



SAMPLE SPACE APPROVAL FORM

The Space Approval Form is one step in ensuring that potential space for CNC is approved prior to offering care to children.

Item's to Check

1. The building meets the requirements of fire and other local authorities.
2. Pathways to emergency exits are clearly marked and free of obstruction. (Describe routes elsewhere in the Form.)
3. Staff will have direct access in an emergency to reliable communications equipment.
4. Storage space is available.
5. The space is clean.
6. The space is well-ventilated.
7. There is sufficient light for activities and supervision.
8. The space includes a washroom or is close to a washroom.
9. The washroom gives children access to hot and cold running water.
10. The hot water temperature can be adjusted to prevent scalding.
11. There is a sink with hot and cold water that could be used for diapering, if applicable.
12. Windows that are accessible to a child can be limited to opening less than 10 cm.
13. Hot water pipes and heating units, including baseboard-heating devices are inaccessible to a child.
14. Loose or exposed electrical wires are inaccessible to a child.
15. Electrical equipment and appliances that pose a threat are inaccessible to a child.

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16. Room dividers, barriers, bookcases and other pieces of heavy furniture are firmly in place.
17. Unused electrical outlets have covers.
18. Strings and cords long enough to encircle a child's neck are inaccessible to a child.
19. All indoor and outdoor space is well-maintained and free of hazards.
20. Outdoor play equipment and installation meets current CSA standards.
21. Outdoor areas to be used for children's activities are free of items that could harm a child.
22. The outdoor area for children under 6 years old is enclosed by a fence that is at least 4 feet high.
23. The outdoor area for the children under 6 years old has an unobstructed gate door that opens out from the inside.

Other Information

The measurements of the space are:

Room 1:	Maximum Capacity:
Room 2:	Maximum Capacity:
Room 3:	Maximum Capacity:

This space will be used for: ☐ Long Term ☐ Short Term ☐ Combined

Identify Changes to be made to approve the space for CNC:

- ☐ Contact information for person with responsibility for the facility
- ☐ Space has been approved for use by the CNC program

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Signature

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Date

