



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

### Facility Logs Checklist

Facility Name: \_\_\_\_\_ License Number: \_\_\_\_\_

**Child development facilities licensed by the Office of the State Superintendent of Education (OSSE) are required to create and maintain the following logs:**

- §122.21 – Log documenting the use of extermination services
- §122.22 – Log of carbon monoxide detector testing every six months
- §122.23 – Log of quarterly smoke detector testing
- §122.24 – Log of monthly fire drills performed
- §125.10 – Log of daily inspection of outdoor play space
- §148.2 – Log of all documented evacuation drills for at least five years
- §153.5 – Medication log on OSSE-approved form
- §158.11 – Transportation inspection log and service repair records for each vehicle for the last 12 months from the date of each inspection **(if applicable)**
- §160.4 (i) – Log on the monitoring of sleeping children every 3 hours for non-traditional facilities