure flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities accessible only by authorized persons and separate from stored medications and food.
4. Ensure all medications, including those required by staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children.
5. Ensure all rooms are well lit and provide emergency lighting in the case of power failure.
6. Ensure approved, serviced, and working fire extinguishers are readily accessible.
7. Ensure an appropriate number of smoke detectors are installed and tested regularly.
8. Ensure exits are clearly visible and that evacuation routes are clearly marked and posted.
9. Ensure indoor and outdoor facilities are cleaned daily and kept free of undesirable and hazardous materials.
10. Ensure paint coatings (interior and exterior) do not contain hazardous levels of lead.

11. Ensure the selection, layout, and maintenance of playground equipment/surfaces minimize the possibility of injury to children.
12. Ensure electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protective outlets, and safety plugs.
13. Ensure windows and glass doors are constructed, adapted, or adjusted to prevent injury to children.
14. Ensure all sources of water are approved by local and/or state health authorities.
15. Ensure toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children.
16. Ensure toileting areas are separate from areas used for cooking, eating, and children's activities.
17. Ensure all sewage and liquid waste are disposed of through an approved sewer system.
18. Ensure garbage and trash are stored in a safe and sanitary manner until proper disposal.
19. Ensure provisions are made to ensure the safety, comfort, and participation of children with disabilities.