



GSA Public Buildings Service
Office of Child Care

gsa child care



property manager's

child care

resource book

2004

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introduction

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

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

(recodification of sections of Title 40 - Child care formerly section 490b)

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.

cleaning

Clinical cleaning is the base line level of cleaning in our child care centers. Clinical cleaning is a level of cleaning that is provided to government health units and 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. It is suggested that very clear performance standards be used for the child care space or use prescriptive specs in this area if necessary to receive the level of cleaning required.

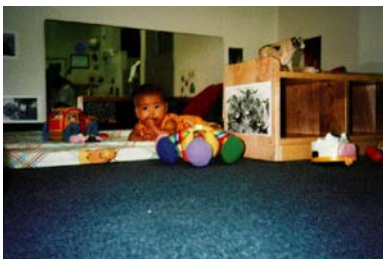
Child care staff should be cleaning the children's toys and shelves. Child care staff should be cleaning the inside of appliances. Child care staff should be cleaning animal cages.

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 may 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 CHECKLIST					
	TASK	FREQUENCY	SAT	UNSAT	
A.	ROOM CLEANING:	Daily			
	1 Empty waste baskets				
	2 Dust horizontal surfaces of all adult furniture. building ledges				
	3 Clean glass table, desk tops,				
	4 Clean sinks and mirrors, supply paper towels and soap				
	5 Sweep and mop or scrub floor				
	6 Thoroughly vacuum all carpet				
	7 Spot clean carpet to remove spots				
	8 Spot clean walls, windows and view panels and mirrors				
B.	TOILET CLEANING:	Daily			
	1 Sweep and wet mop or scrub using a cleaner-disinfectant				
	2 Clean all surfaces and fixtures to include mirrors, waste receptacles wall surfaces and dispensers utilizing a cleaner disinfectant.				
	3 Empty waste receptacles, service towels, soap and toilet paper				
C.	SOILED DIAPERS RECEPTACLES	2X Daily			
	1 Remove and seal plastic bags containing soiled diapers to designated area.				
D.	POLICE:	Daily			
	1 Remove trash, clean drinking fountains and clean door glass to remove fingerprints, smudges, etc.				
	2 Remove trash from out door play area				
E.	Office Space	Weekly			
	1 Dust vertical and under surfaces of furniture (knee wells, chair rung, table leg, etc.				
F.	Floor Maintenance:	Weekly			
	1 Damp mop and spray buff all hard and resilient floors				
G.	Glass & Wall Surfaces:	Monthly			
	1 Damp wipe both sides of glass in doors view windows, partitions, and book cases and any other glass within 70" of the floor.				
	2 Spot clean wall surfaces.				

CHILD CARE CENTER CLEANING STANDARDS CHECKLIST					
TASK	FREQUENCY	SAT	UNSAT		
H. High Clean	Quarterly				
1 Dusting or vacuuming all surfaces and objects approx. 70" or more from the floor.					
I. Carpet Cleaning:	Quarterly				
1 Shampoo or dry clean all carpet. Note: Operation shall be scheduled on week ends to allow for thorough drying.					
J. Wash Walls:	Annually				
1 Wash walls using a germicidal solution as prescribed by COR.					
K. Strip and Refinish:	Annually				
1 Strip and refinish bare floor area using approved methods and chemicals.					
CHILD CARE CLEANING ACCOMPLISHED BY THE PROVIDER					
You can expect the child care staff to clean the toys and childrens' 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 interiors. It would be expected that janitors would wipe down the frig fronts if you have commercial equipment.					

EXHIBIT 2G-1
CHILD CARE CENTER CLEANING AND QUALITY REQUIREMENTS

CLEANING REQUIREMENTS

QUALITY REQUIREMENTS

1. Child Care Center

NOTE: Employees cleaning Child Care Centers are subject to Federal, State, and local laws governing health screening requirements prior to commencing employment.

- A. Twice a Day (*This is too much but daily policing of the playground is needed. And midday removal of diapers may be needed.*)

Classrooms, infant rooms, toddler rooms, playgrounds and toilets shall be policed. All waste receptacles, including kitchen shall be emptied, drinking fountains and door glass cleaned.

POLICING: Classrooms, infant rooms, toddler rooms, playground and toilets shall be free of all paper, trash and other discarded materials. There shall be no evidence of wads of gum or other foreign substances on the floors. Drinking fountains and glass surfaces shall present a clean appearance.

B. Daily

- (1) Empty waste receptacles, disinfect diaper pales and replace plastic liners. Dust all horizontal surfaces of furniture and desks.
- (2) Clean all toilet fixtures, including water closets, wash basins, vents, shelving, partitions, mirrors, waste receptacles, dispensers and wall surfaces utilizing a cleaner-disinfectant. Replenish all dispensers.
- (3) Thoroughly vacuum all carpeted areas with vacuum cleaners equipped with brushes and/or beater bars.
- (4) Spot clean carpet to remove all stains.

SOLID WASTE REMOVAL: See Quality Requirements in Exhibit 2A above.

SURFACE AND FIXTURE CLEANING: See Quality Requirement in Exhibit 2A above.

SERVICING: See Quality Requirement in Exhibit 2A above.

THOROUGH DUSTING: See Quality Requirement in Exhibit 2A above.

THOROUGH VACUUMING: See Quality Requirement in Exhibit 2A above.

CARPET SPOT CLEANING: See Quality Requirement in Exhibit 2A above.

EXHIBIT 2G-1
CHILD CARE CENTER CLEANING AND QUALITY REQUIREMENTS

CLEANING REQUIREMENTS

QUALITY REQUIREMENTS

1B. Child Care Center, Daily (Continued)

- (5) Thoroughly sweep and wet mop or scrub all hard and resilient floors using a cleaner-disinfectant.
- (6) Sweep playground and recover spilled sand or mulch materials and place in designated areas.

C. Weekly:

- (1) Dust vertical surfaces and under surfaces of furniture and desks (knee wells, table legs, etc.).
- (2) Damp mop and spray buff all hard and resilient floors.

D. Every two weeks:

- (1) Damp wipe both sides of all glass in doors, partitions and bookcases, and any other glass within approximately 70 "/178 cm of the floor.

E. Quarterly:

- (1) Clean by dusting or vacuuming surfaces and objects approximately 70"/178 cm or more from the floor. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, transoms, clocks, moldings around ceiling, tops of partitions, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cases, bookcases, lockers, walls etc.

SWEEPING, WET MOPPING OR SCRUBBING:
See Quality Requirement in Exhibit 2A above.

SWEEP PLAYGROUND: Areas shall be clean of all dirt and trash. All sand or mulch materials shall be recovered.

THOROUGH DUSTING: See Quality Requirement in Exhibit 2A above.

DAMP MOPPING AND SPRAY BUFFING: Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area should have a uniform luster.

INTERIOR GLASS CLEANING: Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy.

HIGH CLEANING: Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

EXHIBIT 2G-1
CHILD CARE CENTER CLEANING AND QUALITY REQUIREMENTS

CLEANING REQUIREMENTS

QUALITY REQUIREMENTS

E. Child Care Center, Quarterly (Continued)

- (2) Clean carpets by shampooing or dry cleaning.
- (3) Clean by mopping/hand washing in a mild non-toxic detergent, all fixed exterior playground equipment, (wood, plexi-glass, metal, plastic, doors, exterior fencing.)

CARPET SHAMPOOING: See Quality Requirement outlined in Exhibit 2A above.

MOPPING/HAND WASHING: Areas shall be free of streaks or spots of dirt or residue. there shall be no smudge spots where plastic, metal, wood or plexi-glass have been cleaned.

F. Semi-Annually:

- (1) Floor care: Strip and apply four coats of floor finish to resilient floors. Strip and seal all hard floors.

STRIPPING: All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns, or scuff marks. Water solutions shall not be used on wood flooring.

NOTE: UNDER NO CIRCUMSTANCES SHALL DRY STRIPPING METHODS BE USED.

G. Annually:

- (1) Wash all walls in nurseries, classrooms, playrooms, and kitchen areas with a non-toxic germicidal solution. (Cleaning methods and germicidal solutions shall be prescribed by the COR.

WALL WASHING: Walls shall be free of streaks or 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. Woodwork on doors, windows, moldings, etc., shall be clean.

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.

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

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

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

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.

PREVENTION

The most important IPM procedure is the identification and correction of “conductive 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.
-

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.)
-

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.
-

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.

JANITORIAL SERVICES

The Lessor shall maintain the Leased Premises, including outside areas, in a clean, tenantable condition. Except as otherwise stated herein below, the Lessor shall perform the services at the frequencies determined by the Lessor. The Leased Premises shall be cleaned to the satisfaction of the Government. In evaluating the Lessor's performance, the Government shall exercise reasonable judgment. All cleaning shall be performed after tenant working hours.

The Lessor's obligation to maintain the Leased Premises shall include performing the following interior janitorial services.

CHILD CARE CENTER: BASIC INTERIOR SERVICES

(1) BARE FLOORS AND BASEBOARDS:

General: The floors (including restroom floors), baseboards and corners are to be swept and wet mopped nightly with a **germicidal** solution. Floors are to be slip resistant, clean and free of debris, foreign matter, water streaks, scuff markings, and wax build-up in corners and crevices. The finished area shall present an overall appearance of cleanliness and have a uniform luster. Baseboards and walls shall be free of splashing and markings from cleaning instruments. Floor mats are to be cleaned and disinfected.

Vinyl Floor Maintenance: Notwithstanding the foregoing, Vinyl FORBO flooring shall be cleaned and maintained in accordance with the manufacturer's instructions for MULTISTEP resilient vinyl sheet flooring attached hereto as Exhibit A.

(2) CARPETED FLOORS:

Vacuuming: Carpeted surfaces are to be vacuumed nightly. Carpeted surfaces are to be free of dirt, dust, and other debris.

Carpet Spot Cleaning/Shampooing: Spot cleaning shall be performed as needed. Buildup, spillage or crusted material is to be removed along with spots, smears, and stains. When spot cleaning, the Lessor shall ensure that fuzzing does not occur, which can be caused by harsh rubbing or brushing on carpet. The Infant Room shall be shampooed every six weeks. The remaining Rooms shall be shampooed quarterly.

(3) WALLS AND SURFACES:

General: All walls and surfaces, including countertops, structural ledges, low wall tops and edges, high reach areas, including, but not limited to, door frames, doors, door jambs, and thresholds, moldings, ventilation grills, bulletin board/picture frames, light switch plates, file cabinets, light fixtures, washer and dryer, exposed pipes, and low reach areas including, but not limited to, wainscoting, chair rails, ledges, baseboards, window sills, plastic, metal partitions, mirrors, mirror tops, and light switches, are to be cleaned and disinfected. All walls and surfaces shall be free of smudges and residue.

Window coverings: All window coverings (mini-blinds) shall be dusted on a monthly basis. All window coverings are to be cleaned and disinfected twice a year.

Office and Classroom Furniture and Woodwork: All office and classroom furniture and woodwork shall be dusted and treated with dust cloths. There are to be no dust streaks. Corners, crevices, moldings light switches and ledges should be free of dust. No oils, spots, or smudges on surfaces caused by dusting tools should be left behind. Telephone receivers shall be sanitized nightly.

Glass and Plastic Surfaces: All glass and plastic partitions are to be clean and free of dirt, grime, graffiti, dust streaks, watermarks and spots, and shall not be cloudy.

(4) METAL PARTITIONS, FIXTURES AND SURFACES:

Metal partitions, fixtures and surfaces, including, but not limited to, drinking fountains, washbasins, urinals, toilets, toilet seat hinges, and mirrors are to be cleaned and disinfected nightly with a **germicidal** solution and polished to a lustrous and uniform appearance. All metal partitions, fixtures, and their surfaces are to present a clean appearance with no dust, spots, soil substances, stains, discoloration, rust, mold, encrustation, or excess moisture.

(5) DIAPER CHANGING AREAS:

Diaper changing boards, diaper containers and their surrounding areas are to be cleaned nightly with a mild detergent and disinfectant.

(6) WASTEBASKETS:

All solid wastes generated in the Child Care Center, including soiled diapers and all waste receptacles, are to be collected and removed two times (once mid-day and again in the evening) per day. Waste receptacles are to be cleaned and free of debris and residue. All waste receptacles, including sanitary napkin receptacles, are to be disinfected nightly. After emptying and cleaning them, the Lessor shall insert a new plastic liner.

(7) DISPENSERS AND SUPPLIES:

The Lessor shall provide all restroom products, including toilet paper, paper towels, seat covers, sanitary napkin products, plastic trash can liners, and other such products. The supplies shall be replenished nightly. All soap dispensers shall be filled nightly; soap must be compatible with the provided dispensers.

(8) KITCHEN:

The floors are to be cleaned in accordance with subsection (1) BARE FLOORS AND BASEBOARDS, above. All surfaces are to be cleaned in accordance with subsection (3) WALLS AND SURFACES, above. In addition, the Lessor shall clean the exterior of all cabinets, appliances, including the stove, refrigerator, freezer, dishwasher and drying racks.

(9) OUTSIDE AREAS INCLUDING THE PLAYGROUND

Outside areas are to be policed daily to be free of all paper, trash and other discarded materials. All sand or mulch materials shall be recovered. The Lessor is responsible for maintaining the upkeep of any trees or plantings. *(The property manager may include inspection and maintenance of playground equipment or that may be handled outside the scope of the lease.)*

NOTE: (1) Employees cleaning Child Care Centers are subject to Federal, State, and Local laws governing health screening requirements prior to commencing employment. (2) All efforts should be made to protect the children. Due to the inquisitive nature of children, report to the Contracting Officer and/or his/her designated representative any potential hazards that could conceivably cause injury to a child. Extra effort should be made to ensure that maintenance equipment and supplies are well secured from the children.

design/remodel

GSA has set standards for design and finishes for our centers. Our requirements are written in: PBS - 100 (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 - 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 DESIGN COMPLIANCE MEASURE

(NAME OF CENTER)				
ITERIOR CHILD CARE SPACE REPORTED BY REGION		CAPACITY		
PART 1				
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	
PART 2 ITEM - SPACE ADEQUACY				
	POSSIBLE POINTS	ACTUAL POINTS	COMMENT	
1 THE CENTER COMPLIES WITH THE DESIGN GUIDE RECOMMENDED ALLOTMENT OF SPACE PER CHILD	5			
2 IN THE CLASSROOM, THERE IS 50 SQ. FT MINIMUM OF ACTIVITY AREA PER CHILD (excludes furnishings)	10			
3 THE TOTAL CENTER INTERIOR SPACE (SEE SQUARE FOOTAGE ABOVE) PROVIDES 75 SQ. FT. PER CHILD	5			
4 CENTER CAPACITY IS VIABLE FOR RETAINING VENDOR IN THE MARKET	5			
5 THE CENTER HAS SINKS/TOILET/DIAPERING FACILITIES ACCESSIBLE BY THE CHILD WITHIN THE CLASSROOM	5			
6 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			
7 THE CENTER COMPLIES WITH THE DESIGN GUIDE IN TERMS OF AMOUNT OF STORAGE / SUPPORT AND ADMINISTRATION SPACE FOR THE CENTER CAPACITY	5			
PART 3 ITEM - QUALITY AND SUPERVISION				
1 PRINCIPAL FINISHES IN THE CENTER MEET DESIGN GUIDE STANDARD AND ARE LESS THAN 10 YEARS OLD - PAINT LESS THAN 5 YEARS OLD	5			
2 CLASSROOM WALLS ARE PREDOMINANTLY OFF-WHITE, LIGHT PASTEL WITH CARPETS/FLOORS MUTED IN COLOR AND DESIGN	5			
3 THERE ARE NO WINDOWLESS CLASSROOMS IN THE CENTER. YES=15 PRO-RATE FOR EACH NON-COMPLYING CLASSROOM (EXCEPT MULTIPURPOSE)	15			
4 EVERY CLASSROOM HAS A VIEW WINDOW @ CHILD LEVEL (INTERIOR OR EXTERIOR) DEDUCT 1 FOR EACH NON COMPLYING CLASSROOM UNTIL 0 IS REACHED	5			
5 THE CENTER DIRECTORS OFFICE/ADMIN AREA CAN SUPERVISE ENTRY/EXIT AT THE ENTRY DOOR AND ALL UNSUPERVISED DOORS ARE ALARMED	5			
6 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			
7 ACCESS TO THE PLAY YARD IS LESS THAN 100 FEET FROM ANY CLASSROOM	5			
8 THE CENTER IS ADA/cpsc COMPLIANT INCLUDING THE PLAY YARD	5			
9 THERE IS ADEQUATE ACOUSTIC SEPARATION IN AND BETWEEN CLASSROOMS. (35 STC MINIMUM)	5			
10 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			
TOTAL	100			
PART 4 MITIGATION				
IF A CENTER SCORES BELOW 65 POINTS, THE FOLLOWING FEATURES MAY BE COUNTED TO INCREASE THE OVERALL SCORE				
1 WHEN CENTER AND PLAYGROUND FINISHES HAVE BEEN REPLACED, ENVIRONMENTALLY APPROPRIATE MATERIALS AND METHODS HAVE BEEN USED	1			
2 PLAYGROUND CAN BE USED YEAR ROUND AND HAS MORE THAN MINIMUM SQUARE FOOTAGE, COVERED AND UNCOVERED EQUIPMENT AND ACTIVITIES	4			
3 PLAYGROUND HAS ALL OF THE FOLLOWING: TRIKE TRACK, WATER PLAY, SAND PLAY, LARGE MOTOR PLAY, DRAMATIC PLAY	2			
4 THE CENTER HAS A MULTIPURPOSE ROOM WHICH WILL ACCOMMODATE THE LARGEST CLASSROOM/ WITH THE AREA PROVIDED AS PER DESIGN GUIDE	2			
5 LIGHTING IN CHILDREN'S SPACES IS INDIRECT	2			
6 LIGHTING IN CHILDREN'S SPACES IS FULL "SPECTRUM" WITH EXCELLENT COLOR RENDITION (85 COLOR RENDERING INDEX (C.R.I.))	2			
7 TYPE OF LIGHTING IS VARIED (PENDANT, INDIRECT, ETC.)	1			
8 THERE ARE DEDICATED AREAS WITHIN THE CLASSROOMS AND COORIDORS TO DISPLAY CHILDREN'S ART AND PROJECTS AT THE CHILD'S HEIGHT	2			
GRAND TOTAL			70 NEEDED TO PASS	
			100 TOP POSSIBLE SCORE	
OVERALL COMMENT -				

equipment

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, and copiers 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.

maintenance

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 MAINTNEANCE

- 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 exits 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?			

ITEM	YES	NO	N/A
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?			
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?			

OUTSIDE PLAY AREA

ITEM	YES	NO	N/A
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

For additional information on zero and low VOC paints please refer to the following websites:

- www.aqmd.gov/business/brochures/zerovoc.html,
- www.aqmd.gov/business/brochures/paintguide.html,
- 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.

playgrounds

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. Send them a fax on official agency letterhead indicating that you would like a list of CPSI's in your state. They will fax you back the list within 2 weeks. The list will contain the name and address of the CPSI's in your state. The fax number is (703) 858-0794. Or you can send an email to rgeiger@nrpa.org, Manager, NRPA's National Playground Safety Program, include your fax number and he will return to you the list of possible inspectors. <http://www.nrpa.org>

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

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.

safety/health

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 _____

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 arcing 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?			
Noticeable tripping hazards are not within the center?			
Unauthorized personal electrical appliances are not within the center?			
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?			

ITEM	YES	NO	N/A
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?			

OUTSIDE PLAY AREA

ITEM	YES	NO	N/A
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/

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

Emergency plan template: www.dhhs.state.nc/dcd/emerg.htm

Emergency Preparedness Tips for Child Care Providers:

www.dhhs.state.nj.us/dcd/provider.htm



Security Awareness Tips for Child Care Providers: www.dhhs.state.nc.us/dcd/sectips.pdf

Federal Protective Service "Making Federal Buildings Safe" 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

SAMPLE PARENT EMERGENCY CARD

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

	Cleveland FEDKIDS
EMERGENCY RELOCATION SITE	
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
 - f. Fire alarm devices and sprinkler heads are not obstructed
 - g. 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 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

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.
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SAFE HAVENS:

PRIMARY:	<u>OFFICE OF THRIFT SUPERVISION</u> <u>123 Main Street / Washington, DC</u> <u>1 block east and 2 blocks south</u>
SECONDARY:	<u>DEPARTMENT OF INTERIOR</u> <u>456 Main Street / Washington, DC</u> <u>4 blocks west</u>
TERTIARY:	<u>BRIGHT HORIZONS CHILDREN'S CNTR</u> <u>90 Depot Road / Washington, DC</u> <u>5 blocks north and 1 block west</u>

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>



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.

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

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
- **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/>

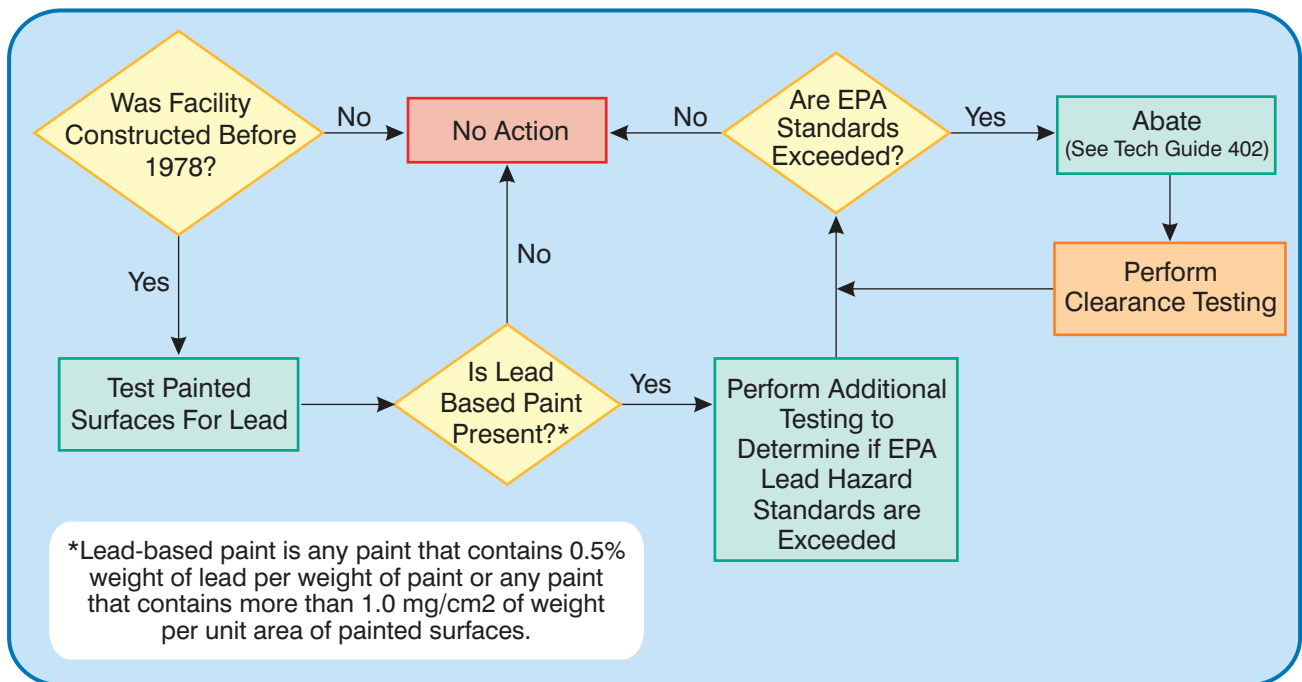
GENERAL REQUIREMENTS

- 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"> ■ 40 g/ft² in dust on carpeted/bare floors ■ 400 g/ft² in dust in window troughs ■ 250 g/ft² in dust on window sills ■ 400 mg/kg in bare soil in child play areas ■ 1,200 mg/kg in bare soil in entire yard

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.

GSA Responsibilities

- Test sources of drinking water in child care centers for lead.
- Implement corrective measures when necessary.

Safety and Environmental Management Personnel Responsibilities

- Where lead levels exceed EPA action levels, submit list of deficient centers quarterly to Central Office until problem has been corrected.

Property Management Community Responsibilities

- Test for lead in drinking water.
- Implement corrective measures when necessary.
- Notify facility personnel of testing results when action levels are exceeded.

Lead in Drinking Water Laws and Regulations

Citation	Topic
Safe Drinking Water Act	<ul style="list-style-type: none"> ◆ Requires EPA to set drinking water standards to protect public health. ◆ 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>
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/epacfr40/chapt-1.info/chi-toc.htm>

Further Information

- **PBS Environmental Hotline**
(800) 379-6505 or 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.

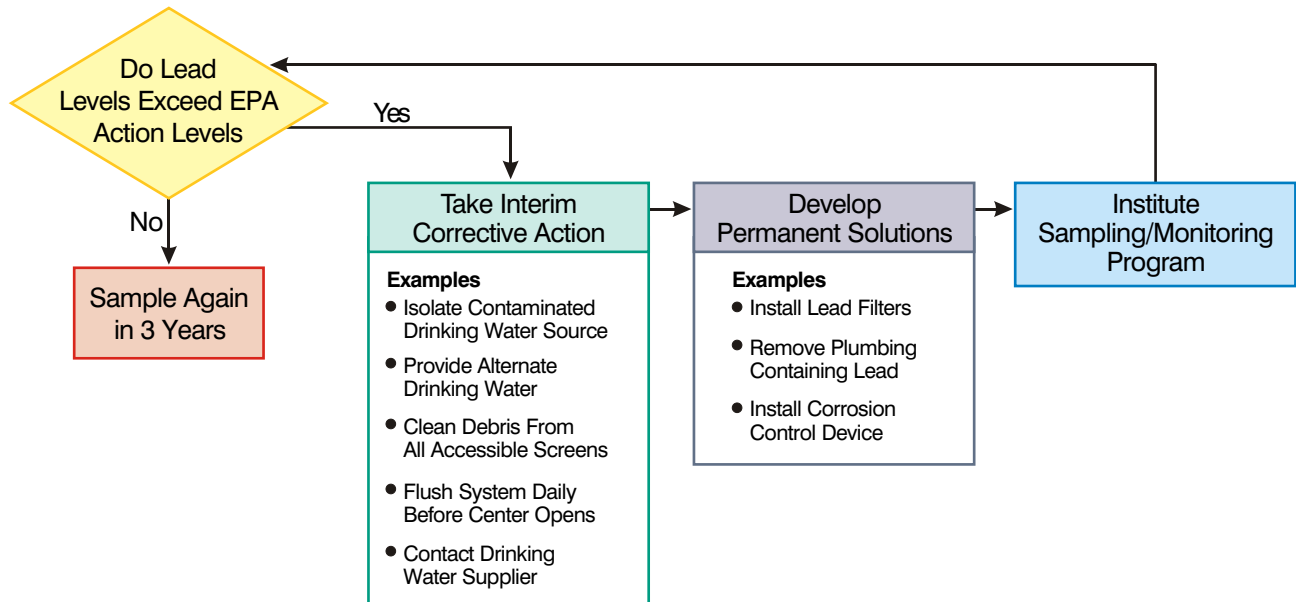
EPA STANDARDS FOR LEAD IN DRINKING WATER	
Maximum Contaminant Level Goal (MCLG)	None detected at a detection limit of 1 ppb
Action Level	15 ppb

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.

security

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 attached) 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 FPS. 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.

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.



U.S. Immigration and Customs Enforcement

April 19, 2004

FEDERAL PROTECTIVE SERVICE POLICY DIRECTIVE FPS-04-020

MEMORANDUM FOR: REGIONAL DIRECTORS
DIVISION DIRECTORS

FROM: WENDELL C. SHINGLER
DIRECTOR

SUBJECT: Building Security Committee

This policy directive, upon signature will cancel and replace all previous policies or memorandums of similar subject matter. This policy directive shall be implemented nationwide and incorporated into the next revision of the FPS policy directive handbook.

Purpose: To establish policy directives for FPS personnel in regards to membership and duties of the Building Security Committees (BSC) at the various governmental properties which FPS has law enforcement and security authority.

General: On June 28th, 1995, the U.S. Department of Justice (DOJ) published its *Vulnerability Assessment of Federal Facilities*. A principle recommendation of this report pertained to the establishment of BSC.

FPS is committed to identify vulnerabilities and reduce the threat at each building and recommend appropriate countermeasures. FPS Physical Security Specialist (PSS) and Inspectors are active in the threat identification and reduction process.

Policy: BSC membership should include at least one representative from each agency housed within the facility. The Director of the Child Care Center should also be a member of the BSC If a Child Care Center is located within the facility.

The BSC Chairperson should be the representative from the largest agency within the facility; however, this position can be delegated. The duties of the chairperson include:

- Schedule and chair all meetings of the BSC;
- Ensure BSC members are notified of meetings;
- Ensure compliance of the DOJ standards, are accomplished.
- Review and update the Occupant Emergency Plan (OEP) annually
- Serve as the principle BSC spokesperson and liaison;
- Provide deciding vote on issues the committee fails to reach consensus.

Committee members will act for their Agency to evaluate and approve building security countermeasures. It is beneficial for committee members to have experience in any of the following:

- Security;
- Financial management.
- Facility management;
- Architecture;
- Engineering;

When selecting members, agencies should be aware that decisions could financially impact their agency. As such, BSC committee members should have some authority to allocate agency funding.

Role Of The BSC:

- Review and discuss the building security assessment report and all related information/data with the FPS representative;
- Identify and ensure all agency security requirements such as agency employee access controls internal office access controls, and contractor employee suitability procedures; are followed by the tenants.
- Request FPS assistance for employee security and crime prevention training needs, and guidance on preparing/implementing building Occupant Emergency Plan (OEP).
- Evaluate and vote on each recommendation in the building security assessment report

Policy of FPS: The BSC will be supported through professional consultation with FPS physical security personnel. FPS personnel will perform the following:

- FPS will coordinate, and support the United States Marshall Service in all aspects of courthouse security or judicial space.
- Assign at least one Inspector, PSS or other subject matter expert, as the FPS representative to the BSC;
- Conduct a comprehensive review of the facility per the FSRM schedule
- Provide building security assessment report for the building, to include:
 - Required minimum-security standards for their building
 - ISC guidelines for owned and leased facilities.
 - Crime statistics and intelligence data for their building.
 - Develop recommended countermeasures
- Assist the committee in the review of internal agency security requirements;
- Review specific countermeasure recommendations and provide a cost analysis
- Provide or facilitate all security training requests the BSC recommends for employees;
- Assist in the development, implementation, and update of the building's OEP,
- Ensure all approved countermeasures are completed as scheduled;
- Serve as the committee's liaison with the GSA Public Building Service;
- Ensure the security objectives of the BSC are met and implemented.
- Maintain an open forum with the BSC regarding all issues that affect security of the facility.

Policy on Security Levels and Resulting Action by Child Care Centers

The Office of Child Care policy regarding alerts has been vetted through the Department of Homeland Security's Federal Protective Service and is designed to follow their guidelines and instructions.

GSA has instructed Child Care associates that it is imperative that all GSA Child Care Centers follow their LOCAL guidelines, warnings, directives or suggestions issued by the Federal Protective Service or other local responsible governmental or police organization. That organization could be another agency's protective group (US Marshals Service, Interior Park Police, Postal Service Police, etc.) or the head of the local Building Security Committee implementing the OEP (usually the lead agency representative in a building) or a town, city or state police agency.

The following GUIDELINES should be considered:

1. If a city or building(s) goes to the SEVERE or RED level and a decision is made to close a specific building(s) or any building where a child care center is located, then the child care center should be notified that the building is closing and given a certain amount of time to notify parents and close down the operation.
2. If a city or building(s) goes to the SEVERE or RED level and a decision is made to close the building(s) but that those employees designated as "essential" are to remain, then the child care center should be notified of that action and given a specific amount of time to notify parents and close down their operation.
3. If a city or building(s) goes to the SEVERE or RED level and a decision is made NOT to close a specific building or any building where a child care center is located, then the child care center should be notified and THEY can decide what they want to do.

Code red is for very specific threats and thus may necessitate closing particular center(s) or federal building(s) depending on what the threat is. There is no blanket policy that requires going to code red if a war starts. Red Alert, by FPS standards, is a focused approach to local conditions based on the highest levels of risk. A Red Alert in one community may or may not effect adjacent communities let alone entire states or regions.

GSA does not propose a blanket policy of closing centers region wide or nationwide. If a federal building is open, safe and functioning then the child care center should be open as well. Closing child care centers for indefinite periods of time will run these centers out of business.

March 2003



U.S. GENERAL SERVICES ADMINISTRATION
Public Buildings Service

December 4, 1998

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS
PUBLIC BUILDINGS SERVICE

DIRECTORS, FEDERAL PROTECTIVE SERVICE
PUBLIC BUILDINGS SERVICE

NATIONAL DIRECTOR, CHILD CARE OPERATIONS
CENTER OF EXPERTISE - 2PNK

FROM: PAUL CHISTOLINI
DEPUTY COMMISSIONER

SUBJECT: Background Checks for Child Development Center
Workers in GSA Controlled Facilities

The policy of the General Services Administration (GSA) is that all employees of child development centers located in GSA controlled facilities receive complete and timely background checks. Taking the appropriate steps to ensure proper background checks of child care workers enhances the quality and reliability of this key amenity we provide to our federal customers. The responsibility to ensure that these steps are taken is shared among the Federal Protective Service, the Child Care Operations Center of Expertise, and the Regions. The purpose of this memorandum is to identify and assign specific responsibilities and accountability for the actions that are necessary to ensure to the maximum extent feasible that all child care workers in GSA controlled facilities are properly cleared.

Background

A complete and timely background check consists of basic screening and criminal history background checks. Basic screening includes, at a minimum, personal interviews, reference checks with past employers, past employment verification, personal reference checks, and confirmation of educational status.

GSA conducts criminal history background checks in accordance with the Crime Control Act of 1990, as amended, 42 U.S.C. §13041. The Crime Control Act requires criminal history background checks which are based on fingerprints obtained by a law enforcement officer and conducted through the Identification Division of the Federal Bureau of Investigation and through the state criminal history repositories of all States that a prospective employee lists as current and former residences (in the last ten years) in an employment application. Under the Crime Control Act, an uncleared worker may nevertheless be provisionally employed if "at all times prior to receipt of the background check during which children are in the care of the person, the person is within the sight and under the supervision" of a properly cleared worker. A copy of the relevant statutory provisions is enclosed at Attachment 1.

In July 1996, the Department of Justice authorized GSA's Federal Protective Service to use the Interstate Identification Index (III) and the National Crime Information Center (NCIC) to conduct "name checks" on prospective contract and/or child care workers. The "name check" provides a way to get a quick preliminary screening of prospective employees but does not supplant the requirement to complete the thorough criminal background check in accordance with the Crime Control Act. A copy of this authorization is enclosed at Attachment 2.

PBS issued PBS-IL-97-2 on April 3, 1997 to establish procedures for background checks. This Instructional Letter remains in full force and effect, except to the extent modified by this memorandum. A copy is enclosed at Attachment 3. On March 10, 1998, the President issued a Memorandum directing that proper background checks be conducted on child care workers in federally sponsored child care centers. A copy of the Presidential Memorandum is enclosed as Attachment 4.

Policy

No prospective employee of a child development center in GSA controlled facilities will be allowed to work in the center unless a "name check" has been satisfactorily completed and a complete background check package, as defined in this Policy Memorandum, has been received by the regional FPS office. The background check package includes: a properly completed GSA Form 176, the FD 258 Fingerprint Card(s), a signed certification by the provider indicating that it has satisfactorily completed basic screening of the prospective employee, the "name check" information sheet, and all required State repository forms. A GSA Form 176 will be properly completed if the appropriate blocks have been completed, as shown on Attachment 5.

Any background check that has not been completed and the results provided to the child care provider within sixty (60) days of submission to the regional FPS

office shall be considered delayed and appropriate action shall be taken by the region and FPS to follow up.

Clearances in accordance with this Policy Memorandum are valid for five (5) years.

To ensure that an adequate number of personnel are cleared for new centers, center Directors will be cleared in advance of the opening of a new center. All new centers (along with those undergoing major renovations) must incorporate elements of the design criteria that allow for complete line of sight and visibility throughout the child development center to the maximum extent possible. This will give the Director the ability to see and supervise all personnel. In addition, an adequate number of employees should have clearances in advance of opening and if there is a need to request "emergency/expedited" clearances the Federal Protective Service shall ensure that such clearances are obtained.

Responsibilities

The Child Care Operations Center of Expertise is responsible for oversight of the overall background check process for child care workers. This means that the Center will do the following: develop a nationwide summary of information including number of employees working in child care centers in GSA controlled facilities, the number cleared, the timeliness of the clearances, identification of problem areas and recommendations for remediation actions. In addition, the Center shall ensure that every agreement or contract which permits a child care provider to occupy space in a GSA controlled facility includes a provision which requires the provider to conduct basic screening on all prospective employees and to certify compliance. The Center will also issue, as appropriate, procedures implementing this Policy Memorandum.

Each region is responsible for monitoring the background check process for all child care centers in GSA controlled facilities within its region. This means that each region is responsible for: ensuring that child care providers are aware of, are trained in, and conduct the basic screening on all prospective employees and that the certifications are completed; keeping accurate records of all prospective child care workers within the region that are awaiting completion of background checks; ensuring that appropriate coordination occurs between the regional child care coordinators and regional Federal Protective Service staff; following up on any clearance that is not obtained within sixty (60) days of submission; and providing such information to the Child Care Operations Center of Expertise as is necessary for the Center to evaluate the effectiveness of this policy on a national basis.

The Federal Protective Service is responsible for processing, in a timely manner, the fingerprints and paperwork necessary for the criminal history background check under the Crime Control Act. In addition, Regional FPS is responsible for processing the paperwork necessary for the "name check." The regional FPS offices are responsible for the timely and accurate taking of fingerprints. An FPS employee who qualifies as a law enforcement officer may take fingerprints. If the regional FPS office is not able to accommodate the workload associated with this task, the regional FPS office shall be responsible for establishing alternate arrangements with other federal, state or local law enforcement personnel. Regional FPS offices shall be the processing point for all clearance packages relating to child development center workers in the region. All clearance packages shall be reviewed and forwarded to FPS national office within 3 working days of receipt by the regional FPS office.

FPS is responsible for serving as the single point of contact with the FBI and other law enforcement agencies that are involved in the background check process. Within 3 working days of receipt of a completed background check package, FPS shall forward the clearance request to the appropriate law enforcement entity. FPS will be responsible for follow up with the FBI and other law enforcement agencies with respect to delayed clearances and will coordinate with the regions on the status of such clearances.

Further information

Questions concerning this Policy Memorandum should be directed to Eileen Stern, Director, Child Care Operations Center of Expertise on 212-264-8321.

Attachments (5)

1. The Crime Control Act of 1990, as amended.
2. DOJ authorization of "name check" for child care worker purposes.
3. PBS-IL-97-2.
4. Presidential Memorandum dated March 10, 1998.
- 5 GSA Form 176.



General Services Administration
Public Buildings Service
Washington, DC 20405

Attachment 3

APR - 3 1997

INSTRUCTIONAL LETTER PBS-IL-97-2

MEMORANDUM FOR REGIONAL ADMINISTRATORS

1A, 2A, 3A, 4A, 5A, 6A, 7A, 8A, 9A, 10A, WA

ASSISTANT REGIONAL ADMINISTRATORS

1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP

REGIONAL CHILD CARE COORDINATORS

1PE2, 2PB, 3PB, 4PMF, 5PMF, 6PMF, 7PM, 8PD, 9PT, 10PMS,
WPMF, WCA, WPM, WPT

DIRECTORS,

FEDERAL PROTECTIVE SERVICE DIVISION

1PS, 2PS, 3PS, 4PS, 5PS, 6PS, 7PS, 8PS, 9PS, 10PS, WPS

FROM: ROBERT A. PECK
COMMISSIONER - P

SUBJECT: Background Check Requirements and Criteria for Child Care Center
Employees and Staff in GSA-Sponsored Child Care Centers

1. Purpose. This letter revises and updates existing guidelines regarding background checks for child care provider employees working in GSA day care centers. It enhances oversight requirements, provides for a more comprehensive background check, and clearly delineates responsibilities of individuals and organizations involved in the process.

2. Background.

a. Enactment of the "Tribble Amendment" in the mid-1980's allowed GSA and other federal agencies to establish day care centers in government-controlled space. With establishment of these centers, the FPS implemented requirements for conducting limited criminal history background checks on child care center employees.

b. 42 USC 13041, Section 231 of the Crime Control Act of 1990, Pub. L. 101-647, established requirements for protecting children in federally sponsored child care centers by requiring that all employees of such centers be subject to limited criminal history background checks through the Identification Division of the FBI and State criminal history repositories. These enhanced requirements were incorporated in GSA's limited criminal history background process.

c. As a result of the bombing of the Murrah Building in Oklahoma City, the President directed the Department of Justice (DOJ) to establish an interagency working group to assess the vulnerability of existing federal office buildings in the United States to acts of terrorism

and other forms of violence. Their report, the June 28, 1995 *Vulnerability Assessment of Federal Facilities*, recommended that GSA should modify its policy allowing service and construction contract personnel and child care center employees to work in federally controlled space prior to obtaining appropriate background investigations. As a result, the Federal Protective Service (FPS) was granted an exception by DOJ to their policy restricting the use of the National Crime Information Center (NCIC) computerized information system for employment purposes.

d. Last year, the GSA Office of Inspector General (OIG) completed an audit of procedures dealing with the conducting of limited criminal history background checks for child care employees in GSA-controlled space and recommended that the process be improved in a number of areas.

3. General. To address the recommendations contained in the DOJ vulnerability assessment and resolve the findings in the OIG audit, the Office of Workplace Initiatives and the Office of Federal Protective Service have developed an improved process for conducting background checks for child care center employees

4. Policy. All child care employees will be required to successfully undergo a limited background suitability check before being allowed to work without direct supervision in a GSA-licensed day care center. This includes all full-time employees, part-time employees, consultants, substitutes, cooks, and regular volunteers. Additionally all child care center employees shall undergo a pre-employment check of certain automated criminal history records maintained by the FBI prior to beginning employment in the center. Note: Successful completion of the pre-employment check does not preclude requirements that child care center employees work under direct supervision of employee(s) who have already been cleared.

a. GSA has executed a Memorandum of Understanding (MOU) with the Office of Personnel Management (OPM) Investigations Service to provide a background check for day care employees based on the National Agency Check with Inquiries (NACI). This new process, which will be conducted by the newly privatized US Investigative Service located in Boyers, Pennsylvania, will provide a more comprehensive review of an individual's background than the current limited criminal history background check. Additionally, OPM will provide enhanced investigation packages within certain defined time frames allowing for more timely completion.

b. Adjudication of background investigations will be transferred from the Office of Federal Protective Service to FPS regional offices to allow for better accountability and reduced processing. Initial training for regional personnel who will assume the adjudication duties and responsibilities will be conducted at the Department of Energy Central Training Academy in Albuquerque, New Mexico, beginning in April 1997.

c. An automated tracking system is currently under development which will provide for direct access and update tracking and status information by FPS and child care coordinators for child care center employee and staff background checks. FPS personnel will also receive direct telephone access to request the latest status of OPM investigation proceedings.

d. The following roles and responsibilities are established to ensure clear understanding all participants in this critical process.

- 1) The child care coordinator in each region will have primary responsibility for ensuring that all employees working in GSA-licensed day care centers are in compliance with the provisions of 42 USC 13041:
 - a) Ensuring that all GSA-sponsored day care centers have properly executed license agreements thereby ensuring that requirements for background checks will be conducted;
 - b) Conducting periodic reviews of child care center staffing (including employees, volunteers, etc.);
 - c) Tracking status and progress of background investigations to ensure timely completion;
 - d) Routinely informing senior management and others of significant problems or delays; and,
 - e) Coordinating with FPS personnel to enforce licensing provisions when required information from employees or day care center directors is not provided in a timely manner.
- 2) Day care center directors will be responsible for ensuring that all employees and other staff working in the center meet these policy requirements.
 - a) Comply with the requirements of 42 USC 13041 regarding direct supervision of employees who have not successfully completed their background checks;
 - b) Ensure that required forms and fingerprint card(s) are prepared in an accurate and timely manner, and reviewed and submitted at least three (3) working days prior to the anticipated beginning of employment in the child care center,
 - c) Provide updated, corrected or additional information to FPS adjudication personnel or regional child care coordinators as requested;
 - d) Maintain appropriate records to support government review of the status of background checks for employees and other staff; and,
 - e) Take immediate action to separate or remove employees found unsuitable as a result of a background check.
- 3) FPS personnel will ensure that background suitability checks for child care center employees and staff are conducted in an expeditious manner:
 - a) Review forms and fingerprint card(s) submitted by child care center directors to assure they are complete and accurate. If additional information is needed, obtain from center directors;
 - b) Regional FPS officials will provide assistance to day care center directors in obtaining required fingerprints for FBI review and state repositories by identifying locations where employees can be fingerprinted. In some cases, FPS may do the fingerprinting;

- c) When forms have been reviewed and all required information has been obtained, conduct required NCIC Interstate Identification Index (III) and wanted person files name checks within three (3) working days;
- d) Enter information in tracking system(s) in a timely manner to assure that the suitability background review can be completed as quickly and thoroughly as possible;
- e) Provide regional child care coordinators with status and progress reports to assist in oversight and compliance efforts of the requirements contained in 42 USC 13041; and,
- f) Supply day care centers with applicable forms and fingerprint card(s).

5. Effective date: April 1, 1997

6. Expiration date: Until superseded or canceled.

7. Cancellation: All previous requirements and procedures, except those superseded by the above guidelines, are still in effect. Final suitability adjudication for child care center employees will continue to be based on the criteria as outlined in the Contract Employee Adjudication Guidelines in PBS-IL-97-1.

8. Reference to directives: This instructional letter contains policies affecting the Federal Protective Service Policy Handbook, PBS P 5930.17B.

For Immediate Release

March 10, 1998

March 10, 1998

MEMORANDUM FOR THE HEADS OF FEDERAL DEPARTMENTS AND AGENCIES

SUBJECT: Steps to Improve Federally Sponsored Child Care

Now more than ever, America's working parents are struggling to balance their obligations to be good workers -- and their more important obligations to be good parents. By choice or by financial necessity, millions of Americans rely on child care to care for their children for of each day. Parents deserve to know that their children are safe and nurtured in child care.

One of my highest priorities is to make child care better, safer, and more affordable. That is why my balanced budget includes the most significant investment in child care in our Nation's history and proposes specific measures to improve child care quality.

As a supplier of child care and as an employer that must recruit and retain a strong workforce,, the Federal Government should lead the way in improving child care. I am proud that our military has developed one of the finest child care delivery systems in the world, and that the Department of Defense, at my request, is sharing its expertise with the public and private sectors. Still, we need to do more. The executive branch of the Federal Government has responsibility for over 1,000 child care centers -788 through the military, 109 through the General Services Administration, and 127 through other Federal departments. In addition, the military oversees nearly 10,000 professional family child care providers. In total, approximately 215,000 children are in our care.

Today I am directing my Administration to take significant new steps to improve the quality of Federally sponsored child care in the executive branch by (1) ensuring proper background checks of child care workers; (2) achieving 100 percent independent accreditation of all eligible centers; (3) exploring partnerships among Federal agencies and with the private sector to improve child care quality and affordability; and (4) ensuring that all Federal workers become better informed of child care benefits and the options available to them.

First, all child care workers in Federally sponsored centers should undergo thorough background checks to make sure that our children are safe. The vast majority of child care workers are caring people who have dedicated their lives to teaching and nurturing children. But one tragedy in child care is too many, and criminal and civil background checks are necessary to determine whether the people caring for our children are fit

for this responsibility. The military already has a model system to conduct background checks of child care workers. I now want to guarantee that workers at all nonmilitary, Federal child care facilities undergo such background checks in a thorough and timely fashion.

I therefore direct the Administrator of General Services ("Administrator") to report to me, within 90 days, with a plan to ensure complete and timely background checks, to the fullest extent possible, for all child care workers in nonmilitary, Federally sponsored child care settings. Agencies with oversight of nonmilitary child care settings will report to the Administrator within 60 days on this matter.

Second, all Federally sponsored child care centers should receive nationally recognized, independent accreditation as soon as they are eligible to do so. Currently, only 76 percent of military centers, and 35 percent of other Federally sponsored centers, are accredited. By the year 2000, 100 percent should be accredited. I therefore direct the Secretary of Defense and the Administrator to provide me, within 90 days, with a plan to ensure, to the fullest extent possible, independent, nationally recognized accreditation of all eligible, Federally sponsored child care by the year 2000. Agencies with oversight of non-military child care settings shall report to the Administrator within 60 days on this matter.

Third, partnerships among Federal agencies and with the private sector are an increasingly important way to maximize existing resources and improve child care. I therefore direct the Administrator to work with the heads of all Federal departments and agencies to explore opportunities for collaboration both within Government and with the private sector to improve child care quality and affordability in Federally sponsored settings.

Finally, employers have a responsibility to make sure that their workers are better informed on child care and the options available to them at the national, State, and local levels. I therefore direct the Director of the Office of Personnel Management ("Director") to ensure that, to the fullest extent possible, all Federal workers receive full information about child care benefits available to them on the Federal, State, and local levels, including information on resource and referral networks, available tax credits such as the Child and Dependent Care Tax Credit and Child Tax Credit, as well as public subsidies. The Director shall also host a nationwide summit designed to showcase model public and private sector solutions to child care needs.

WILLIAM J. CLINTON

STATEMENT OF PERSONAL HISTORY
(See Privacy Act statement on page 4)

OMB No.: 3090-0006
Expires: 09/30/97

The 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 aspect of this collection of information, including suggestions for reducing this burden to Security Division (PSS), Office of Federal Protective Service, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (3090-0006) Washington, DC 20503.

NOTE: All sections must be completed. If more space is needed for any item, continue under Item 23.

2. NAME DATA
(Give your full name, initials and abridgements are not acceptable)

NAME (Last, first, middle)

OTHER NAMES USED (Maiden name, names by former marriages, former name changed legally or otherwise, nicknames, etc. Specify which, and show dates used.)

1. SOCIAL SECURITY NUMBER

3. DATE OF BIRTH

4. PLACE OF BIRTH

5. SEX

6. HEIGHT

7. WEIGHT

8. COLOR EYES

9. COLOR HAIR

10. MARITAL STATUS

11. 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. INCLUDE WIFE'S MAIDEN NAME (Give same information regarding all previous marriages.)

12. RACE (Check one)

A - Asian or Pacific, including Chinese, Japanese, Filipinos, Polynesians, Indonesians, and Asian Indians

B - Black

I - American Indian or Alaskan Native, including Eskimos

H - Hispanic

W - White

O - Other

MALE

FEMALE

SINGLE

WIDOWER

MARRIED

DIVORCED

* ONLY CIRCLED ITEMS NEED TO BE COMPLETED.

13. DATES AND PLACES OF RESIDENCE (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 23 if necessary.)

R/M	FROM	TO	NUMBER AND STREET	CITY	STATE	ZIP CODE (5+4)

14. MILITARY SERVICE (Past or present)

SERIAL NO. (If none, give grade or rating at separation.)

BRANCH OF SERVICE (Army, Navy, Air Force, etc.)

YEAR

FROM

TO

15. CHECK

BY BIRTH

A. CERT. NO.

B. PETITION NO.

C. DATE

D. PLACE AND COURT

NATURALIZED (Complete A thru D)

DERIVED (Complete E)

E. PARENT'S CERTIFICATION NUMBERS

U.S. CITIZEN

ALLEN

REGISTRATION NO.

NATIVE COUNTRY

DATE OF ENTRY

PORT OF ENTRY

16. EDUCATION (All schools above elementary)

NAME OF SCHOOL	ADDRESS	YEAR		DEGREE
		FROM	TO	

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	TYPE OF WORK	ADDRESS (Where employed)	REASON FOR LEAVING

18a. HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM ANY POSITION FOR CAUSE?

YES NO (If answer is "YES," furnish details in item 23)

18b. HAVE YOU EVER BEEN DISCHARGED FROM THE ARMED FORCES UNDER OTHER THAN HONORABLE CONDITIONS?

YES NO (If answer is "YES," furnish details in item 23)

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 OR MUNICIPAL LAW, REGULATION, 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

<p>24. AUTHORIZATION AND RELEASE</p>	<p>I hereby authorize the General Services Administration to obtain any information required from the Federal government of state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Investigator Service (DIS), the U.S. Office of Personnel Management (OPM), the Immigration and Naturalization Service (INS), (if applicable), and from the State Criminal History Repository (child care 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 General Services Administration, 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 outlined in the Handbook, General Services Administration Privacy Act Program (OAD P 1878.8).</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>the Federal government of state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Investigator Service (DIS), the U.S. Office of Personnel Management (OPM), the Immigration and Naturalization Service (INS), (if applicable), and from the State Criminal History Repository (child care employees only) of each State where I have resided.</p>	
<p>25. PRIVACY ACT OF 1974 COMPLIANCE INFORMATION</p>	<p>Privacy Act of 1974 Compliance Information. 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 investigations or prosecutions, or pursuant to a request by GSA or such other agency in connection with the hiring or retention of an employee, the issuance of a security clearance, the investigation of an employee, the letting of a contract, or 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 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>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 investigations or prosecutions, or pursuant to a request by GSA or such other agency in connection with the hiring or retention of an employee, the issuance of a security clearance, the investigation of an employee, the letting of a contract, or 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 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>26. CERTIFICATION</p>	<p>FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES OF UP TO \$2000 AND IMPRISONMENT UP TO FIVE YEARS.</p> <p>I declare under penalty of perjury that the statements made by me on this form are true, complete and correct.</p>	<p>Before signing this form, check back over it to make sure you have answered all questions fully and correctly.</p> <p>SIGNATURE</p>	<p>DATE</p>

20. HAVE YOU EVER BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES FOR ANY CRIME OR OFFENSE INVOLVING A CHILD?
(Other charges must be included in item 18 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

21. 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	YEAR OF BIRTH	ADDRESS	COUNTRY OF BIRTH	PRESENT CITIZENSHIP

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

NAME	ADDRESS	YEARS KNOWN

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 # _____

Center: _____ Phone # _____

Check	BY BIRTH				
		NATURALIZED <i>(Complete A thru E)</i>	A - CERT. NO.	B - PETITION NO.	C - DATE
<input type="checkbox"/> US CITIZEN	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	

roles and responsibilities

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 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 113 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). 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.

January 16, 2003

MEMORANDUM FOR EILEEN STERN
DIRECTOR
OFFICE OF CHILD CARE (PK)

FROM: LESLY P. WILSON 
SENIOR ASSISTANT GENERAL COUNSEL
GENERAL LAW DIVISION (LG)

SUBJECT: Concerns of the Ziggurat Child Development Center

This memorandum is in response to your questions relating to the Ziggurat Child Development Center concerning fundraising by the child care center, the use of those funds and other issues pertaining to the operation and participation by various parent groups at the Center.

Generally speaking, the GSA building regulations prohibit individuals from soliciting commercial or political donations, vending merchandise of all kinds, displaying or distributing commercial advertising, or collecting private debts. 41 CFR 102-74.410 (formerly section 41 CFR 101-20.308). Subsection (a) of that section states however, that these restrictions are not applicable to "national or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 950, entitled 'Solicitation of Federal Civilian And Uniformed Service Personnel For Contributions To Private Voluntary Organizations,' and sponsored or approved by the occupant agencies."

In a letter dated January 24, 1992, the Office of Personnel Management stated that although the regulations for the Combined Federal Campaign (CFC), 5 CFR Section 950.102, limits fundraising in the Federal workplace to the annual CFC, there is an exception to this limitation that applies to child care centers. In the letter OPM cites Section 7 of Executive Order 12353, as amended, which allows:

'solicitations conducted by organizations composed of civilian employees or members of the uniformed services among their own members for organizational support or for the benefit of welfare funds for their members.'

OPM concluded that child care centers located at Federal installations fall within this exception and therefore special solicitations may be conducted on their behalf under the policies and procedures approved by the head of the Department or agency. It is our opinion, therefore, that child care centers can conduct fundraising activities in the public areas of Federal buildings at times other than during the Combined Federal Campaign if a permit is obtained from the building manager to use the space.

To obtain a permit, an organization must submit an application which includes the following information:

1. Name, address and telephone number
2. The organization sponsoring the proposed activity
3. The individual responsible for supervising the activity
4. Documentation that the applicant has authority to represent the sponsoring organization
5. A description of the proposed activity.

42 CFR 102-74.470.

If funds are to be solicited, the applicant must also certify in writing that the organization has received an official ruling of tax-exempt status from the IRS under 26 U.S.C. 501(c)(3). 42 CFR 102-74.475. Consequently, if the child care center wishes to hold a fundraiser in the Federal building, the sponsor must have a tax-exempt designation from the IRS, or have applied for non-profit status. Because of this requirement, for-profit centers must have a non-profit board to be the sponsoring agent for the fundraiser. If the center itself is certified as a non-profit entity, it could sponsor the fundraiser. If a parent advisory committee or some other representative parent group of the center wishes to sponsor a fundraiser, the group which holds the non-profit designation, such as the board, must participate in the fundraiser in order to obtain the permit to use the space. In order to hold a fundraiser in the building if the center does not have a non-profit board and the center itself does not have a non-profit status, the center must have the sponsorship of an employee association or other non-profit group designated by the agency to sponsor fundraising activities within the building.

The authority to do fundraising within a Federal building does not restrict the center to conducting such activities as a bake sale. Under this authority, the center could decide to sponsor a fundraising event involving a sale by a commercial vendor where the child care center receives a portion of the proceeds. The decision whether to sponsor a particular vendor and the percentage of proceeds earmarked for the child care center should be made solely by the child care center and not the government as long as the activities being engaged in do not reflect negatively on the agency.

Since the CFC rules recognize that civilian employees may conduct solicitations among themselves for organizational support or for the benefit of welfare funds for their members, it would also seem appropriate to allow a parent group, in addition to the board, to conduct fundraising among the parents within the center itself. It is not necessary to obtain a permit to conduct an activity within the center's space. (Permits are only granted for the use of public areas of the building and a child care center is not a public area. See 41 CFR 102-74.465) When the center receives a revocable license for use of the space within the Federal building pursuant to GSA Form 1582, the center is authorized to conduct whatever activities are stipulated and necessary to pursue the purpose of the license and required to comply with all rules, orders, regulations and

requirements of the Government. Legally the center has the authority to conduct fund raising activities within the public areas of the building. Consequently, it follows that the center also has the authority to conduct fund raising activities within the confines of the space that is designated in the license agreement. It is, of course, possible for the parties to agree in the contract between the board and the provider that fund raising will not be conducted within the child care center's space.

With regard to the uses of the money obtained through fundraising, GSA has traditionally taken the position that all fundraising was to be used for the tuition assistance programs that are required in the Special Conditions to the License Agreement. (See, Board of Directors Child Care Resource Book, Appendix J) These funds were to be used in addition to the funds that may be received by the center through the subsidy program authorized by the Morella Amendment and codified in 40 U.S.C. 590(g). GSA also recognizes that fund raising may be used to assist the center in providing special programs and other activities for the children as enhancements to the general program of the provider. It was not anticipated that these funds were to be used to enhance salaries or provide bonuses for staff members. There is nothing, however, that would prevent individual parents from privately giving a bonus to staff members if they chose to do so.

You have also questioned the potential conflict of interest of members of the board who are also government employees. Generally, 18 U.S.C. 205 is not violated when a government employee sits on the board of directors of any cooperative, voluntary, professional, recreational, or similar organization or group not established or operated for profit, if a majority of the organization's or group's members are current officers or employees of the United States or of the District of Columbia, or their spouses or dependent children, and the representation is not inconsistent with the faithful performance of the employee's duties. Simply stated, government employees may act as a representative on a non-profit board and may communicate with Federal departments and agencies concerning the organization if the majority of the members of that board are also government employees as long as there is no conflict with their official capacity. However, Subsection 205(d)(2) specifically prohibits an employee from representing an employee organization, which would include a child care center, back to the government

- 1) when the representation involves claims against the Government;
- 2) when there are formal adversarial matters where the organization or group is a party and
- 3) when the employee is lobbying for grants, contracts and cash on behalf of the organization.

If the member of the Board held a government position that was responsible for funding for the center or for any decisions related to renovation or alteration of the space there may be, at a minimum, the appearance of an impropriety. We would suggest that any employee that may act in these roles in their official capacity consult the applicable Office of General Counsel for a review of the matter.

Please feel free to contact me if you have any additional questions concerning this matter.



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.



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