



## Initial Inspection Checklist

This checklist outlines the documents and policies a child development facility must upload to the Division of Early Learning Licensing Tool (DELLT) to complete its initial inspection. It also identifies the main areas that will be assessed during the onsite initial inspection. Child development facilities should use this checklist as a guide when completing their initial inspection. For questions, contact [OSSE.ChildCareLicensing@dc.gov](mailto:OSSE.ChildCareLicensing@dc.gov).

### Initial Inspection Documents

The following documents must be uploaded in the DELLT Facility Profile within three days before the scheduled onsite inspection.

- Fire Evacuation Plan approved by DC Department of Buildings (DOB)
- [Certificate of Occupancy \(C of O\) or Home Occupancy Permit \(HOP\)](#)
- [Certificate of Clean Hands](#) (dated within 30 days from submitting Initial Application)
- DC Public Schools (DCPS) Building Use Agreement, Vendor Agreement or contract with DCPS (required for out-of-school-time [OST] programs only)
- Proof of insurance
  - For centers: coverage including commercial general liability, sexual abuse and molestation liability, and umbrella liability
  - For homes: coverage for number of children requested on the application
- Child development facility legal entity information (Article of Incorporation or Certificate of Good Standing if applicable)
- Department of Energy and Environment (DOEE) Lead-based Paint Certification or Clearance Report (dated within 30 days of the initial application submission date)
- Internal Revenue Service (IRS) Tax ID Letter
- Documentation of completion of Office of the State Superintendent of Education (OSSE) licensing orientation
- [Building Use Agreement](#) (attach facility closing letter if declining to submit an alternative location)
- Safe Evacuation Site Form
  - Form for [centers](#)
  - Form for [homes](#)
- Drug and alcohol policy [specifically outlined in regulation §136.3](#) (page 97)

- Parent Handbook Policy and Procedure Manual
- Daily schedule of activities
- Five-day menu plan

### **Initial Inspection Documents**

The following documents must be uploaded in the DELLT Facility Profile within 30 days following the initial inspection.

- [Current Food Protection Manager's Certificate issued by DC Health](#)
- Current Facility Staffing Pattern
  - Form for [centers](#)
  - Form for [homes](#)
  - Form for [OST programs](#)
- All staff records (must include all required documents listed on the [Staff Qualification Checklist](#))
- All volunteer staff records (if applicable) (must include all required documents listed on the [Volunteer Documentation Checklist](#))

### **Onsite Initial Inspection Review**

The following will be assessed during the onsite initial inspection.

- Indoor Environment Assessment (i.e., measurement of designated program spaces; walls, floors and carpet must be clean and in good repair)
- General Requirements Assessment (i.e., facility's premises remain clear of insects, rodents and other pests)
- Outdoor Environment Assessment (i.e., outdoor and play space if applicable)
- Equipment and Materials Assessment (i.e., play and teaching equipment, supplies, records, developmentally appropriate toys, games, books and other materials must be clean and in good repair)
- Program Activities Assessment (i.e., writing activity plan)
- Food Service Assessment (i.e., menu, refrigerator and meal preparation area)
- Hand Hygiene Assessment (i.e., hand washing and diapering signs)
- Inspection of three-day staple food and water supply
- Inspection of First Aid Kit and Transportable First Aid Kit
- Inspection of transportation vehicle (if applicable)
- Inspection of hands-free garbage and diapering receptacles