



U.S. General Services Administration  
PBS Office of Child Care



property  
manager's  
child care  
resource book  
2007



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This resource book has been developed to assist property managers with their day to day and long term management of the child care centers within their facilities.

Property managers also have the assistance of Regional Child Care Coordinators (RCCC) and the Office of Child Care. [www.gsa.gov/childcare](http://www.gsa.gov/childcare)

The GSA child care program is built on the foundation of the authorizing legislation (Title 40 U.S.C. 590) which is basically a facilities management statute. We provide space and services for child care to operate in facilities under GSA control. GSA does not directly operate or contract for the child care centers in our system. We “assign” the space to an employee group = board of directors, or provider selected by this group. We oversee this arrangement through our License agreements and MOU's with the boards. A GSA Revocable License For Non-Federal Use of Real Property (GSA Form 1582) must be in place at all centers.

### How Child Care Centers meet GSA's Goals

1. Excelling in Customer Service  
*(Provide best value for customer agencies and taxpayers)*
2. Providing a great work place  
*(Maintain a worldclass workforce and a worldclass workplace)*
3. Community Involvement  
*(Carry out social, environmental, and other responsibilities as a federal agency)*

### Customers

Our customers are the Federal agencies who pay RENT for these centers to support their employees and the Federal employees of varying economic means, who have young children that require convenient, high quality, child care services. Ideally but not always, a customer is employed by the Federal agency that pays RENT in the building. In many instances, Federal employees from nearby locations as well as non-federal employees from the community enroll their children in GSA centers and they are also our customers.



**Public Law 107-217 signed 8/21/2002  
Title 40 United States 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.



Place copies of site specific actual agreements in this section.

- GSA License Form 1582 with special conditions
- Mou with Board of Directors
- Delegation of Authority



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 toys, toy 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 toys, 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.

A model national cleaning specification was developed in FY 07 and the section pertaining to child care facilities is included. Our cleaning requirements are based on the requirements of the National Association for the Education of Young Children (NAEYC) accreditation criteria and that checklist is also included.

Cleaning that is provided to child care centers is above general cleaning that would be provided to regular office space in a federally owned or leased facility. This level of cleaning is appropriate for a child care facility where maintaining the highest level of sanitation is critical to the health of children in group settings.

Because sanitizing, to kill germs, is so critical in child care centers, performance based specs are difficult to use in this space. You can not judge by looking if a bathroom or floor has been sanitized. The model spec is written with "minimum" cleaning requirements in critical areas along with very clear performance standards to be used for the child care space.

Child care staff should be cleaning the children's toys and shelves. Child care staff should be cleaning the inside of appliances. Child care staff should be cleaning animal cages.

Questions on cleaning or health issues can be directed to the RCCC or use the handbook "Caring for our Children, National Health and Safety Performance Standards: Guidelines for Out of Home Child Care Programs" written by the American Public Health Association and American Academy of Pediatrics. <http://nrc.uchsc.edu/CFOC/index.html>

Cleaning in child care centers is more costly than your office cleaning. You can bench mark these cleaning costs using BOMA data for hospitals in similar markets.

### Floors:



The "work area" in a child care center is the floor. Children spend most of their time on the floor. Floors have to be cleaned (vacuumed, wet mopped and sanitized) every day. Carpet shampooing is performed quarterly. Centers should have a shoeless environment policy in the infant spaces. As infants put everything into their mouths, keeping this floor area clean is critical. Infant spaces need to be shampooed monthly.

Glass:



Visibility in child care centers is critical for the proper supervision of children as well as allowing children to see where they are, and what is around them. Windows and view panels have to be spot cleaned daily.

Messy play /eating:



Sand and water tables and everything that goes in them: bubbles, sand, flour, oatmeal, oil, rice etc. are a mess and they often leave a mess. This type of play is important for children's development. We do not want to eliminate this activity. Talk with the director about problems. Children and staff should be doing a certain amount of immediate clean up. If they need a small broom, mop or dustbuster let's make sure they have them. One other idea is to have sand and water tables on a larger walk off mat that can contain some of the sand etc. in place.

Pest Control:

Attention must be paid to how pest control is accomplished in the child care center and on the playground. Traps can not be accessible to children. Perhaps the slightly more expensive glue traps will need to be used instead of snap traps. Check the guide "Caring for Our Children" for individual questions and use of poisons and pesticides.

The attached checklist can be used by the center director to facilitate inspection of the center cleaning if you are having issues.

Mold contamination is a concern with children. Check the safety/environmental section of this guide for more information.



## Child Care Center Cleaning Standards Merger of NAEYC Accreditation and GSA Criteria

Room Cleaning	Clean	Sanitize	Frequency
Empty waste baskets	x		Daily
Dust horizontal surfaces of all adult furniture, building ledges	x		Daily
Clean glass table, desk tops	x		Daily
Countertops/tables	x	x	Daily and when soiled
Clean sinks and mirrors, supply paper towels & soap	x		Daily
Sweep and mop or scrub floor	x	x	Daily and when soiled
Thoroughly vacuum all carpets & large area rugs	x		Vacuum daily when children are not present. Clean with a carpet cleaning method approved by the local health authority. Clean carpets only when children will not be present until the carpet is dry. Clean carpets at least monthly in infant areas, at least every three months in other areas and when soiled.
Spot clean carpet to remove spots	x		Daily
Spot clean walls, windows and view panels and mirrors	x		Daily
Food preparation and service surfaces	x	x	Before and after contact with food activity; between preparation of raw and cooked foods
Door and cabinet handles	x	x	Daily and when soiled
Mops and cleaning rags	x	x	Before and after a day of use, wash, rinse, and sanitize mops and cleaning rags.

<b>Toilet Cleaning</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Sweep and wet mop or scrub floors using a cleaner-disinfectant	x	x	Daily
Clean all surfaces and fixtures to include mirrors, waste receptacles wall surfaces and dispensers utilizing a cleaner disinfectant	x	x	Daily
Empty waste receptacles, service towels, soap and toilet paper	x	x	Daily and when soiled
Handwashing sinks, faucets, surrounding counters	x		Daily and when soiled
Soap dispensers	x	x	Daily and when soiled
Toilet seats, toilet handles, cubicle handles and other touchable surfaces, floors	x	x	Daily or immediately if visibly soiled
Toilet bowls	x	x	Daily
Doorknobs	x	x	Daily

<b>Solid Diapers Receptacles</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Remove and seal plastic bags containing soiled diapers to designate area.	x		2X Daily

<b>Police</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Remove trash, clean drinking fountains and clean door glass to remove fingerprints, smudges, etc	x		Daily
Remove trash from out door play area	x		Daily

<b>Office Space</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Dust vertical and under surfaces of furniture (knee wells, chair rung, table leg, etc)	x		Weekly

<b>Floor Maintenance</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Damp mop and spray buff all hard and resilient floors (following manufactures guidelines)	x		Weekly

<b>Glass &amp; Wall Surfaces</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Damp wipe both sides of glass in doors view windows, partitions, and book cases and any other glass within 70" of the floor	x	x	Monthly
Spot clean wall surfaces	x	x	Monthly

<b>High Clean</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Dusting or vacuuming all surfaces and objects approx. 70" or more from the floor.	x		Quarterly

<b>Carpet Cleaning</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Shampoo or dry clean all carpet. Note: Recommend scheduled on weekends.	x		Quarterly

<b>Wash Walls</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Wash walls using a germicidal solution as prescribed by COG	x		Annually

<b>Strip and Refinish</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Strip and refinish bare floor area using approved methods and chemicals	x		Annually

**Child Care Cleaning Accomplished by the Provider**

You can expect the child care staff to clean the toys and children's furniture. While an exact frequency is not prescribed if you find things dirty you can ask them to clean them.

The staff is also responsible for cleaning the kitchen appliances interior. It would be expected that the janitors would wipe down the appliance fronts if you have commercial equipment.

<b>Strip and Refinish</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Small rugs	x		Shake outdoors or vacuum daily. Launder weekly.
Utensils, surfaces, and toys 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.
Toys	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 toys	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

## Cleaning and Sanitation Frequency Table

Area	Clean	Sanitize	Who	Frequency
<b>Classrooms/child care/food areas</b>				
Countertops/tables	x	x	CC Provider	Daily and when soiled
Food preparation and service surfaces	x	x	CC Provider	Before and after contact with food activity; between preparation of raw and cooked foods
Floors	x	x	Cleaning Contractor	Daily and when soiled
Door and cabinet handles	x	x	Cleaning Contractor	Daily and when soiled
Carpets and large area rugs	x		CC Provider	Vacuum daily when children are not present. Clean with a carpet cleaning method approved by the local health authority. Clean carpets only when children will not be present until the carpet is dry. Clean carpets at least monthly in infant areas, at least every three months in other areas and when soiled.
Small rugs	x		CC Provider	Shake outdoors or vacuum daily. Launder weekly.
Utensils, surfaces, and toys that go into the mouth or have been in contact with saliva or other body fluids	x	x	CC Provider	After each child's use; or disposable, one-time use utensils or toys.
Toys	x		CC Provider	Weekly and when soiled
Dress-up clothes not worn on the head	x		CC Provider	Weekly
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloths, and machine-washable cloth toys	x		CC Provider	Weekly and when visibly soiled (used only by one child)
Blankets, sleeping bags and cubbies	x		CC Provider	Monthly and when soiled
Hats	x		CC Provider	After each child's use (or use disposable hats that only one child wears)
Cribs and mattresses	x		CC Provider	Weekly or before use by a different child
Mops and cleaning rags	x	x	Cleaning Contractor	Before and after a day of use, wash, rinse, and sanitize mops and cleaning rags.

<b>Area</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Who</b>	<b>Frequency</b>
<b>Toilet and diapering areas</b>				
Handwashing sinks, faucets, surrounding counters	x	x	Cleaning Contractor	Daily and when soiled
Soap dispensers	x	x	Cleaning Contractor	Daily and when soiled
Toilet seats, toilet handles, cubicle handles and other touchable surfaces, floors	x	x	Cleaning Contractor	Daily or immediately if visibly soiled
Toilet bowls	x	x	Cleaning Contractor	Daily
Doorknobs	x	x	Cleaning Contractor	Daily
Changing tables	x	x	CC Provider	After each child's use
Potty chairs	x	x	CC Provider	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	Both*	IMMEDIATELY

Adapted From: *Healthy Young Children, A Manual for Programs*, NAEYC, 2002.

\*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.

For those areas where cleaning is called for "when soiled" the Child Care Provider is to do the immediate cleaning and sanitizing. The cleaning contractor is not to be called for simple touch ups during the day.

## Child Care Center

Child Care Center Cleanable Square Footage	Interior (            ) Sq ft
	Exterior (            ) Sq ft

### **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.

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

### **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; working from the cleanest area toward the dirtiest area, as this will greatly reduce the risk of cross contamination.

**STANDARDS:**

Employees cleaning child care centers are subject to Federal, State, and local laws governing health-screening and security background check requirements and shall be certified and provide evidence of being tested for tuberculosis to the Building Manager and/or designated representative prior to starting work in the child care center.

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 toys, children's furniture and appliances in the kitchen after use, as well as immediate room activity clean up. <http://www.naeyc.org/accreditation/criteria/sanitation.html>

**GUIDANCE:**

Specific guidance on sanitizing in child care centers can be located at: [http://nrc.uchsc.edu/CFOC/HTMLVersion/Appendix\\_I.html](http://nrc.uchsc.edu/CFOC/HTMLVersion/Appendix_I.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 and 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 Building Manager or designated representative. 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 or designated representative.
- b. All vertical and horizontal surfaces including countertops and tabletops shall be clean and disinfected.
- c. Sinks and mirrors shall be cleaned and disinfected.
- d. Door and cabinet handles shall be cleaned and disinfected.
- e. All carpets, mats and area rugs shall be thoroughly vacuumed and spot cleaned.
- f. All floors shall be cleaned and disinfected.
- g. Spot clean walls, windows, view panels and mirrors.

Kitchen Area:

- a. Empty trash, clean and disinfect trash receptacles. Trash shall be collected and disposed of at a location designated by the Building Manager and/or 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 with a carpet cleaning method recommended by the National Resource Center for Health & Safety in Child Care.
- b. Damp wipe both sides of glass doors, view windows, partitions, bookcases, and any other glass within 70" from the floor.



## QUARTERLY

- a. Clean carpets and area rugs in other classrooms, multipurpose areas, with a carpet cleaning method recommended by the NCR-H&S-CCC.
- 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.

## ANNUALLY

- a. Wall Washing: (rooms, toilet areas, and kitchen) Clean with a germicidal solution all walls including 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 et.

## QUALITY STANDARDS

- 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 – Where it is necessary for the contractor to move furniture and furnishings, it 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, debris and stains.
- 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 dusted surfaces.
- g. Built in Furniture and Lofts - Damp wipe and vacuum surfaces to be clean and free of dust, dirt, and spillages.
- h. Hard Floors - All floors shall be clean and free of dust, dirt, debris and spillages (refer to manufacturers' specifications for maintenance). NOTE: Linoleum floors shall be cleaned and maintained in accordance with the manufacturer's instructions for MULTISTEP resilient vinyl sheet flooring.
- 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 rust or stains resulting from contractor's lack of carpet protection shall be removed by the contractor, or by the Government at the contractor's expense.

## Child Care Center - Con't

- 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. All paper supply and soap dispensers shall be full.
- l. Toilets and Toilet closets - All toilet areas shall be clean, sanitized and disinfected, and be free of dust, dirt, debris and spillages. All paper products and soap dispensers shall be full.
- m. 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.
- n. Glazing, including partitions - All internal glazed surfaces shall be clean and sanitized, free of smears, grime and tape substances.
- o. 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 Building Manager and/or COR. Trash containers shall be emptied and kept clean, odor-free and free of dirt, stains, 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.
- p. 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. (Interior building only) Where glass is present, both sides shall be clean and free of streaks.
- q. 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 Building Manager or designated representative.
- r. 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 and when needed.
- s. 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.
- t. Window Washing - Windows shall be clean and free of dirt, grim, streaks, and excessive moisture. Window sashes, sills, woodwork, and other surroundings of interior glass shall be free of drippings and other watermarks. The manufacturer's instructions for window washing should be used to clean windows especially for windows that have security window film. Non-approved manufacturer's cleaners can damage the film.
- u. Upholstered Furniture- All furniture shall be clean and free of dust, dirt, spillages and stains. Furniture shall be carefully protected from soiling or damage after cleaning.



**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.

<b>GSA Responsibilities</b>	<ul style="list-style-type: none"> <li>Ensure that pest control programs in GSA owned, leased, and delegated facilities conform to IPM principles.</li> </ul>
<b>Property Management Community Responsibilities</b>	<ul style="list-style-type: none"> <li>Procure and administer pest control service contracts that specify IPM methods such as monitoring, least-toxic pesticide application, and non-pesticide control techniques.</li> <li>Ensure that frequencies of pest control service are adequate to effectively suppress all pest infestations.</li> <li>Develop and implement physical and procedural measures to minimize pest harborage, food, and access.</li> </ul>
<b>Client Agency Responsibilities</b>	<ul style="list-style-type: none"> <li>Ensure that associates and contractors within agency controlled space comply with sanitation and storage procedures that do not encourage pest infestation.</li> </ul>

**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) <i><a href="http://uscode.house.gov/usc.htm">http://uscode.house.gov/usc.htm</a></i>
41 CFR 102-74.35	Facility Management-Occupancy Services: What building services must executive agencies provide? <i><a href="http://www.gpoaccess.gov/cfr/index.html">http://www.gpoaccess.gov/cfr/index.html</a></i>
Executive Order 13148 Section 601 (a)	Greening the Government through Leadership In Environmental Management <i><a href="http://www.archives.gov/federal_register/executive_orders/executive_orders.html">http://www.archives.gov/federal_register/executive_orders/executive_orders.html</a></i>

Further Information
<ul style="list-style-type: none"> <li><b>PBS IPM Business Practices</b> (GSA intranet users only) <a href="http://insite.pbs.gsa.gov/pxe/integrated_pest_mgmt/business_practices.asp">http://insite.pbs.gsa.gov/pxe/integrated_pest_mgmt/business_practices.asp</a></li> <li><b>EPA IPM in Schools Page</b> <a href="http://www.epa.gov/pesticides/ipm/">http://www.epa.gov/pesticides/ipm/</a></li> <li><b>AFPMB Technical Guide 29 (IPM In and Around Buildings)</b> <a href="http://www.afpmb.org/pubs/tims/tg29/tg29.htm">http://www.afpmb.org/pubs/tims/tg29/tg29.htm</a></li> <li><b>LEED-Existing Buildings</b> <a href="http://www.usgbc.org/LEED/existing/leed_existing.asp">http://www.usgbc.org/LEED/existing/leed_existing.asp</a></li> <li><b>National Road Map for Integrated Pest Management</b> <a href="http://www.ipmcenters.org/IPMroadmap.pdf">http://www.ipmcenters.org/IPMroadmap.pdf</a></li> </ul>

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## 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.

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## 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.
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## 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.)
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## 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.
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## HOUSE MOUSE FACTS

- With the exception of humans, the house mouse is the most numerous and widespread animal on earth.
- Primary damage in public buildings is by disrupting operations, as well as some destruction of food and property. Spread of disease is not the primary reason for their control in most circumstances, since house mice are not considered to be a serious public health threat.
- Primary disease risk is contamination of food or surfaces with Salmonella, particularly through droppings (since these bacteria thrive in rodent intestines).
- Possibility of bites is astronomically low. Wild commensal rodents have not been found to transmit rabies. House mice have so far not been implicated as a reservoir of hantavirus.
- Normal life span for a wild house mouse is less than a year. During this time, a female will typically produce a lifetime output of about 30 – 35 young. A young mouse becomes sexually mature in 1.5 – 2 months.  
*Therefore, control cannot be based on killing mice!*
- Omnivorous, takes food in very small quantities from multiple sources. Can live without free water. Home range is very small, does not venture more than 10 – 30 ft. from its nest.  
*Therefore, mice live very close to where they eat. For the most part, they are local problems that require local solutions.*
- Nests are located anywhere that's hollow: in wall and ceiling voids, under raised floors, in large appliances, in or under desks, etc. Mice commonly use pipes, wires – any sort of ductwork – to travel between offices and floors. Heating registers along exterior walls are a typical means of horizontal access into offices. Ceiling to floor power poles are a typical means of vertical access.

## HOUSE MOUSE CONTROL

- Mouse control must consist of sanitation, exclusion, and killing. Control must also include effective inspection, and enough recordkeeping (sightings, catches) to detect patterns and effectiveness of control efforts.
- **Sanitation:**  
Store all food in mouseproof containers. **NO EXCEPTIONS.** Unsecured snacks in desk drawers are a major source of mouse food in offices.

No food in open trash containers during off-hours. Dedicated containers with tight-fitting lids are often the best way to store garbage with food remains (e.g. coffee grounds, food wrappers).

Reduce clutter as much as possible, particularly against walls.

- **Exclusion:**  
Seal up utility penetrations between rooms and floors.

Steel wool, copper mesh (“stuf-fit”), or expanding polyurethane foam can be used as rapid-response materials.

Young mice can fit through quarter-inch holes.

- **Killing:**  
Snap traps are more effective than glue boards. The most common mistake is not using enough and not checking them often enough. However, trapping may not be efficient or cost-effective for heavy infestations.

Trapping is usually sufficient when mouse numbers are low. When they are high, rodenticide use may be the only practical way to get control. Effectiveness of the bait is still dependent on surrounding sanitation. Most common mistake is not using enough bait placements.

Tracking powder is *not* advisable in most buildings.

GSA has set standards for design and finishes for our centers. Our requirements are written in: PBS – 140 (March 2003), Child Care Center Design Guide. This guide should be in your field office. The guide is very comprehensive and is used mainly for our new projects but you should be able to find useful guidance and requirements for smaller projects as well. Check the table of contents or the index to find discussion on the elements you are working on.

You can access the design guide on the web at: [www.gsa.gov/childcare](http://www.gsa.gov/childcare) - click on library, then publications.

Each GSA child care center has been measured and scored against the standards of this design guide. This design guide tool is attached and you should have a copy of the completed tool on your particular center.

The center's scoring is to be used as a tool by your office in conjunction with the asset manager to prioritize your repair dollars for the building. All centers with a score under 70 are considered "not passing", not meeting the requirements of our own design guide. Those centers should be looked at for appropriate renovation or relocation.

As you make improvements to your center per design guide criteria you should rescore the center. No redesign work should be accomplished without working with your RCCC and the Office of Child Care architect.

## Facility Compliance Tool

_____ (NAME OF CENTER)			
_____ INTERIOR CHILD CARE SPACE REPORTED BY REGION __ CAPACITY			
THERE ARE OUTSTANDING FIRE SAFETY/ LICENSING/ HEALTH SAFETY ISSUES	Yes	No	Region to Bold One
WHERE REQUIRED MITIGATION FOR SECURITY (SUCH AS GLAZING) HAS BEEN ACCOMPLISHED	Yes	No	Region to Bold One
<b>Item - Space Adequacy</b>	<b>Possible Points</b>	<b>Actual Points</b>	<b>Comment</b>
THE CENTER COMPLIES WITH THE DESIGN GUIDE RECOMMENDED ALLOTMENT OF SPACE PER CHILD	5		
IN THE CLASSROOM, THERE IS 50 SQ. FT MINIMUM OF ACTIVITY AREA PER CHILD (excludes furnishings)	10		
THE TOTAL CENTER INTERIOR SPACE (SEE SQUARE FOOTAGE ABOVE) PROVIDES 75 SQ. FT. PER CHILD	5		
CENTER CAPACITY IS VIABLE FOR RETAINING VENDOR IN THE MARKET	5		
THE CENTER HAS SINKS/TOILET/DIAPERING FACILITIES ACCESSIBLE BY THE CHILD WITHIN THE CLASSROOM	5		
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		
THE CENTER COMPLIES WITH THE DESIGN GUIDE IN TERMS OF AMOUNT OF STORAGE / SUPPORT AND ADMINISTRATION SPACE FOR THE CENTER CAPACITY	5		
<b>Item - Quality and Supervision</b>			
PRINCIPAL FINISHES IN THE CENTER MEET DESIGN GUIDE STANDARD AND ARE LESS THAN 10 YEARS OLD - PAINT LESS THAN 5 YEARS OLD	5		
CLASSROOM WALLS ARE PREDOMINANTLY OFF-WHITE, LIGHT PASTEL WITH CARPETS/FLOORS MUTED IN COLOR AND DESIGN	5		
THERE ARE <b>NO</b> WINDOWLESS CLASSROOMS IN THE CENTER. YES=15 PRO-RATE FOR EACH NON-COMPLYING CLASSROOM (EXCEPT MULTIPURPOSE)	15		
EVERY CLASSROOM HAS A VIEW WINDOW @ CHILD LEVEL (INTERIOR OR EXTERIOR) DEDUCT 1 FOR EACH NON COMPLYING CLASSROOM UNTIL 0 IS REACHED	5		
THE CENTER DIRECTORS OFFICE/ADMIN AREA CAN SUPERVISE ENTRY/ EXIT AT THE ENTRY DOOR AND ALL UNSUPERVISED DOORS ARE ALARMED	5		
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		
ACCESS TO THE PLAY YARD IS LESS THAN 100 FEET FROM ANY CLASSROOM	5		
THE CENTER IS ADA/cpsc COMPLIANT INCLUDING THE PLAY YARD	5		
THERE IS ADEQUATE ACOUSTIC SEPARATION IN AND BETWEEN CLASSROOMS. (35 STC MINIMUM)	5		
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		
<b>Total</b>	<b>100</b>		



<b>MITIGATION</b>			
<b>IF A CENTER SCORES BELOW 65 POINTS, THE FOLLOWING FEATURES MAY BE COUNTED TO INCREASE THE OVERALL SCORE</b>			
WHEN CENTER AND PLAYGROUND FINISHES HAVE BEEN REPLACED, ENVIRONMENTALLY APPROPRIATE MATERIALS AND METHODS HAVE BEEN USED	1		
PLAYGROUND CAN BE USED YEAR ROUND AND HAS MORE THAN MINIMUM SQUARE FOOTAGE, COVERED AND UNCOVERED EQUIPMENT AND ACTIVITIES	4		
PLAYGROUND HAS ALL OF THE FOLLOWING: TRIKE TRACK, WATER PLAY, SAND PLAY, LARGE MOTOR PLAY, DRAMATIC PLAY	2		
THE CENTER HAS A MULTIPURPOSE ROOM WHICH WILL ACCOMMODATE THE LARGEST CLASSROOM/ WITH THE AREA PROVIDED AS PER DESIGN GUIDE	2		
LIGHTING IN CHILDREN'S SPACES IS INDIRECT	2		
LIGHTING IN CHILDREN'S SPACES IS FULL "SPECTRUM" WITH EXCELLENT COLOR RENDITION (85 COLOR RENDERING INDEX (C.R.I.))	2		
TYPE OF LIGHTING IS VARIED (PENDANT, INDIRECT, ETC.)	1		
THERE ARE DEDICATED AREAS WITHIN THE CLASSROOMS AND COORIDORS TO DISPLAY CHILDREN'S ART AND PROJECTS AT THE CHILD'S HEIGHT	2		
<b>GRAND TOTAL</b>			<b>70 Needed to Pass</b>
			<b>100 Top Possible Score</b>
Overall Comment			



The Property Manager's office or the RCCC does most of the equipment purchasing for the center. Always coordinate with your RCCC before purchasing equipment. The child care directors should make their needs known to the RCCC. GSA buys large and durable equipment we do not buy toys or supplies. The center director is responsible for keeping the equipment inventory up to date in conjunction with the RCCC.

You will from time to time dispose of property. Most of it will be used up by the time the center asks you to get rid of it. You can dispose of it and make note of that on the equipment list. Much of the equipment has a low per item dollar value.

The equipment belongs to GSA, we assemble, repair and replace it. If you have commercial kitchen equipment you may want to get service contracts on appliances or it may be more cost effective to handle repairs on a breakdown basis. If you know something is going bad make sure the RCCC knows because they submit the equipment budget. Tall furniture (pieces over 36", unless the base is very wide, including cubbies) must be secured, either to the wall or to other furniture.

Telephones, lines, faxes, copiers, computers and internet connections are provided by GSA. Standard level service for the child care center is to have 2 voice lines and one fax line. They need long distance capability. The cost and billing is usually handled as part of the field office administrative expenses. Copiers are either purchased outright for the center or if economical and practical the child care center may have access to a copier in a GSA office or be on a GSA per copy contract.

Playground equipment is maintained by the field office. An annual playground check by a local professional is a good idea. This check can identify for us any structural problems. Playground maintenance should be part of your maintenance contract. See the section on playgrounds for a source of playground inspectors.

Child care equipment is purchased using the national B41 account as directed by the RCCC. Each field office does not have their own equipment allowance. Building repairs should be charged the appropriate A46 account.



The children come first in the child care center. Get down on the floor once and look around, imagine you are going to be here for 10 hours a day all year long. What does it look like down here? How does it feel? How does it smell?

Good teachers will be constantly changing the environment. The Property Manager's job is to help the teachers make these changes easily and safely. Tall furniture (higher than 36") must be secured, either to the wall or back to back or with other furniture. Work with the RCCC and provider to permanently locate these high pieces. Teachers will want to hang tents and banners from the ceiling; help them by having hooks available. They will want to use the walls; help them by using finishes that will hold pictures, use map rails, put up bulletin boards, suggest sticky tack instead of tape. They will put tape on the floor; make sure carpet is good enough quality to hold up to tape on the floor. They will want to chalk the walls in the playground. They will want water in the playground. First response "why not" not "no". If you find the carpet is being ruined because of eating, or play dough or painting on the carpet area, talk to the director about why they are doing these activities on the carpet. It is not unreasonable to expect them to do messy activities on tile but they need tile. Perhaps you have too much carpet.

### **broken window syndrome:**

The center will start to look run down quickly if you don't keep up with minor repair. It is reasonable to expect child care staff to do their part. It is not reasonable to expect the space to hold up to office standards. If walls are getting beaten up try and figure out why, is it because they are dragging cots into them. Rocking chairs cause problems, but removing the chairs is not the answer, maybe a different kind of chair, or a high wall base board. There may be more than one solution to maintenance problems.

### **Center repairs are accomplished using building funds.**

GSA collects rent on this space, in most cases the center is assigned as joint use. The building manager provides maintenance and repairs to the center in the same fashion they take care of their own space and other joint use spaces. It is recommended that between \$5000 and \$10,000 be budgeted annually in the appropriate object class for upkeep and repairs (including playgrounds and cleaning) in the child care center. Larger repair and alterations projects should be planned on a regular cycle through the building asset teams to ensure the high level of service that is promised by the pricing policy in joint use space.

#### painting

Centers must be painted as needed. For some centers that might require annual painting. Plan at least once every 3 years. Use low VOC (volatile organic compounds) paint. Choosing colors should be checked through the RCCC. Too much color is chaos. We use less color in the centers because of all the color that is brought into the space by the children, their toys and their art work.

#### adhesives, and sealers

Extra attention must be paid to adhesives, glues and finishes used in building repairs. Allow enough time or choose a different material if "gassing off" is necessary. Non toxic materials must be used.

#### carpet

choose speckled and flecked colors, solids look worn and dirty faster

#### walls

- bathrooms should be ceramic on the water wall, opposing walls can be vinyl or paint
- build up a padded wall base at least 24" in multi purpose rooms, this space is used for bikes and balls and the walls soon get beat up. Cover this base with carpet or sound soak.
- sound soak or carpet is not the best choice for classroom walls
- paint should be glossy in bath and kitchen areas but not throughout
- there is a product called "Magnetic Creations" which goes on like paint but is an undercoating filled with tiny iron particles that attract magnets, thus eliminating the need for tacks, pins and tapes when hanging posters and pictures
- bulletin boards and map rails should be installed at children's height

#### grills

lower, accessible grills should be steel the children get into and bend the aluminum ones, cover with net or screen to eliminate kids putting puzzles pieces, crayons etc. in the grills.

You can use the attached checklist as a maintenance guide for the center.

## Sample Contract Section:

### CHILD CARE CENTER OPERATION/MAINTENANCE

- 1) GENERAL
  - a. The Contractor shall tour the Child Care Center once each day to ensure that all equipment and/or systems are fully and safely operational.
  - b. The Contractor shall assist the Child Care Center operator in the performance of fire drills as directed by the State and or COR. The Contractor shall also assist the Child Care Center operator in emergency operations and /or evacuations of the Child Care Center under all adverse/emergency conditions. (if this is part of the OEP)
  - c. The Contractor shall be responsible for conducting a bi-weekly occupant safety inspection of the child care center, utilizing the checklist attached to this exhibit or one developed by the contractor and approved by the COR. This bi-weekly checklist shall be turned over to the COR, with copies being furnished and maintained by the contractor.
  
- 2) PREVENTATIVE MAINTENANCE
  - a. The contractor shall provide a level of maintenance that shall assure that the property, equipment and systems are free of missing components or defects which affect the safety, appearance or intended use of the child care center, its equipment, and or systems.
  - b. In relation to kitchen and playground equipment, all preventative maintenance on such equipment shall be performed in accordance with the manufacturer's recommendations and the requirements of the State/local codes for maintenance of Child Care Center equipment. Preventative maintenance guides must be developed and submitted to the COR for approval, for all kitchen and playground equipment not presently covered under the terms of existing GSA PM guides.

All preventive maintenance performed within the child care center shall be performed during periods when children are not in the area of the equipment or systems being serviced. No PM task shall be curtailed in mid-performance. No tools, supplies, materials, parts, or debris shall be left at the job site at any time, thus negligently endangering the inhabitants of the Center.

- 3) SERVICE CALL PROGRAM – URGENT – 1 HOUR RESPONSE  
(Routine service calls (within 24 hours) can be worked into this section)
  - a. All service calls from the Child Care Center shall be considered to be classified as urgent and shall be responded to within 1 hour of receipt. Work toward resolution of all service calls shall be continuous until permanent completion is achieved.
  
- 4) REPAIR PROGRAM
  - a. All child care center repairs shall be received, recorded, responded to and accomplished in accordance with Part III, section J, exhibit 2.

## CHILD CARE CENTER BI-Weekly INSPECTION SHEET

LOCATION:			
Name of Person in Charge on Day of Inspection:			
Inspector:			
Date of Inspection:			
CHECK (X ) APPROPRIATE BOX			
Item	Yes	No	N/A
In the child care center are corridors, aisles, passageways and doors which lead to the exits clear and unobstructed and illuminated?			
Are the exit doors from the child care center in good working condition?			
Are the child care center's exit discharges (e.g. building lobby, side walks etc.) clear and unobstructed?			
Are exit signs within the child care center properly located?			
Are the exit signs within the child care center unobstructed ?			
Is the emergency lighting in the corridors, aisles and passageways in good working condition?			
Are the exit signs within the center illuminated?			
Are the portable fire extinguishers accessible?			
Have the portable fire extinguishers been properly maintained and inspected?			
Are instructions posted on the manual operation of fire protection systems for kitchen equipment?			
Are the evacuation procedures posted within each child care activity room?			
Are fire drills conducted monthly?			
Is documentation on file within the center for each monthly fire drill?			
Is the fire alarm system inspected and tested routinely?			
Are the fire alarm pull stations within/near the child care center accessible?			
Are the sprinkler heads clean, unpainted and unobstructed?			
Do the sprinkler heads have adequate clearance (18 inches)?			
Are the sprinkler components (e.g. inspectors test, sprinkler valves, etc.) properly identified?			
Is the sprinkler system inspected and tested routinely?			
Are the entrance doors to mechanical, equipment, and hazardous areas inside the child care center properly labeled?			
Are the electrical outlets showing signs of arcing or disrepair?			
Are electrical outlet cover plates in place?			
Have the unused electrical outlets been provided with shock stops safety plugs?			
Walls and ceilings have no peeling paint and no cracked or falling plaster?			
Ceiling tiles clean and in good repair?			
Carpet/floors in good repair?			
Have operable windows been protected to prevent climbing?			
If screened, have the screens been secured?			
Are cords on window coverings (blinds/curtains) either not looped or held with secure tie down devices?			
Noticeable odors are not prevalent within the center?			



Item	Yes	No	N/A
Noticeable tripping hazards are not within the center?			
Are security measures used properly and working? (doors locked)			
Does water temperature not exceed 110 degrees in children's areas?			
Are there any sharp edges on building fixtures or equipment?			
Are there any exposed nails, bolts, screws or pipes?			
Are there any missing handles, or pieces?			
Regular lightning is bright enough for good visibility in each room			
Stairways and hallways are clear of objects that can cause a fall.			
Is preventative maintenance on playground and kitchen equipment being performed as required?			
<b>Outside Play Area</b>			
Play area surrounded by secured fence?			
Fence in good condition?			
Play area free of trip hazards?			
Play area free of exposed concrete or brick edges?			
Play area free of poor drainage areas?			
Play area free of pests, (bees, ants, rodents)?			
Is climbing equipment & (swings) anchored properly?			
Is there exposed or loose anchoring?			
Is the fall zone adequate and/or in good repair?*			
Are there any exposed nails, bolts, screws, pipes?			
Is the wood in good condition?			
Are there any areas of head or body entrapment (spaces >3.5" or <9")?***			
Are any pieces, rungs, handles missing?			
Are there any sharp edges?			
Is the storage shed in good repair?			

\* 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.

Summary of findings:

If findings were made by what date should each finding be corrected?

## Volatile Organic Compounds in Paint

In light of the work that PBS is involved in the sustainable design area, there is considerable discussion about the use of “low VOC” paints in our new construction and repair/alteration processes. The state of technology of “low VOC” paints is currently at such a level that makes their use a viable option in pursuing more environmentally preferable products and promoting a more sustainable environment. To help in your decision process, EPA (Environmental Protection Agency) established a national standard for VOC’s in paint (September 13, 1999).

As many of you already know, VOCs (volatile organic compounds) are any organic compound that are in a gaseous state or evaporates at typical ambient temperatures. VOC's include a variety of chemicals, such as benzene, carbon tetrachloride, styrene; these are highly toxic and have been proven to cause both short-term and long-term health effects. These health effects include: temporary shortness of breath, asthma, lung irritation and chronic diseases such as pulmonary fibrosis.

VOC's are often thought of as the sole indicator for how healthy a paint is. At first glance this approach seems to make sense, because chemicals that offgas (volatilize) are most likely to be inhaled and affect our health. A closer look reveals that there are additional attributes of paint that should also be taken into consideration to make the best environmental decision, these include; metal pigments and preservatives added to paint, efficacy, packaging etc.

In addition to the VOC impact on indoor air quality, VOCs adversely impact the ambient air quality. Outside, VOC's may react with other pollutants, for example; the reaction of VOCs and nitrous oxides from combustion of fossil fuels to create ground level ozone and photochemical smog. The reduction of VOC emissions can significantly lessen the impact on global warming.

The EPA standard limits the amount of VOC's in paints and coatings; it is based on the reduction of the ground-level ozone generated. The table below shows the EPA standards in comparison with the California South Coast Air Management District's and Green Seal standards for low VOC flat and non-flat interior and exterior paints.

**EPA VOC Guidelines for Paints**

Regulations: U.S. (effective 9/13/99)	Flat g/l	Non flat g/l
Interior	250	380
Exterior	250	380
California South Coast Air Mgmt Dist.	250 (1)	420
Voluntary Standards:		
Green Seal Standards		
Interior	50	150
Exterior	100	200

(1) Allowable levels scheduled to decrease to 100 g/l in 2001, and to 50 g/l in 2008.

Coatings registered as pesticides must comply with the above standard by March 10, 2000.

According to EPA it is almost impossible to eliminate all VOC emissions entirely from paints. However, any paint with VOCs in the range of 50 g/l or less can be called a "zero-VOC." Low VOC paints fall in the range of 51-250 g/l and high VOC paints are greater than 250 g/l. See below.

Zero-VOC < 50g/l, Low-VOC 51-250g/l, High VOC > 250 g/l
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For additional information on zero and low VOC paints please refer to the following websites:

[www.aqmd.gov/business/brochures/zerovoc.html](http://www.aqmd.gov/business/brochures/zerovoc.html),  
[www.aqmd.gov/business/brochures/paintguide.html](http://www.aqmd.gov/business/brochures/paintguide.html),  
[www.ebuild.com](http://www.ebuild.com), February Issue pages 14-15

To further help you make better environmental decisions, please keep in mind the other sources contributing to VOC's in the environment: furniture finishes, adhesives, solvents, upholstery, draperies, carpet, spray cans, clothing, construction materials, cleaning compounds, deodorizers, copy machine toners, felt tip markers and pens, and correction fluids. Buy and use products known to contain the lowest level of VOCs and if you're not sure, ask the manufacturer.



Our playground standard is the Consumer Product Safety Commission, Handbook for Public Playground Safety. (<http://www.cpsc.gov/cpsc/pub/pubs/playpubs.html>)

Playground equipment is maintained by the field office. Playground maintenance can be built into your maintenance contract. An annual playground check by a local professional is a good idea. This check can identify for us any structural problems and help identify any new or undetected entrapment areas.

Local playground safety inspectors can be found through the National Recreation and Park Association (NRPA) and their Certified Playground Safety Inspector (CPSI) program. <http://www.nrpa.org> Some regions have decided to train and certify GSA regional staff as playground inspectors. Check with the safety branch to see if your region trained any inspectors.

Your field office should have available a playground entrapment kit with templates and instructional video. This kit is in a small green duffel bag. If a problem should arise with a piece of equipment or the fence you can use this kit to check for entrapment areas to make sure the equipment is still safe.

A large part of playground maintenance is making sure the fall zone is adequately maintained. If you have wood chips or a fibar/natural material the proper depth must be maintained. Usually this means once a year you must buy additional fill material. The poured in place rubber surfaces and tiles have varying life spans. If the rubber becomes hard it is time to replace it. If you have questions about the effectiveness of your rubber fall zone it can be tested. Contact your RCCC to arrange for a test.

Outdoor play areas should look and feel like parks. Good playgrounds include living things: plants, bushes, trees and grass. **Landscaping** on the playground is maintained by the field office. Talk to your RCCC if you need additional plantings. The RCCC can help make sure the plants are appropriate and non toxic. Any fertilizer or weed killers you want to use in the playground and around the area must be labeled as nonrestricted use.

Your cleaning contract should include the playground. Policing for trash is required as well as periodic cleaning of climbing structures and slides and power washing of surfaces including the synthetic fall zones. The frequency of cleaning is determined by your location, the amount of pollution etc. A minimum of an annual cleaning is required. At least once a year additional sand must be purchased for the sand areas.

### Playground Remodel:

Well designed playgrounds will resemble a park or garden. Children must be connected to nature and natural materials. If shade is not provided naturally on the play yard sufficient sun shades must be purchased.



If your playground contains wooden climbers you should talk to your RCCC about remodel plans. Wood has commonly been treated with a pesticide, known as chromated copper arsenate, or C.C.A., to prevent rotting. This pesticide contains arsenic, a known carcinogen, which bleeds from the wood. Young children can ingest the arsenic when they put their hands to their mouths or when they touch food or toys which are then placed in their mouths. Because of these concerns we are phasing out wooden structures.

Any new equipment must meet the requirements of the mandatory Comprehensive Procurement Guideline (CPG) for Park and Recreation Products. CPG requirements for recycled content can be found at <http://www.epa.gov/cpg/products.htm#park>  
Virtually everything you need for a playground can be found on FSS schedule. All playground remodel and work must be coordinated through your RCCC.

If you are retaining your wood structures for the near future they should be sealed at least once a year.

**Consumer Product Safety Commission**  
**Public Playground Safety Checklist**  
CPSC Document #327

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**Is your public playground a safe place to play?**

Each year, more than 200,000 children go to U.S. hospital emergency rooms with injuries associated with playground equipment. Most injuries occur when a child falls from the equipment onto the ground.

Use this simple checklist to help make sure your local community or school playground is a safe place to play.

**Public Playground Safety Checklist**

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they're safe.





When we talk about safety in the child care center we are talking about:

- Environments: indoor and outside play areas
- Testing for health hazards
- Fire and life safety systems and precautions
- Emergency planning and practice – OEP's

Environments: Safety is everyone's business. As you walk through the center keep an eye open for safety hazards. In one center the teachers had created a hanging shelf for the record players; very clever and very dangerous because it was suspended from the ceiling grid. Notice these things and build them a shelf.

There are numerous safety products available, such as door guards and corner guards. If you think you have a potential problem area talk to your Regional Child Care Coordinator.

Safety Branch will provide you information on environmental hazards that should be tested. The child care center has been tested and cleared on lead in paint and water, you should have a copy of these tests. The center has been tested for radon. In water supplies where interior or service piping or joint seals contain lead or other toxic materials, water will be evaluated at least every 2 years.

The center has been designed to meet all fire/life safety requirements. Use the enclosed fire/safety checklist to ensure systems are operational.

While we can not control or prevent a catastrophe, natural or man made, we can ensure proper emergency plans have been put into effect. Make sure the center is incorporated into the OEP.

- Use and train volunteers if appropriate to help the center
- Centers are required by state licensing to practice evacuation monthly, observe one of these drills, and make sure they are doing them
- Give the center a tape of the actual fire alarm so they can get used to the sound.
- If the playground is connected and adjacent to the building, make sure a speaker is mounted for the playground
- Make sure the designated paths in evacuations are cleared of all obstacles year round (including snow and ice)
- Make sure the center knows the designated official in your building who can be called to confirm an emergency evacuation or shelter in place. Often in child care operations a parent will call or arrive at the center and spread the news of an emergency before any word has been broadcast from the building. The center director must know who has the correct information on the emergency
- Consider putting the child care center on the emergency back up generator in case of a blackout
- Get the center's emergency plan and keep a copy so you will know where the children evacuate to in an emergency

Attached is a standard template for a child care center's evacuation plan and their relocation sites and numbers. Also attached is a planning guide.

# CHILD CARE CENTER Fire/Safety Inspection Sheet

Name of Center:			
Number of Children on day of Inspection			
CHECK ( X ) APPROPRIATE BOX			
Item	Yes	No	N/A
In the child care center are corridors, aisles, passageways and doors which lead to the exits clear and unobstructed?			
Are the exit doors from the child care Center in good working condition?			
Are the child care center's exit discharges (e.g. building lobby, side walks etc.) clear and unobstructed?			
Are exit signs within the child care center properly located?			
Are the exit signs within the child care center unobstructed?			
In the child care center are corridors, aisles and passageways which lead to the exits illuminated?			
Are the exit signs within the center illuminated?			
Are the portable fire extinguishers accessible?			
Have the portable fire extinguishers been properly maintained and inspected?			
Are instructions posted on the manual operation of fire protection systems for kitchen equipment?			
Is the child care center's evacuation plan available and up to date?			
Are the evacuation procedures posted within each child care activity room?			
Are fire drills conducted monthly?			
Is documentation on file within the center for each monthly fire drill?			
Is the child care staff properly trained in the evacuation procedure?			
Is the fire alarm system tested routinely?			
Are the fire alarm pull stations within/near the child care center accessible?			
Are the sprinkler heads clean, unpainted and unobstructed?			
Do the sprinkler heads have adequate clearance (18 inches)?			
Are the sprinkler components (e.g. inspectors test, sprinkler valves, etc.) properly identified?			
Is the sprinkler system inspected and tested routinely?			
Are the entrance doors to mechanical, equipment, and hazardous areas inside the child care center properly labeled?			
Are the electrical outlets showing signs of arching or disrepair?			
Are electrical outlet cover plates in place?			
Have the unused electrical outlets been provided with shock stops safety plugs?			
Have operable windows been protected to prevent climbing?			
If screened, have the screens been secured?			
Are cords on window coverings (blinds/curtains) either not looped or held with secure tie down devices?			
Noticeable odors are not prevalent within the center?			
Unauthorized personal electrical appliances are not within the center?			

Item	Yes	No	N/A
Portable electrical fans/space heaters are not in the center?			
Extension cords and power strips are not being used within the center?			
Are all electrical outlets child proofed?			
Is the emergency lighting in the corridors, aisles and passageways in good working condition?			
Are supplies within the center properly stored (bleach bottles)?			
Are two first aid kits available within the center?			
Are two first aid kits properly stocked with first aid supplies?			
Are security measures used properly? (doors locked)			
Are storage areas neatly maintained?			
Is the government provided equipment clean and in good repair?			
Are there mats under indoor climbing equipment?			
Does water temperature not exceed 110 degrees in children's areas?			
Are there any sharp edges on building fixtures or equipment?			
Are there any exposed nails, bolts, screws or pipes?			
Are there any missing handles, or pieces?			
<b>Outside Play Areas</b>			
Play area surrounded by secured fence?			
Fence in good condition?			
Outside area clean and well landscaped?			
Play area free of glass, needles, garbage?			
Play area free of trip hazards?			
Play area free of exposed concrete or brick edges?			
Play area free of poor drainage areas?			
Play area free of pests, (bees, ants, rodents)?			
Is climbing equipment & (swings) anchored properly?			
Is there exposed or loose anchoring?			
Is the fall zone adequate and/or in good repair?*			
Are there any exposed nails, bolts, screws, pipes?			
Is the wood in good condition?			
Are there any areas of head or body entrapment (spaces >3.5" or <9")?***			
Are any pieces, rungs, handles missing?			
Are there any sharp edges?			
Is the storage shed in good repair?			

\* 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.

Summary of findings:

If findings were made by what date should each finding be corrected?

BUILDING MANAGEMENT REPRESENTATIVE:

DATE OF INSPECTION :

## What every center should think about now BEFORE AN EMERGENCY.....

### 1) **KNOW YOUR RISKS**

Child Care providers in Federal space need to be prepared for natural disasters and man made emergencies of all kinds. Plan for: weather emergencies/natural disasters, medical emergencies, fire, protests, chemical/biological threats, bomb threats, terrorist activity. Call your contact responsible for the Occupant Emergency Plan (OEP) or your FPS contact 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 center may encounter.
- ◆ Plan for 2 remote ways out of your building.
- ◆ Plan for at least 2 relocation sites. One site should be chosen which is farther away than a typical building evacuation would require. Re-contact the relocation site twice annually to ensure it is still available.
- ◆ 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, verify 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 center in your same time zone for emergency contacts if necessary. E-mail may work, consider an emergency e-mail address.
- ◆ Know who is responsible for calling an evacuation or a "shelter in place".
- ◆ Ensure the speaker systems in the center and on the playground are functional.
- ◆ Have multiple forms of communication in your emergency bag: cell phone, calling card, radios/walkie-talkie, building radio (if available) to stay in contact with the main facility.

### 4) **PREPARE A PORTABLE EMERGENCY SUPPLIES KIT**

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

### 5) **PREPARE STAFF, CHILDREN 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 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 center.

## ADDITIONAL RESOURCES

American Red Cross: [www.redcross.org/services/disaster/beprepared/](http://www.redcross.org/services/disaster/beprepared/)

Federal Emergency Management Agency (FEMA): [www.fema.gov/pte/prep.htm](http://www.fema.gov/pte/prep.htm)

Emergency plan template: [www.dhhs.state.nc/dcd/emerg.htm](http://www.dhhs.state.nc/dcd/emerg.htm)

Emergency Preparedness Tips for Child Care Providers: [www.dhhs.state.nr.us/dcd/provider.htm](http://www.dhhs.state.nr.us/dcd/provider.htm)



Security Awareness Tips for Child Care Providers: [www.dhhs.state.nc.us/dcd/sectips.pdf](http://www.dhhs.state.nc.us/dcd/sectips.pdf)

Federal Protective Service "Making Federal Buildings Safe" [www.gsa.gov](http://www.gsa.gov) link on the left under Hot Items.

Emergency Supplies: S.O.S. Food Lab, Inc. 305-594-9933 [www.sos-ration.com](http://www.sos-ration.com)

## SAMPLE PARENT EMERGENCY CARD

Use a business card format. This card can be inserted into a plastic key ring.

	<b>Cleveland FEDKIDS</b>
<b>EMERGENCY RELOCATION SITE</b>	
a. City Hall rotunda, 601 Lakeside Avenue	
b. Hampton INN, 1460 E. 9th Street	
Celebrezze Federal Building 1240 East Ninth Street Cleveland, OH 44199 216.522.4453	 emergency phone # 316.221.4089

## Child Care Centers and the Occupant Emergency Plan (OEP)

It is recommended that the Child Care Center be prominently mentioned in the OEP. This mention should be in the very beginning in the building description. It should also be in the appendix as a separate section devoted entirely to the Child Care Center. Finally, the Child Care Center appendix should be in the Table of Contents and/or index. Additional inclusions are welcome.

It is strongly suggested to use an abridged version of the appendix as a hands-on guide for each teacher at a center to use in an emergency. It should also be included in the emergency bag with the daily roster.

Underlined items in the following template need to be made site specific.

This document is meant to be a template for use by GSA Child Care Centers. It is designed to be clear and simple while providing all necessary information. This is not a required document although substitutes shall be reviewed by the Regional Child Care coordinator to insure clarity, simplicity and completeness. Acceptable substitutes shall be forwarded to the Office of Child Care.

This template is also intended for the use of any and all other groups who might find it useful.

## APPENDIX A

### **EVACUATION PLAN FOR A CHILD CARE CENTER**

The objective of this plan is to reduce the possibility of harm to the children, facility and visitors to the Center in the event of an emergency. Care must be taken to ensure that all occupants are aware of the following basic procedures:

1. Become familiar with the location of all stairways and exits (EVACUATION ROUTES ARE POSTED IN EACH CLASSROOM).
2. Become familiar with the location of the nearest building fire alarm manual pull stations and their operation.
3. Faculty should not attempt to secure or recover items of clothing or personal property after an alarm has sounded.
4. Upon direction/instruction of the Child Care Director or designee, immediately evacuate the building upon hearing the building alarm or being notified by Security Personnel. Proceed to the safe haven/assembly area located ENTER AN APPROPRIATE, DETAILED ADDRESS/LOCATION. Take attendance and immediately proceed to the Safe Haven as directed by the Center Director or designee. Each classroom should take an emergency bag with emergency information folder during an evacuation. Once at the Safe Haven, the Director, in consultation with the Command Center (enter phone number) will determine if parents should be notified and/or asked to pickup children. The decision to have parents pick up their children will be made based on expected time out of the Center or the nature of the emergency. In case of emergencies that do not warrant evacuation onto the street (natural disasters [tornadoes, for example], chemical spills, bombings, etc.), proceed to ENTER AN APPROPRIATE, DETAILED ADDRESS/LOCATION.
5. In each classroom an evacuations diagram will be posted indicating the following:
  - 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 valve
6. The Director will assign a staff member/Safety Coordinator to inspect the Center each morning to ensure the following:
  - a. All exit doors are unlocked and accessible to Center occupants
  - b. All exit lights are working properly
  - c. All corridors and doors leading to exits are clear
  - d. There are no decorations hanging from sprinkler heads of fire alarm devices
  - e. Fire alarm devices and sprinkler heads are not obstructed
  - f. All signs are in place and up to date

7. All faculty members will be advised of proper fire protection and evacuation practices.
8. Fire drills will be conducted monthly. The building manager's office must be notified of each drill. A command center representative or a representative of the building manager should attend. The director shall keep a record of all drills.
9. In case of emergency or drill, all personnel should leave the building in an orderly manner - **Walk, Don't Run**. The faculty should search their rooms in the Center, closing all doors before leaving. Additionally the Director or other assigned personnel will search all areas within the Center and ensure that all occupants have been safely evacuated. The Faculty is instructed to refuse assistance from anyone not previously identified as a support person. This does not include Federal Protective Service Police or emergency personnel.
10. Physically challenged children will be provided with assistance to help them exit the building. Infants will be evacuated in designated evacuation cribs. Evacuation supplies for the Center shall be located under each evacuation crib.
11. At the assembly area, the faculty shall immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Head Teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Command Center.
12. Parents will not be allowed to remove a child from the custody of the center during the evacuation. Once all children are accounted for parents may be allowed to sign out their children.

**SAFE HAVENS:**

PRIMARY:                    OFFICE OF THRIFT SUPERVISION  
123 Main Street  
Washington, DC  
1 block east and 2 blocks south

SECONDARY:                DEPARTMENT OF INTERIOR  
456 Main Street  
Washington, DC  
4 blocks west

TERTIARY:                 BRIGHT HORIZONS CHILDREN'S CNTR  
90 Depot Road  
Washington, DC  
5 blocks north and 1 block west

**IMPORTANT PHONE NUMBERS:**

CONTROL CENTER	<u>212-555-5555</u>
CENTER	<u>212-666-6666</u>
OFF SITE EMERGENCY #	<u>313-777-7777</u>
KEY GSA CONTACT	<u>414-888-8888</u>
KEY GSA ALTERNATE	<u>515-999-9999</u>



## ABRIDGED VERSION -- HANDS-ON GUIDE

### EVACUATION PLAN FOR A CHILD CARE CENTER

1. Become familiar with the location of all stairways and exits.
2. Become familiar with the location of the nearest building fire alarm manual pull stations, duress alarms and their operation.
3. Faculty should not attempt to secure or recover items of clothing or personal property after an alarm has sounded. Facility should not be reentered.
4. Upon direction/instruction of the Child Care Director or designee, immediately evacuate the building upon hearing the building alarm or being notified by Security Personnel. Proceed to the safe haven/assembly area located ENTER AN APPROPRIATE, DETAILED ADDRESS/ LOCATION. Take attendance and immediately proceed to the Safe Haven as directed by the Center Director or designee. Each classroom should take an emergency bag with emergency information folder during an evacuation. Once at the Safe Haven, the Director, in consultation with the Command Center (enter phone number) will determine if parents should be notified and/or asked to pickup children. The decision to have parents pick up their children will be made based on expected time out of the Center or the nature of the emergency. In case of emergencies that do not warrant evacuation onto the street (natural disasters [tornadoes, for example], chemical spills, bombings, etc.), proceed to ENTER AN APPROPRIATE, DETAILED ADDRESS/LOCATION.
5. All faculty members will be advised of proper fire protection and evacuation practices.
6. In case of emergency or drill, all personnel should leave the building in an orderly manner - **Walk, Don't Run**. The faculty should search their rooms in the Center, closing all doors before leaving. Additionally the Director or other assigned personnel will search all areas within the Center and ensure that all occupants have been safely evacuated. The Faculty is instructed to refuse assistance from anyone not previously identified as a support person. This does not include Federal Protective Service Police or emergency personnel.
7. Physically challenged children will be provided with assistance to help them exit the building. Infants will be evacuated in designated evacuation cribs. Evacuation supplies for the Center shall be located under each evacuation crib.
8. At the assembly area, the faculty shall immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Head Teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Command Center.
9. Parents will not be allowed to remove a child from the custody of the center during the evacuation. Once all children are accounted for parents may be allowed to sign out their children.

**SAFE HAVENS:**

PRIMARY: OFFICE OF THRIFT SUPERVISION  
123 Main Street / Washington, DC  
1 block east and 2 blocks south

SECONDARY: DEPARTMENT OF INTERIOR  
456 Main Street / Washington, DC  
4 blocks west

TERTIARY: BRIGHT HORIZONS CHILDREN'S CNTR  
90 Depot Road / Washington, DC  
5 blocks north and 1 block west

**IMPORTANT PHONE NUMBERS:**

CONTROL CENTER 212-555-5555  
CENTER 212-666-6666  
OFF SITE EMERGENCY # 313-777-7777  
KEY GSA CONTACT 414-888-8888-  
KEY GSA ALTERNATE 515-999-9999



## 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) regulates 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.

<b>GSA Responsibilities</b>	<ul style="list-style-type: none"> <li>■ Test for lead if project will disturb surface.</li> <li>■ Implement employee/child protection and exposure assessments.</li> <li>■ Abate lead paint as necessary.</li> </ul>
<b>Safety and Environmental Management Personnel Responsibilities</b>	<ul style="list-style-type: none"> <li>■ 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.</li> </ul>
<b>Property Management Community Responsibilities</b>	<ul style="list-style-type: none"> <li>■ Test all painted surfaces for lead (unless "lead free" certification is obtained).</li> <li>■ Abate lead-based paint surfaces in childcare centers if lead hazard exists.</li> <li>■ Monitor abatement activities and notify abatement workers if lead dust exceeds standards.</li> <li>■ Dispose of lead-based paint waste properly.</li> </ul>

### 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*

\*The entire text of the above regulations can be found at: <http://www.epa.gov/docs/epacfr40/chapt-1.info/chi-toc.htm>

### Further Information

- **PBS Environmental Hotline**  
(800) 379-6505 or e-mail [pbshotline@ene.com](mailto:pbshotline@ene.com)
- **GSA Home Page**  
<http://www.gsa.gov> - Search term "lead"
- **PBS Environmental Programs Home Page**  
(GSA intranet users only)  
<http://insite.gsa.gov/pbs/environmental>
- **National Lead Information Center**  
(800) 424-LEAD or <http://www.epa.gov/lead/nlic.htm>
- **National EPA Lead-Based Paint Program**  
<http://www.epa.gov/opptintr/lead/>
- **EPA Lead in the Environment**  
<http://www.epa.gov/seahome/leadenv.html>
- **EPA Regional Office Lead Coordinators**  
<http://www.epa.gov/opptintr/lead/leadoff1.htm>
- **EPA Lead Phase-out Technical Tips**  
<http://www.epa.gov/oia/tips/lead2.htm>
- **HUD Lead Paint Field Guide**  
<http://www.hud.gov/lea/LBPguide.pdf>
- **EPA Technical Review Workgroup - Lead in Children**  
<http://www.epa.gov/superfund/programs/lead/>

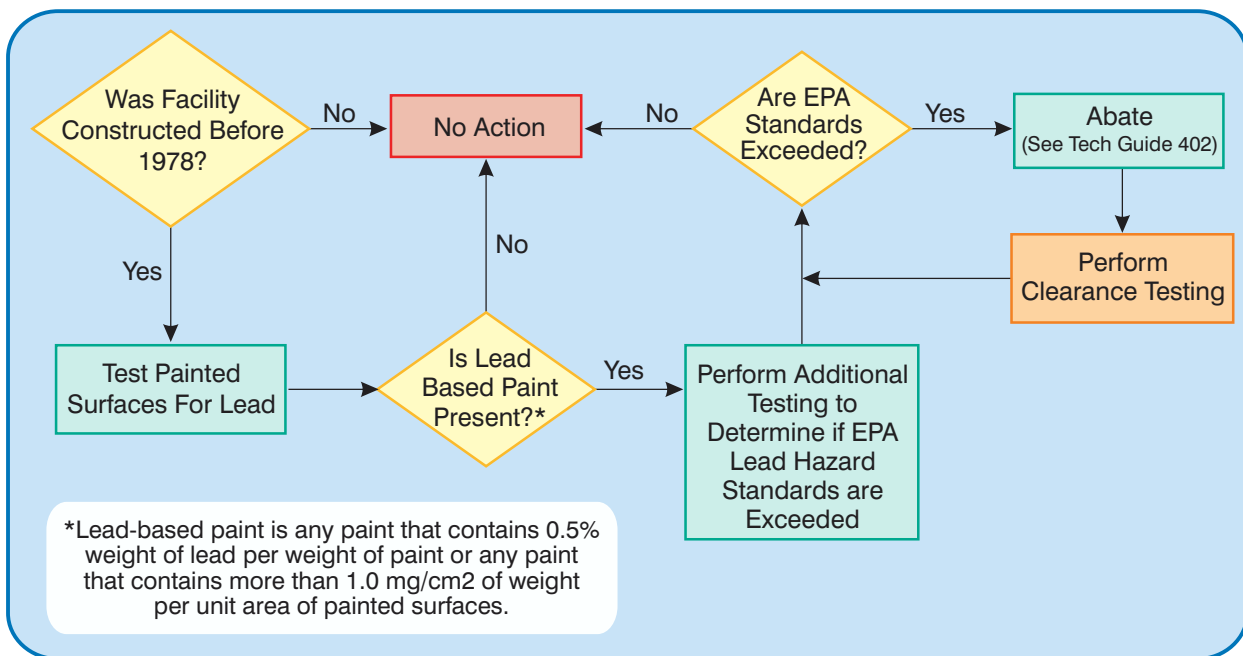
## GENERAL REQUIREMENTS

- 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



### Lead Exposure Standards

EPA Lead Hazard Standards
<ul style="list-style-type: none"> <li>■ 40 g/ft<sup>2</sup> in dust on carpeted/bare floors</li> <li>■ 400 g/ft<sup>2</sup> in dust in window troughs</li> <li>■ 250 g/ft<sup>2</sup> in dust on window sills</li> <li>■ 400 mg/kg in bare soil in child play areas</li> <li>■ 1,200 mg/kg in bare soil in entire yard</li> </ul>

## 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.



## OVERVIEW

GSA complies with applicable executive orders and federal, state, and local environmental laws, standards, and guidelines to minimize any potential lead hazard in child care centers.

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. Young children and pregnant women are at a greater risk, even with shorter exposure times.

Potential sources of lead exposure include faucets or fittings that are made from lead-contaminated brass, water systems with lead pipes, and copper pipes with solder. GSA tests child care centers' drinking fountains and water coolers in accordance with EPA's school guidelines.

<b>GSA Responsibilities</b>	<ul style="list-style-type: none"> <li>■ Test sources of drinking water in child care centers for lead.</li> <li>■ Implement corrective measures when necessary.</li> </ul>
<b>Safety and Environmental Management Personnel Responsibilities</b>	<ul style="list-style-type: none"> <li>■ Where lead levels exceed EPA action levels, submit list of deficient centers quarterly to Central Office until problem has been corrected.</li> </ul>
<b>Property Management Community Responsibilities</b>	<ul style="list-style-type: none"> <li>■ Test for lead in drinking water.</li> <li>■ Implement corrective measures when necessary.</li> <li>■ Notify facility personnel of testing results when action levels are exceeded.</li> </ul>

### Lead in Drinking Water Laws and Regulations

Citation	Topic
Safe Drinking Water Act	<ul style="list-style-type: none"> <li>◆ Requires EPA to set drinking water standards to protect public health.</li> <li>◆ Requires the use of lead free pipe, solder, and flux in drinking water connections. <i>http://www4.law.cornell.edu/uscode/42/300f.html</i></li> </ul>
40 CFR 141	National Primary Drinking Water Regulations*
40 CFR 142	National Primary Drinking Water Regulations Implementation*

\*The entire text of the above regulations can be found at: <http://www.epa.gov/epacr40/chapt-1.info/chi-toc.htm>

### Further Information

- **PBS Environmental Hotline**  
(800) 379-6505 or [nepa.callin@gsa.gov](mailto:nepa.callin@gsa.gov)
- **GSA Home Page**  
<http://www.gsa.gov> - Search term "Lead"
- **PBS Environmental Programs Home Page**  
(GSA intranet users only)  
<http://insite.gsa.gov/pbs/environmental>
- **EPA Safe Drinking Water Hotline**  
1-(800) 426-4791
- **National Lead Info. Center**  
(800) 424-LEAD or <http://www.epa.gov/lead/nlic.htm>
- **EPA Drinking Water Standards Program**  
<http://www.epa.gov/ogwdw/standards.html>
- **EPA Lead in Your Drinking Water**  
<http://www.epa.gov/OGWDW/Pubs/lead1.html>
- **The Lead Contamination Information System (Lead in Drinking Water)**  
<http://www.epa.gov/seahome/leaddw.html>
- **EPA Regional Office Lead Coordinators**  
<http://www.epa.gov/opptintr/lead/leadoff1.htm>
- **EPA Technical Review Workgroup - Lead in Children**  
<http://www.epa.gov/superfund/programs/lead/>
- **Sampling for Lead in Drinking Water in Nursery Schools and Day Care Centers** - [EPA 812-B-94-003]: 4/94, 22 pp

## GSA POLICY

EPA regulations require that child care centers operating their own water supplies test all drinking outlets for lead. Because children are sensitive to the effects of lead at low levels, it is GSA's policy that all GSA child care centers test for lead in accordance with EPA requirements.

### DRINKING WATER STANDARDS

The Maximum Contaminant Level Goal for lead is 0 ppb, the EPA action level for lead in drinking water is 15 ppb. GSA requires that corrective actions be taken when lead concentrations in drinking water exceed the 15 ppb action level.

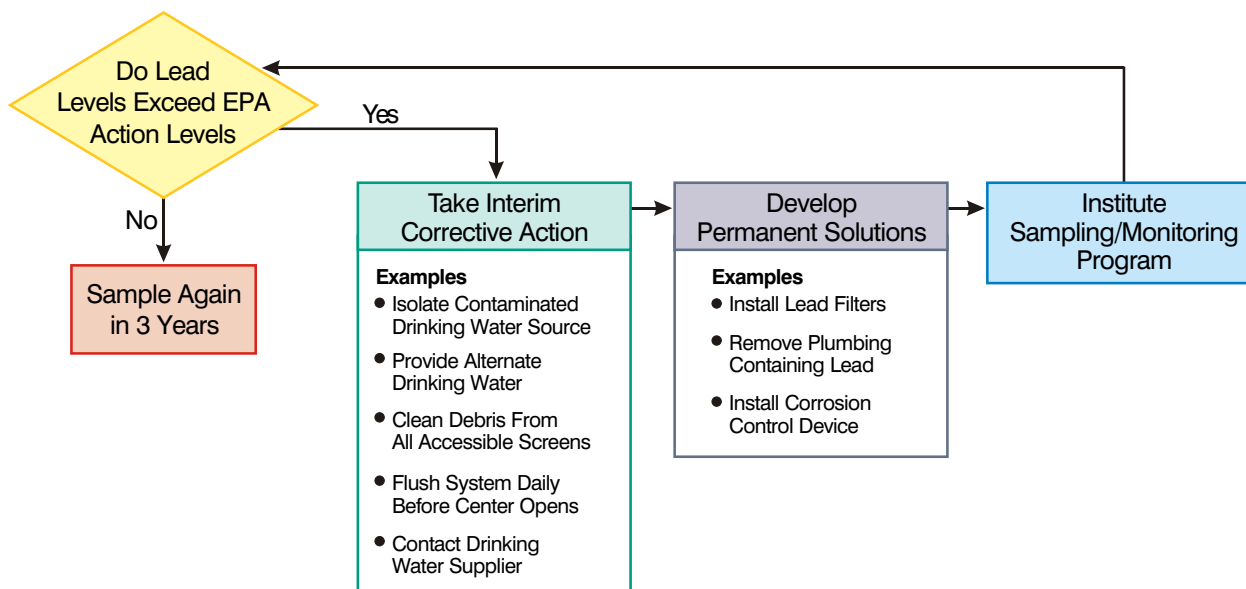
EPA STANDARDS FOR LEAD IN DRINKING WATER	
Maximum Contaminant Level Goal (MCLG)	None detected at a detection limit of 1 ppb
Action Level	15 ppb

### SAMPLING REQUIREMENTS

- Sampling of all drinking water outlets shall be performed prior to building occupancy and every three years thereafter
- A sampling/monitoring program must be implemented as part of a corrective action program if lead concentrations are found to exceed EPA action levels during routine sampling

### CORRECTIVE ACTION PROGRAM

Corrective action is required when lead concentrations exceed EPA action levels



### NOTIFICATION REQUIREMENTS

- Drinking water results must be made available to childcare center teachers, staff, and parents.
- All analytical results above action levels must be reported to the applicable state agency.

## Designers and Facility Managers be aware ! Defending Against Mold.....

*This article is adapted from a presentation given in October 2003 at the AIA South Atlantic Region Convention in Savannah by C. Bradley Cronk, RA, and David J. Pfeffer, Esq.*

In the last few years, the New York Times, USA Today, 60 Minutes, and other major media outlets produced significant stories exposing the dangers of toxic mold in buildings. Industry magazines and journals have also published a steady stream of articles describing cause-and-effect issues. **Very pertinent to our Child Care Centers**

What owners, operators and project professionals can do to minimize the risk of mold-related claims arising on their buildings. **How about our Child Care Centers ?**

*Children are far more susceptible to environmental sicknesses than adults!*

Owners, Operators, Facility Managers, design professionals, and insurers face liability exposure from mold-related claims. Such claims generally fall into one of three categories: property damage, personal injury/or insurance claims (but remember, the children do not complain, they just get sick). Design and maintenance professionals face malpractice claims that often arise from alleged failures to provide the proper standard of care while designing a facility or to properly inspect building and system components during construction and for improperly maintaining the facility.

### **Safeguards**

#### **Pre-design**

Owners and project team members can safeguard themselves and their projects from mold and water infiltration in several ways.

The child care center (The) projects should be carefully examined. Drawings and specifications are frequent sources of design errors and omissions that lead to water infiltration and subsequent mold growth. Common site and building envelope issues to focus on include the following:

- Building orientation to natural topography and drainage, the effect of new and existing landscaping, and water tables and subsurface conditions
- Climate, especially exposure to wind and driven rain
- Benefits and liabilities of different wall systems for each project and an evaluation of whether contractors have a proven installation record
- Materials that can withstand natural building movement and thermal expansion without cracking or tearing
- Incompatible adjacent materials such as dissimilar metals (especially fasteners) where corrosion can occur and allow water infiltration
- Weather-resistant barriers (beware of self-sealing products that cannot breathe and allow condensation buildup)
- Inappropriate interior finishes or Details that demand perfect contractor workmanship (consult with product representatives on any unusual roof or façade details to ensure proper detailing and warranty coverage).

## Design Matters

A safe assumption in building envelope design is to accept that water penetration will occur. The architect, therefore, can provide redundancies and second lines of defense. While water leaks in wet areas like bathrooms and kitchens are obvious sources of mold growth, high humidity is a more invisible contributor to mold growth. Common interior design factors that will minimize this vapor buildup include:

- Air-conditioning and humidifying equipment of sufficient size to keep relative humidity levels at 30 percent to 60 percent
- Location of HVAC diffusers, especially if adjacent to exterior walls and corners where temperature and humidity differentials can be greatest
- Coordination of built-in and millwork/ furniture with HVAC drawings to avoid blocking diffusers
- Easy serviceability of HVAC equipment
- Collection of dirt and dust in internally lined ductwork (so-called Super-duct can easily suffer water damage)
- Sufficient insulation wrap at air-conditioning ducts, piping, walls and ceilings, and thermal breaks at windows and doors to prevent condensation
- Firestopping, required by code, to prevent warm, moist air from rising the full height of the wall cavity, which can cause condensation
- Carpeting or wallcoverings and other organic materials that mold feeds upon wherever there are perpetual moisture problems, e.g., drinking fountains, sinks, and uninsulated concrete floors.

*Check out the new sustainable materials with mold prevention properties!!*

## Construction Manager and Contractor Requirements

In addition to the drawings, the project specifications should include a water infiltration and mold prevention management plan in the General Requirements. Such provisions should require the construction manager and/or general contractor to do the following:

- Tightly control, sequence, and coordinate phased work where interior finishes are installed prior to the building being made weather-tight
- Provide moisture intrusion protection for work areas and materials susceptible to water damage before the building is made weather-tight
- Provide and follow specific instructions on storage of materials susceptible to water damage
- Maintain a clean site, free of uncontrolled running water
- Identify any other contractor responsible for care, custody, and control of specific work areas
- Prequalify mold abatement contractors with proven experience and mold-inclusive insurance policies
- Strictly adhere to the contract documents, especially with respect to value-engineering and material substitutions that could alter the design
- Provide for and immediately respond (within 24 to 48 hours) to any discovery of water intrusion or mold with appropriate action
- Coordinate any assessment, remediation, and reconstruction should water infiltration or mold growth occur during construction
- Reference and require adherence to an industry standard guideline on mold assessment and remediation, such as the one published by New York City.

In addition to tightening up the drawings and specifications for complex projects or those building types in which you have limited construction experience, it is advisable to consult with a technical expert for a peer review no later than at 75 percent completion of the construction documents. A review at this stage of the design should allow the architect enough time to make any necessary revisions before issuing the project for bid.



## **Construction Administration Services**

Architects who play only a minimal role in the construction administration (CA) phase, whether by their choice or the owner's, could eventually face struggle to win the client's heart and mind should problems arise during or after completion of the project. The benefits of architects' increased site presence during the CA phase will far exceed their fees since problems are likely to be caught before they derail the owner's budget and schedule.

Architects' expanded CA role should begin by increasing the number, frequency, and vigilance of site visits where they do the following:

- Examine materials delivered to the site, reject moisture-laden materials, and inspect windows and curtain walls for poor fabrication or shipping damage (e.g., torn gaskets)
- Require nonconforming work to be uncovered if similarly completed nonconforming work was not previously inspected and approved
- Examine exterior enclosure systems for poor workmanship such as blocked weep holes, unsealed joints and penetrations, incomplete flashing details at windows and doors, and inadequate slopes and drainage
- Provide weekly photographic reports, which are especially useful when an incident occurs.

In addition to any required controlled inspections, it may be prudent to retain outside experts to provide quality assurance inspections at milestones on the critical path.

The frequency and intensity of the architects' site visits may be partly determined by who builds the project. While a general contractor may typically require more on-site observance than construction managers or projects with an owner's representative.

## **Project Closeout**

In addition to enacting a mold prevention plan during construction, a water infiltration and mold-response plan for continued operation of the building should be implemented with the facility manager following construction. The owner benefits in two ways. First, many insurers now require a loss-control program to qualify for coverage of mold-related cleanup and remediation. Second, a risk management policy and water infiltration plan can limit liability in future mold-related claims.

- Enact procedures for contacting prequalified contractors to ensure their quick response
- Educate facility personnel about mold and water infiltration issues to ensure timely and appropriate responses
- Develop and follow a preventive maintenance and regular inspection program, especially after major weather events
- Regularly inspect for leaking pipes, wet exterior and basement walls, cracking, and material erosion or deterioration
- Regularly clean and clear the roof and ground drainage systems
- Regularly maintain the HVAC system
- Develop written forms for thorough recordkeeping of all events, inspections, and work orders (keep camera or video equipment on hand)
- Develop and implement an immediate dry-and-repair response plan for minor water damage and mold occurrences.

Although the prospect of facing a mold-related claim is growing for owners and project team members, proper planning, diligence, and trusted working relationships among team members can minimize mold-related claims on your projects.



While safety and security issues have always been of paramount concern in all our child care center designs and operations, security issues have taken on a life of their own since 9/11. It is important for the property manager to remember to consider the unique needs of the child care center when changes are made to building procedures.

Child Care Center directors should be a part of the Building Security Committees. (see FPS-GSA MOU) If the director is not part of this committee then the property manager is responsible for representing the interests of the center in these meetings. Decisions to change entrance procedures and limit or change parking for visitors and drop off areas have a direct and negative impact on the operations of the child care centers.

Department of Homeland Security, Federal Protective Service (FPS) has on file a security risk assessment for each center. FPS will determine how many and what kind of security measures are necessary. Every center will have a secured entrance. The front door should be locked at all times. All parents and staff should have immediate access to the center. The center management will decide if parents and staff will have access through use of key cards or codes. Since most centers are too small to employ a full time receptionist the front door security must include a door bell, remote strike and most likely a camera to allow for a teacher located far from the front door to still control access without leaving her classroom.

All exterior windows should have a milar film or something suitable as determined by the security assessment. This film does expire and the schedule for replacement should be available through the Office of the Architect or the RCCC. Window glazing requirements/specifications are provided in the Child Care Center Design Guide.

All staff in federal space, by law, must have a criminal history background check. This check includes a finger print check through the FBI and finger print check through the appropriate states the person has lived in for the last 10 years. The FPS regional office also conducts a name check clearance based on the person's name and SSN. Employee clearances are sent back to the director for placement in each employee's file. Per the code staff may start work prior to a final clearance. The coordination of the clearance and building ID's is provided through the property manager's office but the RCCC has the responsibility to ensure child care employees are cleared. Child Care workers are not cleared following HSPD-12 standards. Child Care workers continue to use the 176 form with limited blocks filled in. Reference the GSA, FPS – MOU if you have questions.

The child care center controls the sign in and sign out procedure as well as the emergency procedures. If applicable make sure the center knows the control center number for emergencies instead of 911.

All criminal incidents and medical emergencies requiring immediate professional medical attention are to be reported to the FPS as soon as possible. A GSA accident/incident report is filled out. This is in addition to the center's forms and filing procedures required by 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 on these kinds of allegations unless the incident occurred on Federal property. In this case the center must notify both the local authorities and the FPS.

Form Receive Date :

**Federal Protective Service**

Expires: 10/01/2007  
Statement of Personal History for Contract and  
Childcare Personnel

NOTE : All contractor(s)/childcare personnel must complete all sections on form. If more space is needed for any item, continue under item 24. Failure to disclose any information may result in an unfavorable adjudication decision.

*(See Privacy Act and Public Reporting Burden statements on page 4.)*

<b>1. SOCIAL SECURITY NUMBER</b>		<b>2. TELEPHONE NUMBER</b> (    )		<b>3. DATE OF BIRTH</b>		
<b>4. NAME DATA</b> <i>(Give your full name. Initials and abridgements are not acceptable)</i>	NAME <i>(Last, first, middle)</i>			<b>5. PLACE OF BIRTH</b> <i>(City/State, Country)</i>		
	OTHER NAMES USED <i>(Maiden name, names by former marriages, former name changed legally or otherwise, nicknames, etc. Specify which and show dates used.)</i>					
	6. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		7. HEIGHT		8. WEIGHT	
	9. COLOR EYES		10. COLOR HAIR			
<b>11. MARITAL STATUS</b> <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOW(ER) <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED			<b>12. IF MARRIED, WIDOWED OR DIVORCED, GIVE FULL NAME AND DATE AND PLACE OF BIRTH OF SPOUSE OR FORMER SPOUSE, AND DATE AND PLACE OF MARRIAGE. INCLUDING WIFE'S MAIDEN NAME</b> <i>(Give same information regarding all previous marriages.)</i>			
<b>13. RACE</b> <i>(Check one)</i>						
<input type="checkbox"/> A - Asian or Pacific, including Chinese, Japanese, Filipinos, Polynesians, Indonesians, and Asian Indians		<input type="checkbox"/> B - Black		<input type="checkbox"/> W - White		
<input type="checkbox"/> I - American Indian or Alaskan Native, including Eskimos		<input type="checkbox"/> H - Hispanic		<input type="checkbox"/> O - Other		
<b>14. DATES AND PLACES OF RESIDENCES</b> <i>(If actual places of Residence differ from the Mailing addresses, furnish and identify both by placing "R" (for residence) or "M" (for mailing) in column "R/M". Begin with present and go back (10) years. Continue in Item 24 if necessary.)</i>						
R/M	FROM	TO	NUMBER AND STREET	CITY	STATE	ZIP CODE
<b>15. CHECK</b>		<b>BY BIRTH</b>				
		NATURALIZED <i>(Complete A thru E)</i>	A - CERT. NO.	B - PETITION NO.	C - DATE	D - PLACE AND COURT
		<input type="checkbox"/> US CITIZEN	DERIVED <i>(Complete F)</i>		E - U.S. PASSPORT NUMBER	
<input type="checkbox"/> ALIEN	REGISTRATION NO.	EXPIRATION DATE	DATE OF ENTRY	PORT OF ENTRY		

**16. EDUCATION** ( All schools above elementary )

NAME OF SCHOOL	ADDRESS	CITY	STATE	YEAR FROM	YEAR TO	DEGREES

**17. EMPLOYMENT** ( List employment dates starting with your present employment for the last ten (10) years. Show ALL dates and addresses when unemployed. Give name under which employed if different from name now used. )

FROM	TO	NAME OF EMPLOYER ( Firm or Agency) AND NAME OF SUPERVISOR	PHONE NUMBER	TYPE OF WORK	ADDRESS	CITY	STATE	REASON FOR LEAVING

**18. HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM ANY POSITION FOR CAUSE ?**     YES     NO    ( If answer is "YES" furnish details in Item 22 )

<b>18a. MILITARY SERVICE</b> ( Past to Present )	<b>HAVE YOU EVER BEEN IN VIOLATION OF MILITARY OFFENSE OF COURT MARTIAL OR DISCHARGED FROM THE ARMED FORCES UNDER OTHER THAN HONORABLE CONDITIONS ?</b>			
	<input type="checkbox"/> YES <input type="checkbox"/> NO    ( If answer is "YES" furnish details in Item 22 )			
	SERIAL NO. ( If none, give grade or rating at separation. )	BRANCH OF SERVICE ( Army, Navy, Air Force, etc. )	YEAR FROM	YEAR TO

**19. HAVE YOU EVER BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES FOR ANY VIOLATION OF ANY FEDERAL LAW, MILITARY LAW, STATE LAW, COUNTY LAW, MUNICIPAL LAW, REGULATIONS, OR ORDINANCE ?** ( Do not include traffic violations for which a fine of \$25 or less was imposed. All other charges must be included even if they were dismissed. )

YES     NO    ( If answer is "YES" give full details below )

REASON CHARGED OR HELD	DATE	PLACE WHERE CHARGED OR HELD	DISPOSITION

19a. HAVE YOU EVER BEEN CHARGED, ARRESTED OR HELD BY ANY LOCAL, STATE, OR FEDERAL LAW ENFORCEMENT AGENCY FOR ANY VIOLATION OR OFFENSE INVOLVING: CHECK YES/NO AS TO ARREST. FAILURE TO PROVIDE ARREST INFORMATION MAY RESULT IN AN UNFAVORABLE ADJUDICATION DECISION. (If answer is "YES" give full details below)

- Child — Yes — No  
 Sexual offender/registry — Yes — No  
 Domestic Violence — Yes — No

REASON CHARGED OR HELD	DATE	PLACE WHERE CHARGED OR HELD	DISPOSITION

20. RELATIVES (Parents, spouse, divorced spouse, children, brothers, and sisters, living or dead. Name of spouse should include maiden name and any other names by previous marriage. If person is deceased, so state under "Address" and enter other information at time of death.)

RELATION	NAME IN FULL	PHONE NUMBER	YEAR OF BIRTH	ADDRESS	CITY	STATE	COUNTRY OF BIRTH	PRESENT CITIZENSHIP

21. REFERENCES (Name three persons, not relatives or employers, who are well acquainted with you.)

NAME	ADDRESS	CITY	STATE	YEARS KNOWN

**22. SPACE FOR CONTINUING ANSWERS TO OTHER QUESTIONS ( Show item numbers to which answers apply. Attach a separate sheet if there is not enough space here. )**

<p><b>23. AUTHORIZATION AND RELEASE</b></p>	<p>I hereby authorize the Department of Homeland Security to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Investigation Service (DIS), the U.S. Office of Personnel Management (OPM), the Department of Homeland Security (DHS), (if applicable), and from the State Criminal History Repository (Childcare employees only) of each state where I have resided.</p> <p>I have been notified of any employer's obligation to require a criminal history records check as a condition of employment and of my right to obtain a copy of the criminal history report by writing to the Department of Homeland Security, Freedom of Information Officer. I understand that I have a right to challenge the accuracy and competencies of any information contained in the report. I also understand that this information will be treated as privileged and confidential information. Case files are handled under the procedures for safeguarding records.</p> <p>I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.</p>		
<p><b>24. PRIVACY ACT OF 1974 COMPLIANCE INFORMATION</b></p>	<p><b>Privacy Act of 1974 compliance information.</b> Solicitation of information contained herein is authorized by Executive Order 10450, and/or Section 231 of the Crime Control Act of 1990 (42 U.S.C. 13041), and may be used as a basis for suitability determinations. Your social security number is being requested pursuant to Executive Order 9397. Disclosure of the information by you is voluntary. Information may be transferred as a routine use to appropriate federal, state, local, or foreign agencies when relevant to civil, criminal or regulatory investigation, prosecutions, or pursuant to a request by DHS or such other agency is in connection with the hiring or retention of an employee, the issuance of a license, grant, or other benefit. Information also may be transferred as a routine use to a duly authorized official engaged in an investigation or settlement of a grievance, complaint, or appeal filed by an employee. Failure to provide information requested on this form may result in the government's inability to determine your suitability for the position applied for or occupied, and may affect your prospects for employment or continued employment under a government contract, or at a federal facility, or with a government license.</p>		
<p><b>25. PUBLIC REPORTING BURDEN STATEMENT</b></p>	<p>Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to Security Division (PSS), Office of Federal Protective Service, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (3090-0006), Washington, DC 20503.</p>		
<p><b>26. CERTIFICATION</b></p>	<p>FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS.</p>	<p>Before signing this form, review it carefully to make sure you have answered all questions fully and correctly.</p>	
<p>I declare under penalty of perjury that the statements made by me on this form are true, complete and correct.</p>		<p>SIGNATURE</p>	<p>DATE</p>

DATE CLEARED

[ ]

**NAME CHECK INFORMATION SHEET**

This sheet is for the submission of information to the Federal Protective Service for Child Care applicants in GSA controlled facilities in order to obtain a preliminary name check prior to employment of the applicant. The submission of this form does not preclude the submission of a properly completed GSA Form 176 (Statement of Personal History), two FD 258 Fingerprint Cards, a signed certification by the provider indicating that it has satisfactorily completed the basic screening of the prospective employee, and all required State repository forms.

**Applicant's Name:** \_\_\_\_\_  
Last First Middle

**Date of Birth:** \_\_\_\_\_  
Month Day Year (i.e., mm/dd/yyyy)

**Place of Birth:** \_\_\_\_\_  
City or County State Country, if not USA

**Race:** Check one: Male [ ] Female [ ]  
Asian, Pacific Islander, Chinese, Japanese, Filipino, Polynesian, Indonesian, or Asian Indian [ ]  
Black [ ] Hispanic [ ] American Indian, Alaskan Native, Eskimo [ ]  
White [ ] Other [ ] \_\_\_\_\_ (state other)

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**List all States you have resided in for the last 10 years:** \_\_\_\_\_

**Identify any State in which you have an arrest record:** \_\_\_\_\_

**Advisement of Need to Obtain Criminal History Check and Employee/Applicant Rights**

Pursuant to, and in compliance with 42 U.S.C. § 13041, a Federal agency seeking a criminal history record check shall first obtain the signature of the employee or prospective employee indicating that the employee or prospective employee has been notified of the employer's obligation to require a record check as a condition of employment and the employee's right to obtain a copy of the criminal history report made available to the employing Federal agency and the right to challenge the accuracy and completeness of any information contained in the report.

I have been advised that the agency has an obligation to conduct a criminal history check of child care workers as a condition of employment. I have further been advised that I have a right to obtain a copy of the report made available to the agency. I have also been advised of my right to challenge the accuracy and completeness of the information contained in the report.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

Return fax # \_\_\_\_\_

Phone # \_\_\_\_\_

**Center:** \_\_\_\_\_

<b>Check</b>	<input type="checkbox"/> BY BIRTH				
	<input type="checkbox"/> NATURALIZED <i>(Complete A thru E)</i>	A - CERT. NO.	B - PETITION NO.	C - DATE	D - PLACE AND COURT
<input type="checkbox"/> US CITIZEN	<input type="checkbox"/> DERIVED <i>(Complete F)</i>	E - U.S. PASSPORT NUMBER		F - PARENT'S CERTIFICATION NUMBER	
<input type="checkbox"/> ALIEN	REGISTRATION NO.	EXPIRATION DATE	DATE OF ENTRY	PORT OF ENTRY	

Revised May 2004



The Federal Child Care Centers function under the guidance and oversight of several entities. Successful centers have appropriate participation by all parties.

**GSA:** Provides finished space, services, utilities and equipment to the center.

- The Office of Child Care sets policy for the child care program nationwide, sets and oversees quality standards thru a license agreement, trains and provides materials for boards agencies and providers
- The RCCC manages and sets the equipment budget, trouble shoots provider and board problems, monitors the background check process, monitors compliance with the license agreement
- Property Managers provide the day to day facility and playground maintenance including scheduling appropriate safety/maintenance/cleaning/MARS reviews. May participate in board meetings as a non voting member.
- Asset Managers plan for the cyclical and constant upkeep of the center
- DHS-FPS accomplishes the child care employees' background checks including fingerprinting

**TENANT AGENCIES:** Pay RENT, generally assigned as joint use space. May appoint board members, may provide direction to the board. May allocate resources to their lower income federal employees for tuition assistance. May allocate recycling funds to the center. May provide space for fund-raising activities. Agencies with delegated authority operate their child care centers like GSA property managers.

**UNIONS:** Participate as appropriate on boards of directors. The majority of the centers are shared facilities and no specific union has bargaining rights or authority over the center's management. Often local agreements include union participation as a place on the board or advisory council. Unions can leverage influence over individual agency's participation in the federal subsidy program.

**BOARD OF DIRECTORS:** Make quality child care available to federal employees and others in the local commuting area. Specific tasks are to support the program, fund-raise and administer a tuition assistance program, help market the center, serve as a liaison between the government, the provider, and the parents, and monitor center goals and board effectiveness, advertise for and select providers.

**PROVIDER:** Operate a high quality, state licensed and NAEYC accredited child care center, this includes: hiring staff, establishing curriculum, setting and collecting fees, marketing the center, maintaining liability insurance, complying with state and local licensing requirements and requirements in the GSA license agreement.

**STATE AND/OR LOCAL LICENSING AUTHORITIES:** Set minimum quality standards for child care centers. Ensure compliance and investigate complaints, inspect the centers including health, program and fire safety inspections, and process state required background checks.

**PARENTS:** Contract for services directly with the child care provider. The property manager should have little or no direct contact with parents. Although the Federal customer, when dissatisfied will look to speak to the responsible Federal program manager or often contacts their Senator or Representative. The RCCC should be contacted to handle parent problems.

## child care providers

There are 112 child care centers operating in GSA space across the country, with more centers planned.

Our child care centers are managed by independent companies. These companies can be either for profit or non profit organizations. We have a mix of large (national firms) and small (local) for profit and non profit organizations in our space.

Child care providers are not under any government contract. GSA uses form 1582 Revocable License for Use of Space by a non Federal Entity, as the legal vehicle to put child care in our buildings. The choice of child care company rests with the local board of directors. The board may pick any provider within the acceptable range of GSA. In child care, continuity is prized. It is a negative to change providers, unless there is good reason.

GSA has by law (U.S.C. 40 section 590) the oversight responsibility for the child care centers in our buildings. We have set requirements for the centers to meet (the license document). These include most importantly attaining accreditation by the National Association for the Education of Young Children (NAEYC). All providers in our space must achieve and maintain accreditation, as well as be state/local licensed.

## cost and quality

GSA does not control the cost of care for the parents. The weekly or monthly fees will be set by the operator. The board of directors generally has a role in reviewing the operator's budget. The largest cost in child care is the staff. The centers in our space should have a budget reflecting 70%-80% on staff salaries and benefits.

In general, center space (which the government provides at no cost to the operator) can reflect between 5% and 25% of a child care center's budget. The low end reflects centers that receive free or subsidized space. The high end reflects suburban centers where they have built buildings. What we believed when we first put child care in our space was that if we provided as much as 25% of a center's budget (by providing the facility), then we would see a reduction in fees of equal measure. This belief was based on the assumption that the available child care market was of acceptable quality. What we learned was that the majority of child care centers offer mediocre care at best, and not something we wanted to duplicate.

Since the government subsidy is not enough to bridge the gap between high quality and low cost we have focused our space subsidy on improved quality as measured by NAEYC accreditation. In addition, to measure quality, the RCCC has a program review and a health review performed by independent child care experts on an on going basis.

Knowing the cost is too high for many families to afford, we have given the local board, fundraising and tuition assistance duties. Fund raising for child care is allowed and encouraged on federal space but must still meet federal property requirements (see the fundraising guide in the Board of Directors Manual on the website). Recycle dollars are a major source of child care tuition assistance as is the CFC.

In 2001 Congress gave agencies permanent authority to use appropriated funds to subsidize their low income employees' child care costs in any licensed center. Some agencies subsidize the tuition costs for their employees in our centers. GSA does not control this program.



United States  
**Office of  
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To:

Your Reference:

OCT 29 1999

MEMORANDUM FOR DIRECTORS OF PERSONNEL

FROM: STEVEN R. COHEN  
DIRECTOR  
OFFICE OF WORKFORCE RELATIONS

SUBJECT: Special Solicitations for Child Care Centers Located  
at Federal Installations

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 employees, 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

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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 solicitations 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) 606-5520.

11.d



**U.S. General Services Administration**  
**PBS Office of Child Care**

GSA Public Buildings Service  
Office of Child Care  
26 Federal Plaza, Room 2-128  
New York, NY 10278  
212.264.8321  
[www.gsa.gov/childcare](http://www.gsa.gov/childcare)