

BUILDING FOUNDATIONS FOR SUCCESS

Maintenance and Safety in Head Start Facilities





Objective

- Discuss facilities related regulations
- Facility Safety and Maintenance Plans
- Discuss Systems & Tools to manage preventative maintenance and facility management



Why Safety & Maintenance Matters

- **Protects Children & Staff**
Ensures a secure, hazard-free environment where young children and staff can thrive safely every day.
- **Supports Learning & Development**
A well-maintained facility minimizes disruptions, promotes consistent attendance, and enhances children's ability to focus and engage.
- **Ensures Compliance**
Aligns with Head Start Program Performance Standards and other health and safety regulations to avoid findings during monitoring reviews.



Why Safety & Maintenance Matters

- **Builds Trust with Families**

Safe, clean, and welcoming environments reinforce parents' confidence in the program's ability to care for their children.

- **Reduces Costly Emergencies**

Preventative maintenance minimizes unexpected repairs and extends the lifespan of facility assets.

- **Fosters a Culture of Excellence**

Demonstrates organizational commitment to high-quality service, accountability, and continuous improvement.



Why Facilities Matter

Safe, well-maintained spaces = better learning environments.

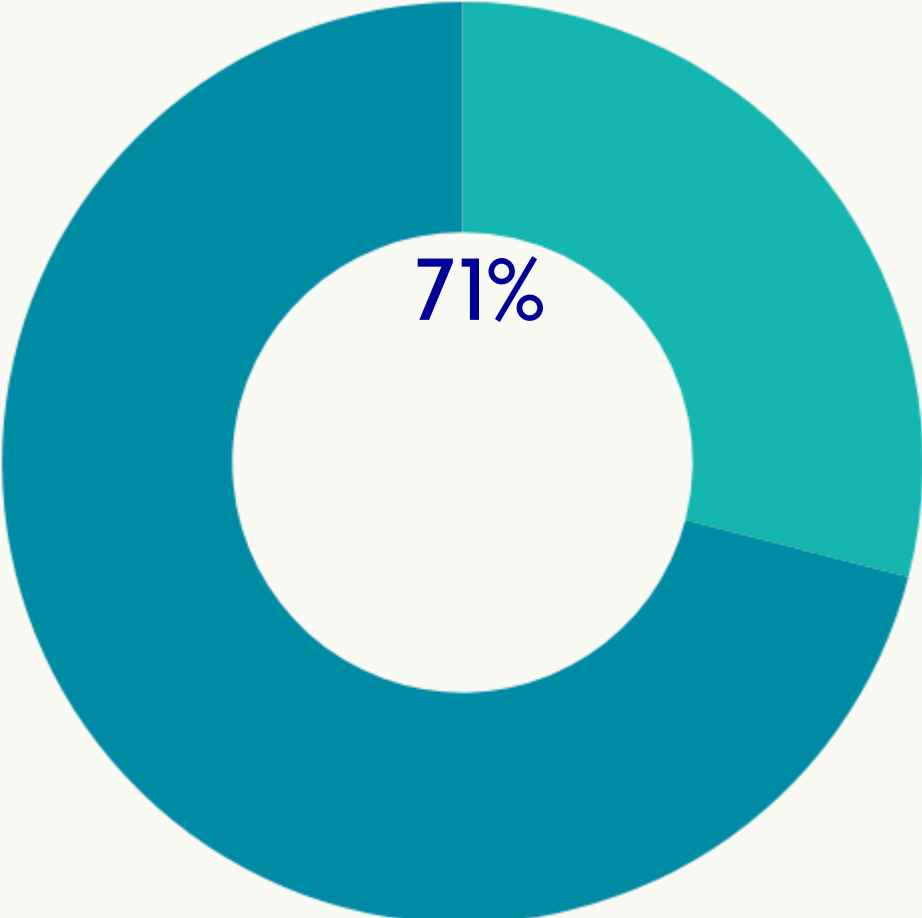
Safety supports child outcomes, staff well-being, and family trust.

Foundation for compliance and program quality.

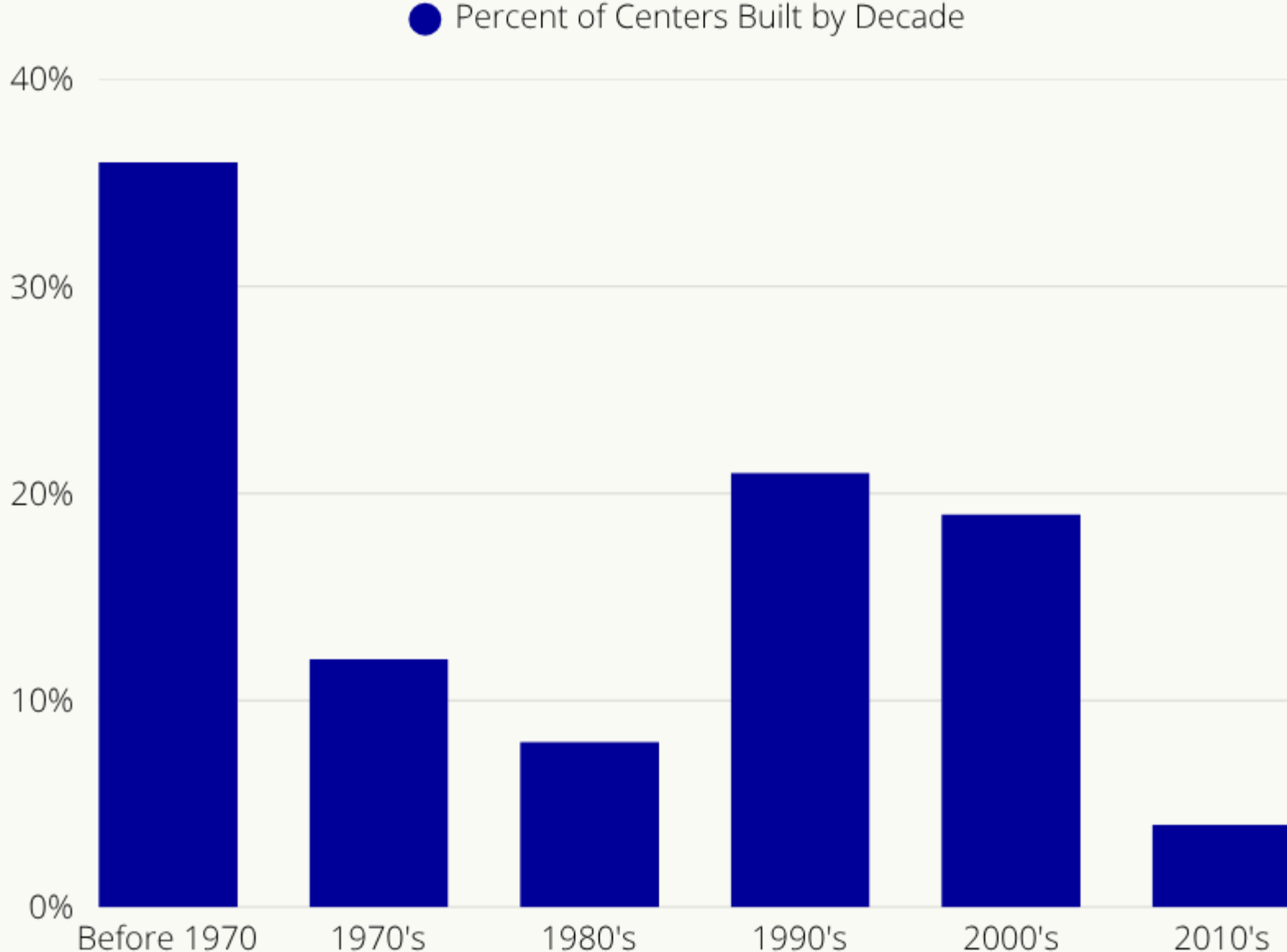
The Link Between Physical Environment and Child Outcomes

The physical environment of an early childhood program (the building, facilities, bathrooms, sinks, playground, etc.), is central to providing a safe, clean and stimulating early education experience that **promotes healthy child outcomes.**

CURRENT STATE OF FACILITIES



71% of Head Start programs reported their facilities were in need of renovation



Over half of all Head Start Centers were built before 1979

Range of Expected Equipment Service Life

Equipment	Expected Years	Actual Years
A/C unit	10 - 15	?
Boiler	8 - 12	?
Commercial refrigerator	10 - 15	?
Carpet	12 - 15	?
Lighting ballast	7 - 10	?
Emergency Battery	5 - 7	?

Child Safety in Head Start Programs

Office of Inspector General - Report Sept 2022

What OIG Found

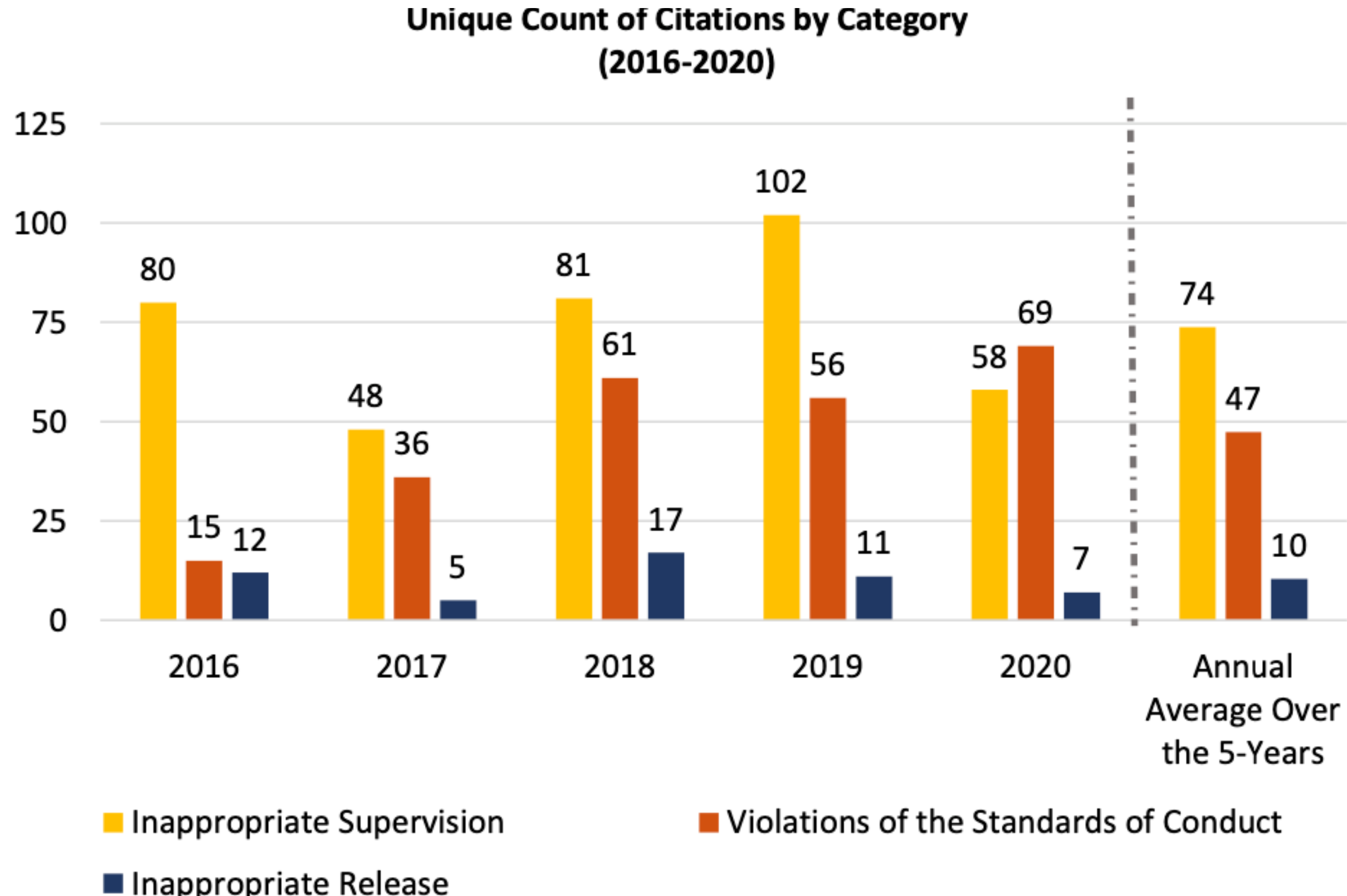
Approximately one in four Head Start grant recipients received an adverse finding from ACF for child abuse, lack of supervision, or unauthorized release between October 2015 and May 2020.

Data Brief On Child Safety OHS

Provides information on deficient and non-compliant citations

- ***Inappropriate supervision*** includes children left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
- ***Violations of the standards of conduct*** includes inappropriate discipline, the maltreatment or endangerment of the health or safety of children, and child abuse.
- ***Inappropriate release*** includes releasing children to an unauthorized adult.

Number of Citations from fiscal year 2016 to 2020





The Compliance Lens

- **Head Start Program Performance Standards**
- **State and Local Regulations**
- **Internal Policies and Procedures**

**Common
Compliance Pitfalls:**

Missed Inspections

Outdated Records

Overlooked Hazards

Checklist – Incomplete/Inaccurate

Head Start Program Performance Standards

1302 - Program Operations

Subpart D - Health Program Services

1302.47 Safety Practices

(b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all **facilities, equipment and materials**, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.

Facilities, equipment and materials are kept safe through an ongoing system of preventative maintenance

Head Start Program Performance Standards

1303 - Financial and Administrative Requirements

Subpart E - Facilities

1303.52 Insurance, bonding, and Maintenance

- (c) Maintenance. A grantee must keep all facilities purchased or constructed in whole or in part with Head Start funds in good repair in accordance with all applicable federal, state, and local laws, rules and regulations, including Head Start requirements, zoning requirements, building codes, health and safety regulations and child care licensing standards.



Preventative Maintenance

Preventative maintenance is an essential process that involves routine checks, inspections, and repairs to keep a facility in good working condition.

For Head Start centers, preventative maintenance is vital for ensuring the safety and well-being of children, families, and staff.



OHS UPDATES

Exposure to lead in water and paint prevention practices.

A program must develop a plan to prevent children from being exposed to lead in water and paint in Head Start facilities.

In facilities where lead may exist, a program must implement ongoing practices, including testing and inspection at least every two years, with support from trained professionals.

As needed, a program pursue remediation or abatement to prevent lead exposure.

Reportable incidents to Office of Head Start includes:

Serious harm or injury resulting from lack of preventative maintenance

State, Tribal, and Local Licensing

All facilities must comply with applicable state, tribal, or local licensing requirements.

When Head Start requirements and local requirements differ

- the most stringent provision takes precedence.







Reactive Maintenance

Reactive maintenance is the process of repairing or replacing equipment, systems, or facility components **only after they have failed or broken down**. It is an **unplanned, corrective response** to a problem rather than a proactive prevention measure.

- **Unplanned:** Work begins only when something goes wrong
- **Disruptive:** Often interrupts operations, classrooms, or services.
- **Costly:** Emergency labor, replacement parts, and downtime usually make it more expensive.
- **Risky:** Can create hazards and compliance issues.

Preventative vs. Reactive Maintenance

 Preventative Maintenance	 Reactive Maintenance
Planned & proactive	Unplanned & after failure
Scheduled inspections/checklists	Emergency fixes
Prevents major issues	Responds to problems
Saves money & time long-term	Higher costs & disruptions
Keeps classrooms safe & open	May cause closures or safety risks
 Examples: HVAC filter changes, playground checks, fire extinguisher tests	 Examples: HVAC breakdown repair, slide fixed after injury, burst pipe repair

Creating a Preventative Maintenance Plan

- 1 Identify equipment that requires maintenance
- 2 Determine the task required for each
- 3 Establish a Maintenance Schedule
- 4 Assign Responsibilities
- 5 Use a system – (SafeFacility®)



Maintenance task examples

HVAC

- Change air filters
- Inspect and clean evaporator
- Inspect and clean condenser coils
- Check and clean drain line
- Inspect electrical components
- Check refrigerant levels
- Test thermostat and controls
- Inspect and clean ductwork

Roof

- Inspect the roof
- Clean gutters and downspouts
- Trim overhanging branches
- Check for damaged shingles
- Inspect and repair flashing
- Seal and caulk openings
- Remove debris
- Repair damaged roof decking

Playground

- Visual inspection
- Surface check - evenness, depth
- Cleaning equipment
- Tightening and lubrication
- Surface maintenance
- Repainting and refinishing equipment

Facility Components Examples

HVAC Systems

Interior Walls

Vehicle Fleets

Tools

Plumbing

Exterior Walls

Floors

Exterior

Electrical Systems

Kitchen

Fixed Equipment

Outside grounds

Roofing and roofing materials

Communications equipment

Child Health and Safety

Reduce or eliminate children's risk of exposure to harm and hazards.

Partnerships with State Systems

Expand Head Start programs' capacity to coordinate services with state systems and national programs.

Quality Environments

Strengthening the key components of infrastructure that assist Head Start programs with operating most effectively.

Investing in the Workforce

Supporting a highly-skilled workforce with competitive pay, benefits, and access to supports for staff wellness.

Reaching Children and Families

Ensuring that Head Start resources are targeted to children, families, and communities of greatest need.



FY26: FOCUS AREA ONE (FA1)

Supporting Safe and Healthy Learning Environments (SSHLE) - new

Through the FA1 SSHLE content area, the Office of Head Start (OHS) learns how grant recipients **provide children with safe and nurturing learning environments** to support children's healthy development.

The review team will monitor to ensure the **physical environment is safe, including facilities, equipment, and materials** children use.

Safe and Sanitary Environments:

This section focuses on how the grant recipient maintains **safety in staffing, facilities, materials, and equipment** through effective monitoring, policies, and procedures.

Monitoring Approach – FY26 Focus Area One Monitoring Protocol

The SSHLE component of the FA1 Review includes two data tours: **Safe and Sanitary Environments Data Tour** and Human Resources Data Tour.

The **health and/or facilities manager(s)** will have the opportunity to share the plans, policies, and practices the grant recipient has put in place to keep children healthy and safe.

- **Safety plans and procedures**

- Preventative Maintenance Plans
- Plan for monitoring lead in water and paint

- Procedure for reporting child health and safety incidents
- Health and safety training plans and examples
 - Equipment safety

- **Ongoing monitoring**

- Walk through the data used to monitor facilities, equipment, and learning environments. Includes showing how the manager analyze and how they ensure data is accurate.



FY26: FOCUS AREA TWO (FA2)

Health Services - Approach

Data Tours to learn how the grant recipients provide health services that support each child's growth, development, and school readiness.

Demonstrate and describe how grant recipient **maintain safe learning spaces for children**, track children's medical and oral health care...

Health Services: Key Topics

- **Safe and Sanitary Environments**
- child health and oral health status
- mental health and social well-being
- child nutrition
- expectant families

Monitoring Approach – FY26 Focus Area Two Monitoring Protocol

Safe and Sanitary Environments: How the grant recipient maintains safety in staffing, facilities, materials, and equipment through effective monitoring, policies, and procedures.

Daily and ongoing safety checks:

How the grant recipient monitors its facilities, equipment, and materials to ensure they are safe for children. This includes demonstrating:

- Grant recipient's **approach to preventative maintenance**
- Process for reporting incidents affecting children's health and safety to OHS
- **Indoor and outdoor equipment and materials are clean and safe**
- **Facilities are free from pests, mold, pollutants, and safety hazards**
- Grant recipient's **current licensure meets state, local, and tribal regulations (as required)**

Benefits of Using an Automated System



Proactive Preventative Maintenance

Automatically schedules and tracks routine maintenance tasks to prevent costly repairs and minimize disruptions to learning environments.

Regulatory Compliance & Audit Readiness

Keeps detailed digital records of maintenance history, inspections, and repairs, ensuring compliance with Head Start and licensing regulations.

Streamlined Facility Management

Centralizes all facility data in one easy-to-use system, allowing staff to quickly submit, track, and resolve maintenance requests without paperwork delays.

Benefits of Using an Automated System



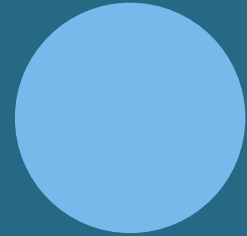
Enhanced Safety & Risk Management

Identifies potential safety hazards in real time, helping centers respond faster to issues like HVAC failures, plumbing leaks, and security concerns before they impact children and staff.

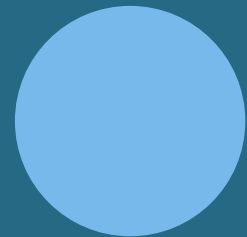
Data-Driven Decision-Making

Provides insights and reports on facility conditions, maintenance trends, and budget needs, helping administrators make informed decisions to improve operations and extend the lifespan of equipment.

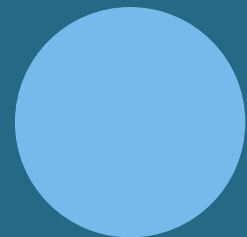
DATA POINTS/SOURCES



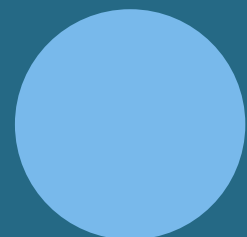
MONITORING/REPORTS



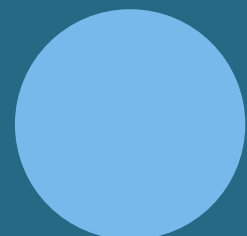
DATABASE



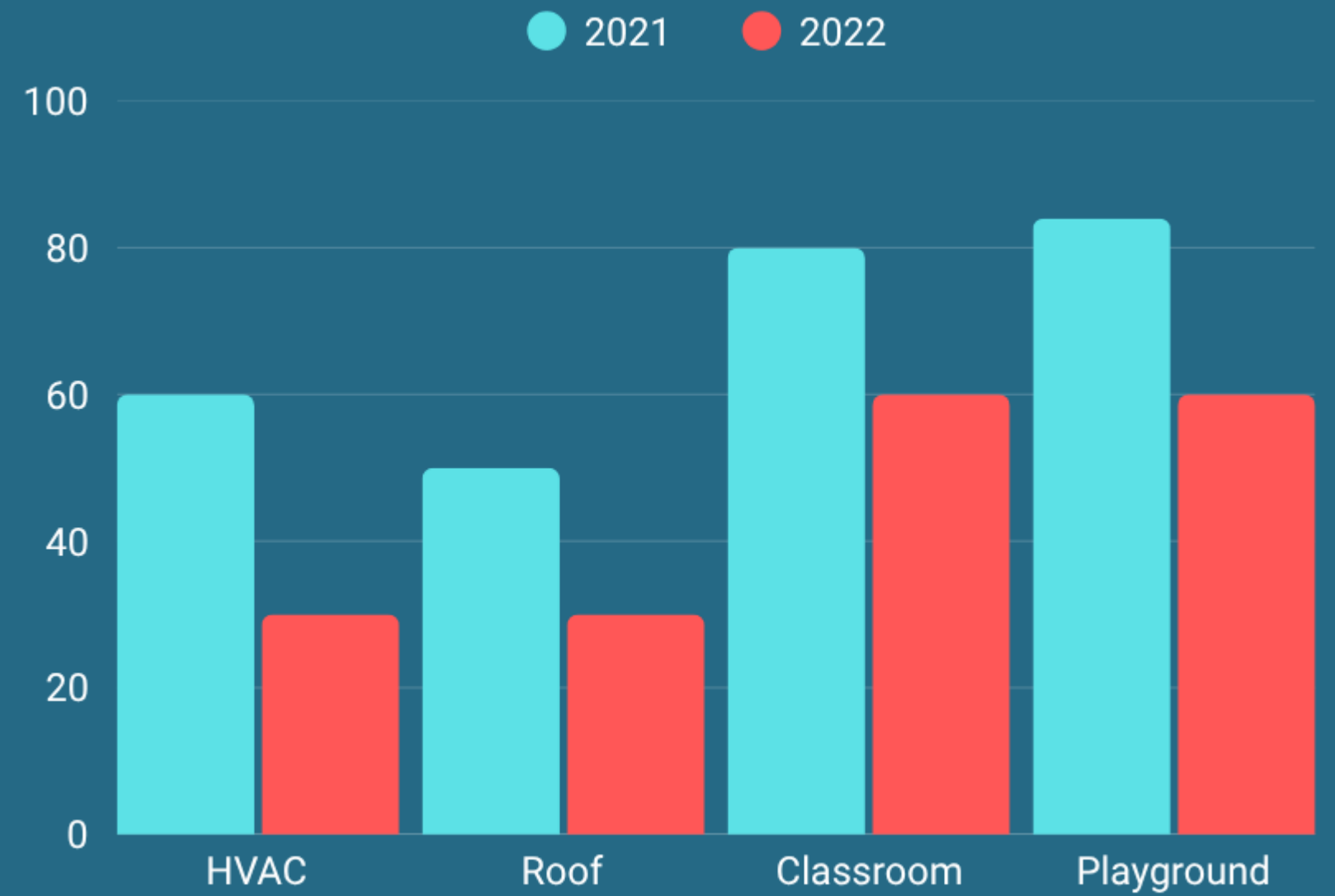
CHECKLISTS



WORK ORDERS



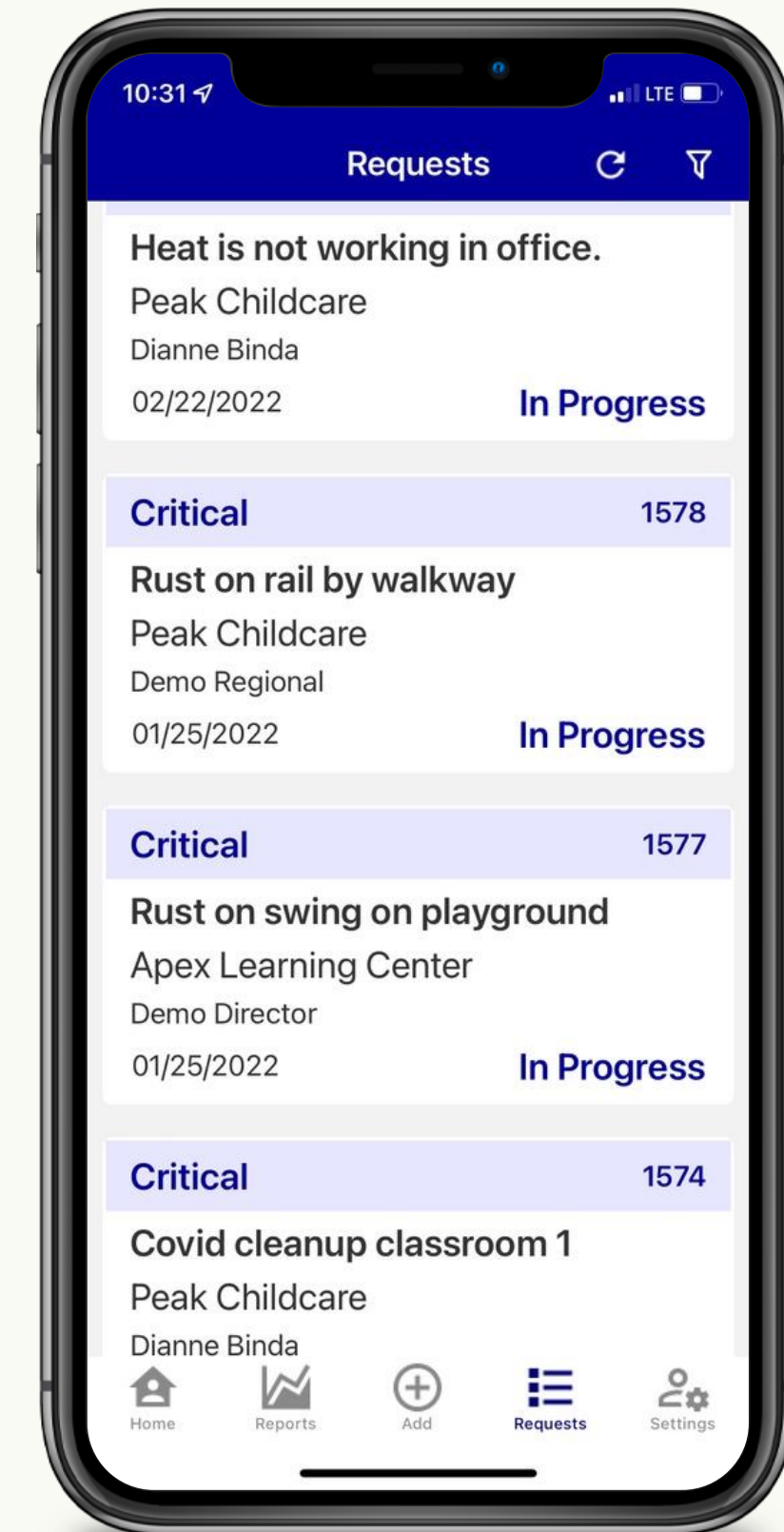
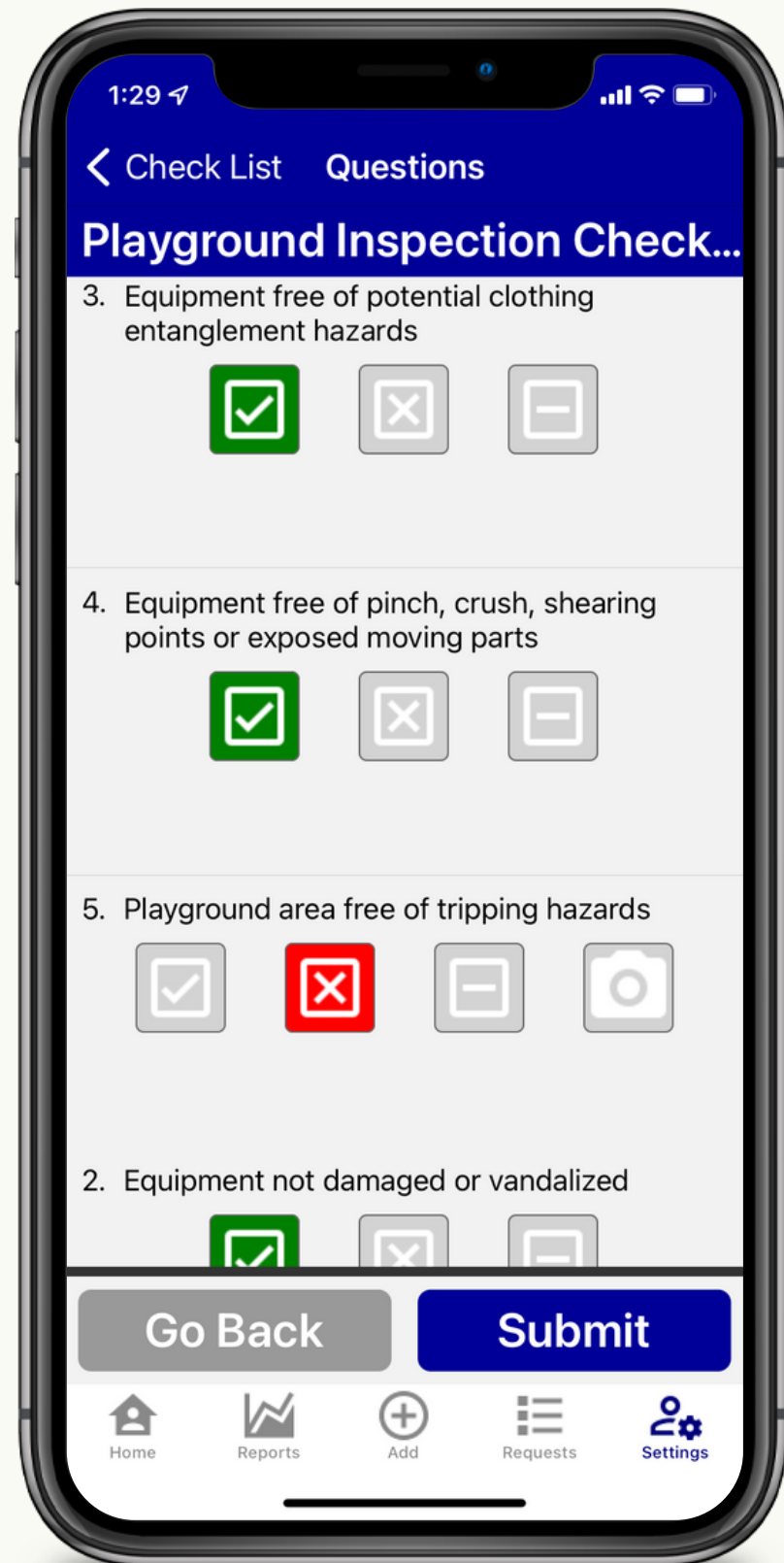
SELF ASSESSMENT



Inspection Report									
Inspection Id	Inspection Type	Facility	Completion Date	Scheduled Date	Due Date	Created By	Created Date	Modified By	Modified Date
2	Facility License	Apex Learning Center	7/21/2022	5/8/23	3/20/23	Marcel A Gates	2/22/22	Marcel A Gates	7/21/23
4	Sanitation Inspection	Peak Childcare	6/5/2022	11/22/22	11/25/22	Marcel A Gates	2/22/22	Marcel A Gates	7/11/23
16	Health Inspection	Peak Childcare		8/29/23	9/29/23	Marcel A Gates	3/29/22	Marcel A Gates	4/10/23
17	Smoke Detector(s)	Sunshine Academy		4/10/23	5/4/23	Marcel A Gates	5/4/22	Auto Generated	4/18/23
18	Fire Inspection	Sunshine Academy		6/10/23	6/23/23	Marcel A Gates	5/4/22	Marcel A Gates	5/9/23
19	Fire Extinguisher(s)	Roanoke Early Head Start	4/13/2023	1/4/23	1/9/23	Marcel A Gates	5/4/22	Marcel A Gates	4/13/23
20	Carbon Monoxide Detector(s)	Sunshine Academy		7/3/23	7/10/23	Marcel A Gates	5/4/22	Marcel A Gates	2/20/23
21	Health Inspection	Apex Learning Center		6/5/22	6/5/23	Marcel A Gates	6/5/22	Marcel A Gates	4/10/23
23	Sanitation Inspection	Peak Childcare		1/11/23	5/11/23	Marcel A Gates	1/11/23	Auto Generated	4/25/23
24	Facility License	Roanoke Early Head Start	4/10/2023	3/14/23	4/11/23	Marcel A Gates	1/11/23	Marcel A Gates	4/10/23
25	Lead Test	Apex Learning Center		7/7/23	4/10/23	Marcel A Gates	4/10/23	Auto Generated	4/10/23
26	Fire Inspection	Sunshine Academy		5/3/23	5/10/23	Marcel A Gates	4/10/23	Auto Generated	4/24/23
29	Carbon Monoxide Detector(s)	Roanoke Early Head Start		5/15/23	7/15/23	Marcel A Gates	4/15/23	Marcel A Gates	4/15/23
34	Facility License	Peak Childcare		5/15/23	7/15/23	Marcel A Gates	4/15/23	Marcel A Gates	4/15/23
36	Carbon Monoxide Detector(s)	Apex Learning Center		4/15/23	4/15/23	Marcel A Gates	4/15/23	Auto Generated	4/15/23
42	Fire Extinguisher(s)	Apex Learning Center		8/9/23	8/9/23	Marcel A Gates	5/9/23	Marcel A Gates	5/9/23

Safety and Compliance Made Easy

- Manage inspections, safety drills and license requirements.
- Instant visibility across facilities.
- Real-time monitoring and reporting.
- Digitize and complete checklist.
- Schedule preventative maintenance.
- Autogenerate request for areas of non-compliance.
- Never miss repairs.



High	2005
Rust on playground	
Peak Childcare Jacob Smith 08/29/2023	
	New Request
High	2004
Bathroom sink leak causing puddle under sink in HS 4 classroom	
Holly Academy Chantal Nelson 08/29/2023	
	In Progress
High	1739
Health Inspection - [Due - 6/5/2023]	
Apex Learning Center Carmen Frost 08/29/2023	
	Completed
Medium	1716
Change air filters at Apex Learning Center	
Apex Learning Center Jacob Smith 08/29/2023	
	In Progress
High	1754
Fire Extinguisher(s) - [Due - 8/9/2023]	
Apex Learning Center Carmen Frost	

List view of request

Filtering option for viewing work orders

8:22
◀ Search
📶 🔋

Filters

🔍

Status

- New Request
- In Progress
- Completed
- On Hold
- Declined
- Pending Approval

All Request

- Containing Just Me

Order By

- Date Modified

Cancel
Apply

6:32 PM Wed Aug 30 100%

Add Request

Description

Sink leak in Head Start Classroom A1

Assign To

Chantal Nelson
Facility Manager

Priority

High

Facility

Apex Learning Center
Class Bathroom

Category

Sink
Leak
Break Down

Cancel Save

Home Reports Add Requests Settings

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- Quickly add request
- Select options customized for centers
- Assign to responsible staff
- Select priority level
- Add vendors, cost and notes

7:00 PM Wed Aug 30 100%

Break Down

Other

Preventative Maintenance

Safety

Vandalism

6:56 PM Wed Aug 30 100%

Requests Update Request

Description 2004

Bathroom sink leak causing puddle under sink in HS 4 classroom

Status

In Progress

Chantal Nelson
Facility Manager

Is Approved

Handy Man Service

\$ 389.00

919-555-1234

Notes

Enter a note


6:36 PM Wed Aug 30 100%

Checklist Questions

Playground Inspection Checklist

1. Equipment and playground area free from presence of rot, rust, cracks and splinters

2. Equipment safely anchored



Broken

Drainage System

1. Playground area free from drainage problems

General Hazards

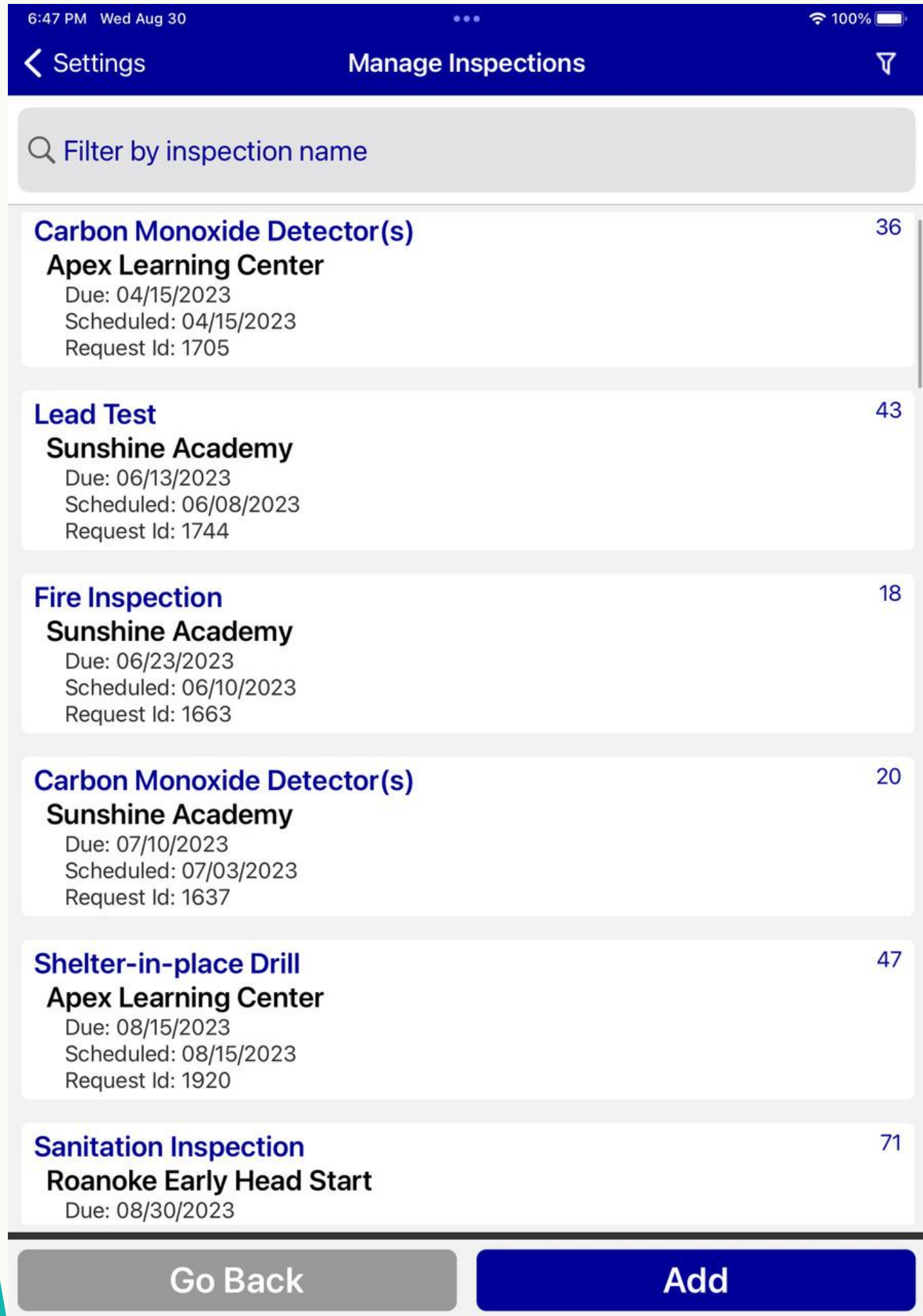
1. Equipment free from sharp points, corners or edges

2. Protective caps or plugs not missing or damaged

Go Back Submit

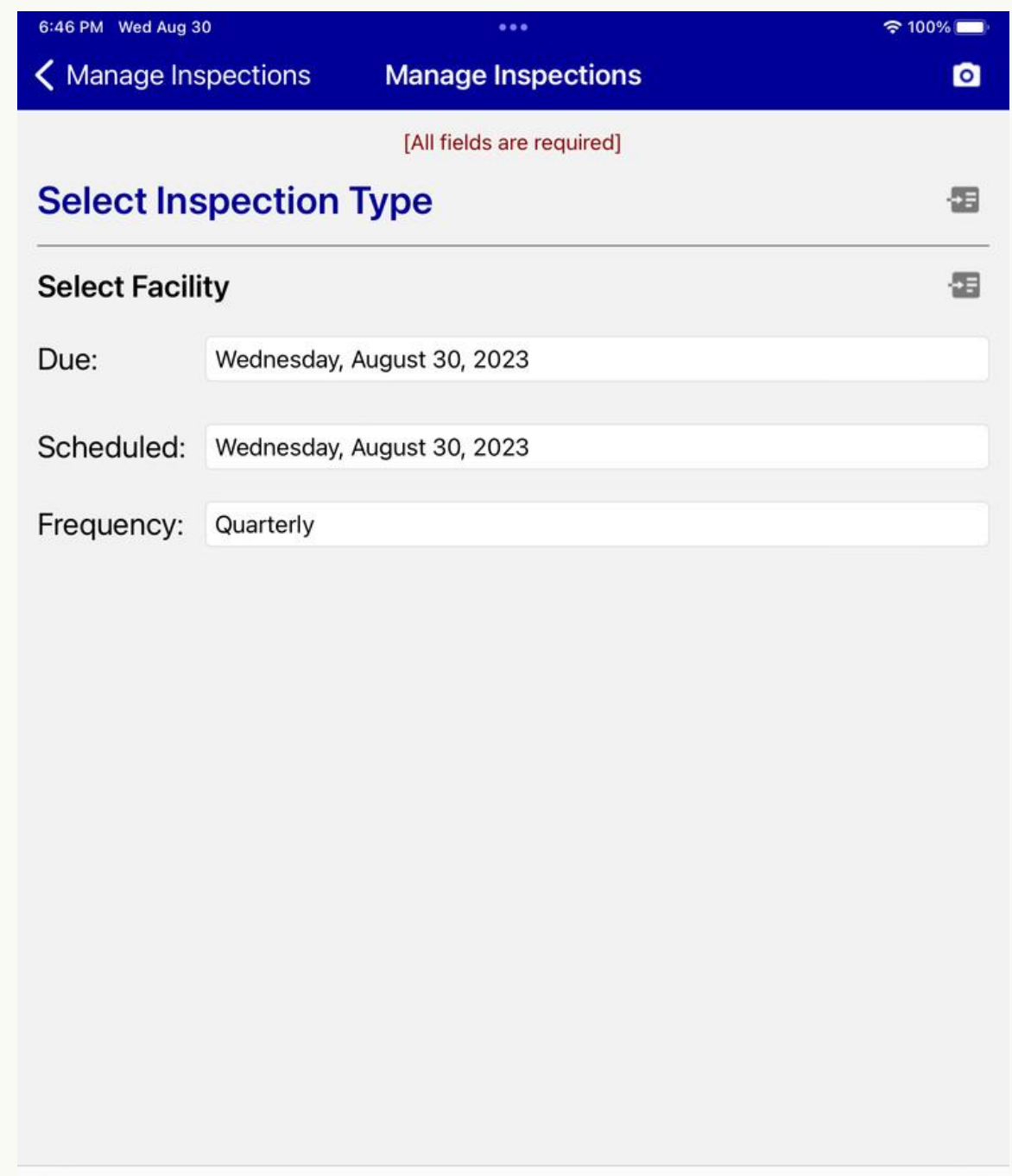
Home Reports Add Requests Settings

- *Digitize with customizable checklist*
- *Quickly document with a few taps*
- *Add comments*
- *Snap pictures and attach*
- *Auto generate work orders for areas of non compliance*

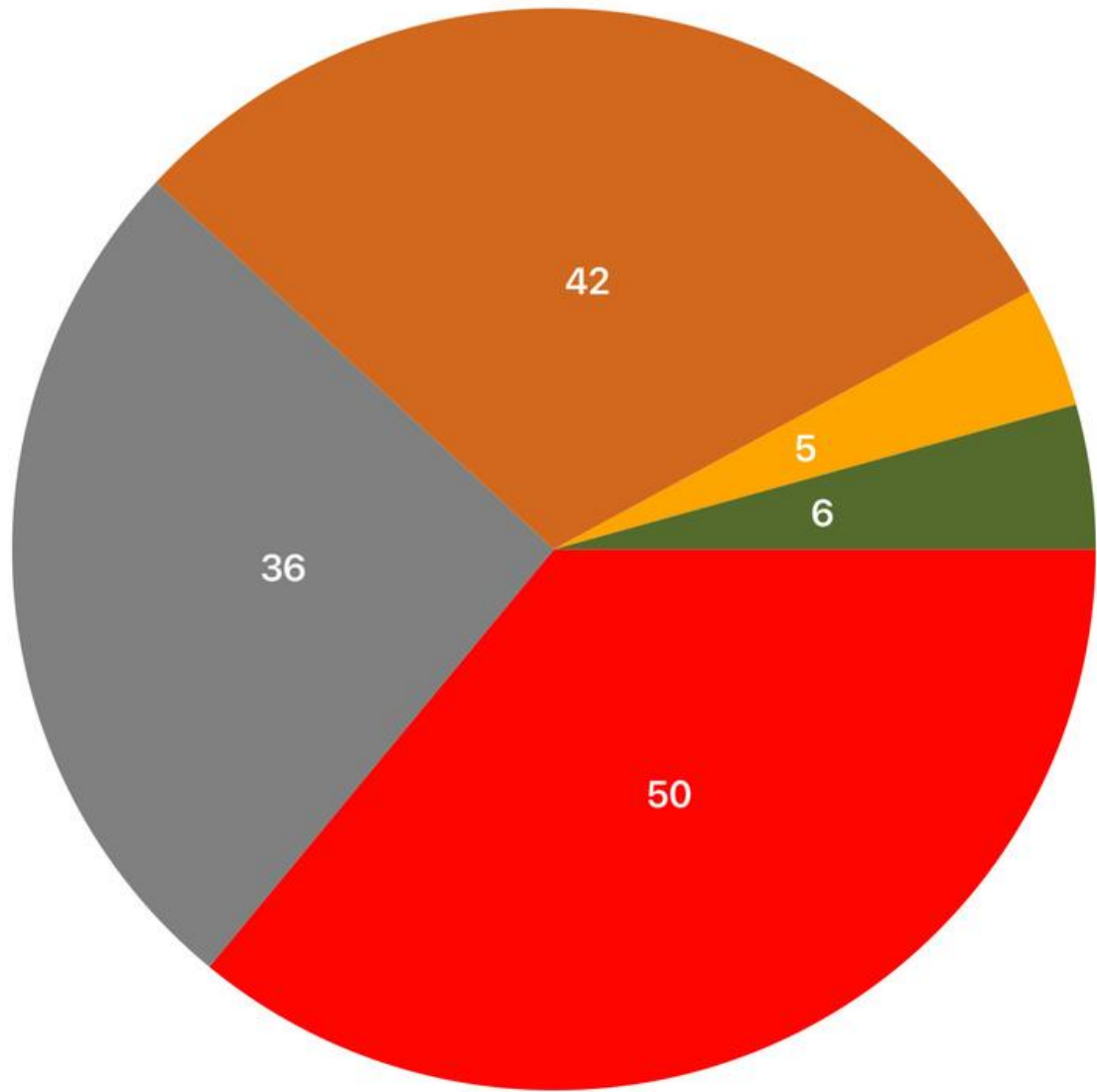


Schedule recurring inspections and drills

- Add frequency
- Auto generates reminders for future inspections



All Requests and Statuses



● New Requests
 ● In Progress
 ● Completed
 ● On Hold
 ● Declined
 ● Pending

Reports

Chart with Request and Status

&

Work Orders Completion Time Report

Completion Time Report

ID	Days	Date Created	Date Modified	Created By	Modified By	Assigned To	Priority	Description	Facility
570	482	12/15/2021 10:50:00 AM	4/10/2023 10:37:00 PM	Susan Sutton	Susan Sutton	Marcel A Gates	High	Check for rust	Peak Childca
633	309	6/5/2022 1:37:00 PM	4/10/2023 5:27:00 AM	Marcel A Gates	Marcel A Gates	Shannon Smith	High	No hot water in bathroom	Roanok Early H Start
642	283	7/11/2022 6:16:00 PM	4/20/2023 9:33:00 AM	Marcel A Gates	Marcel A Gates	Susan Sutton	High	HVAC	Peak Childca
660	196	9/26/2022 9:00:00 PM	4/10/2023 10:37:00 PM	Marcel A Gates	Marcel A Gates	Carmen Frost	High	Checklist Failure: - Health and Safety HS / Environments / Each room and hallway has an emergency evacuation route clearly posted with a primary and secondary route.	Apex Learning Center
565	172	12/15/2021 7:56:00 AM	6/5/2022 1:25:00 PM	Susan Sutton	Susan Sutton	Marcel A Gates	High	Heat is not working in office.	Peak Childca
673	144	3/13/2023 11:14:00 AM	8/4/2023 7:55:00 AM	Marcel A Gates	Marcel A Gates	Jacob Smith	High	Classroom light not working	Roanok Early H Start
675	144	3/13/2023 12:11:00 PM	8/4/2023 7:53:00 AM	Marcel A Gates	Marcel A Gates	Carmen Frost	Medium	Leak in bathroom	Sunshir Academ
601	135	3/7/2022 11:10:00 PM	7/21/2022 6:26:00 PM	Auto Generated	Auto Generated	Carmen Frost	High	Facility License - [Due - 3/20/2022]	Apex Learning Center
607	121	3/17/2022 4:19:00 PM	7/16/2022 1:52:00 PM	Marcel A Gates	Marcel A Gates	Carmen Frost	High	Roof	Apex Learning Center
720	120	4/20/2023 12:19:00 PM	8/18/2023 2:31:00 PM	Marcel A Gates	Marcel A Gates	Carmen Frost	High	Checklist Failure: Chip on structure - Playground	Apex Learning Center

Dicabi Solutions – Empowering Head Start Excellence

What We Do

Dicabi Solutions is a consulting and technology firm dedicated to advancing the success of Head Start and Early Education programs through strategic guidance, leadership development, and innovative tools.

Our Core Services

- **Facilities & Safety Management – Operational support and SafeFacility[®] software** to streamline maintenance and compliance in Head Start Programs.
- **Training & Technical Assistance** – Custom-designed workshops, compliance support, and staff development aligned with HSPPS.
- **Data-Driven Decision Making** – Guidance on using data systems like ChildPlus to improve outcomes and readiness for monitoring.
- **Leadership Development** – Coaching and retreats to cultivate confident, mission-driven leaders.
- **ERSEA & Program Operations** – Strategic support for eligibility, recruitment, enrollment
- **Family & Community Engagement** – Tools and training to strengthen partnerships and build family-centered practices., and attendance systems.

Dicabi Solutions – Empowering Head Start Excellence

Training and Technical Assistance

Empowering Individuals and Teams Through Expert-Led Training

- **Health Institute** - Comprehensive training on Head Start health and safety standards, monitoring readiness, and compliance with 1302 Subpart D.
- **ERSEA Institute** – In-dept training laying the groundwork for accurately determining, verifying, certifying, and documenting eligibility, and strengthening knowledge and skills for meeting the regulations governing ERSEA as outlined in Section 1302 of the Head Start Performance Standards.
- **Center Directors and Mid Level Managers Leadership Training** - Unlock your team’s leadership potential with our dynamic training designed to help today’s leaders thrive in times of rapid change—using our proven framework focused on personal growth, team effectiveness, and organizational success. Develop confident, strategic leaders with a focus on self-awareness, decision-making, team building, and communication.
- **Family Services Retreat** - A rejuvenating retreat-style training focused on family engagement, relationship-building, SMART goals, and integrated services. Reignite your team’s passion and purpose with our immersive training experience designed to strengthen family engagement, build meaningful relationships, and equip staff with the skills and strategies needed to drive lasting impact for children and families.



Dianne Binda, MBA



919-752-3379



dbinda@dicabi.com



www.dicabi.com



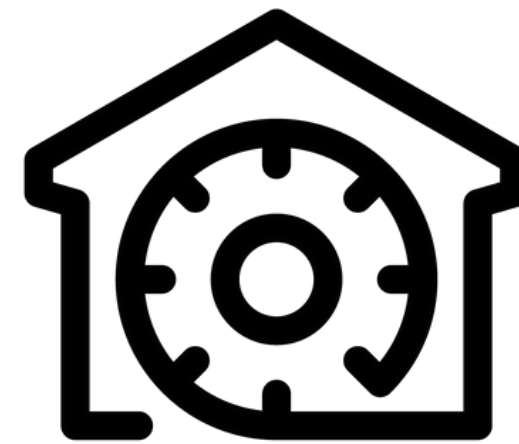
SafeFacility®
by Dicabi®

**The Only Preventative Maintenance & Facility
Management Software for Head Start**





Introducing the innovative preventative maintenance and facility management system developed exclusively for Head Start and Early Childhood Programs.



SafeFacility®


Head Start Facility Management Software


SafeFacility® is a Computerized Maintenance Management System (CMMS) that centralizes facility data, streamlines processes, and provides data-driven insights to guide operations, ensure regulatory compliance and enhance program outcomes.


Welcome
Marcel A
Administrator
Dicabi Early Learning
Peak Childcare

see all requests:

New Requests 50	In Progress 36	Completed 42
On Hold 5	Declined 0	Pending 6

 **Peak Childcare**
4801 Glenwood Ave A
Raleigh NC 27612

 **Apex Learning Center**
123 Main St B
Apex NC 27501

 **Shine Academy**
Shine Rd Suite 300
North Carolina 26512

Features Include:

- ✓ **Work Order Platform**
- ✓ **Digital Customized Checklists**
- ✓ **Instant Notifications & Reminders**
- ✓ **Preventative Maintenance Scheduling**
- ✓ **Inventory Tracking & Management**
- ✓ **At a Glance Dashboard & Reporting**





Safety and Compliance

Manage inspections, safety drills and license requirements.



Work Orders & Requests

Create, assign, manage and monitor work orders in one place.



Real Time Data

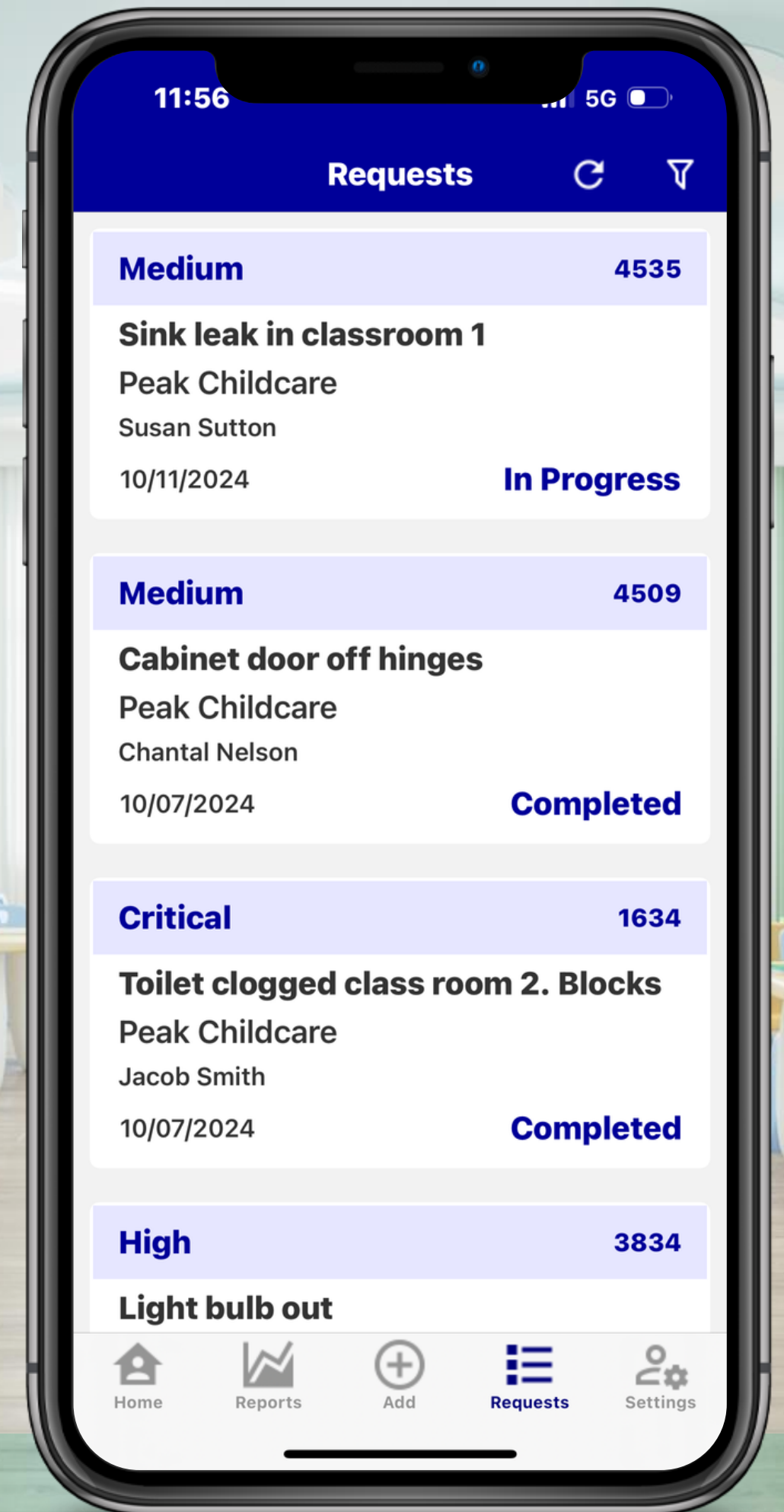
Dashboard and reporting provides real-time data across facilities.

Work Orders

Schedule preventative maintenance

Easily add, assign and track work orders

Never miss repairs




[← Checklist](#)
Questions

Playground Inspection Checklist

1. Equipment and playground area free from presence of rot, rust, cracks and splinters

2. Equipment safely anchored



Broken

Drainage System

1. Playground area free from drainage problems

General Hazards

1. Equipment free from sharp points, corners or edges

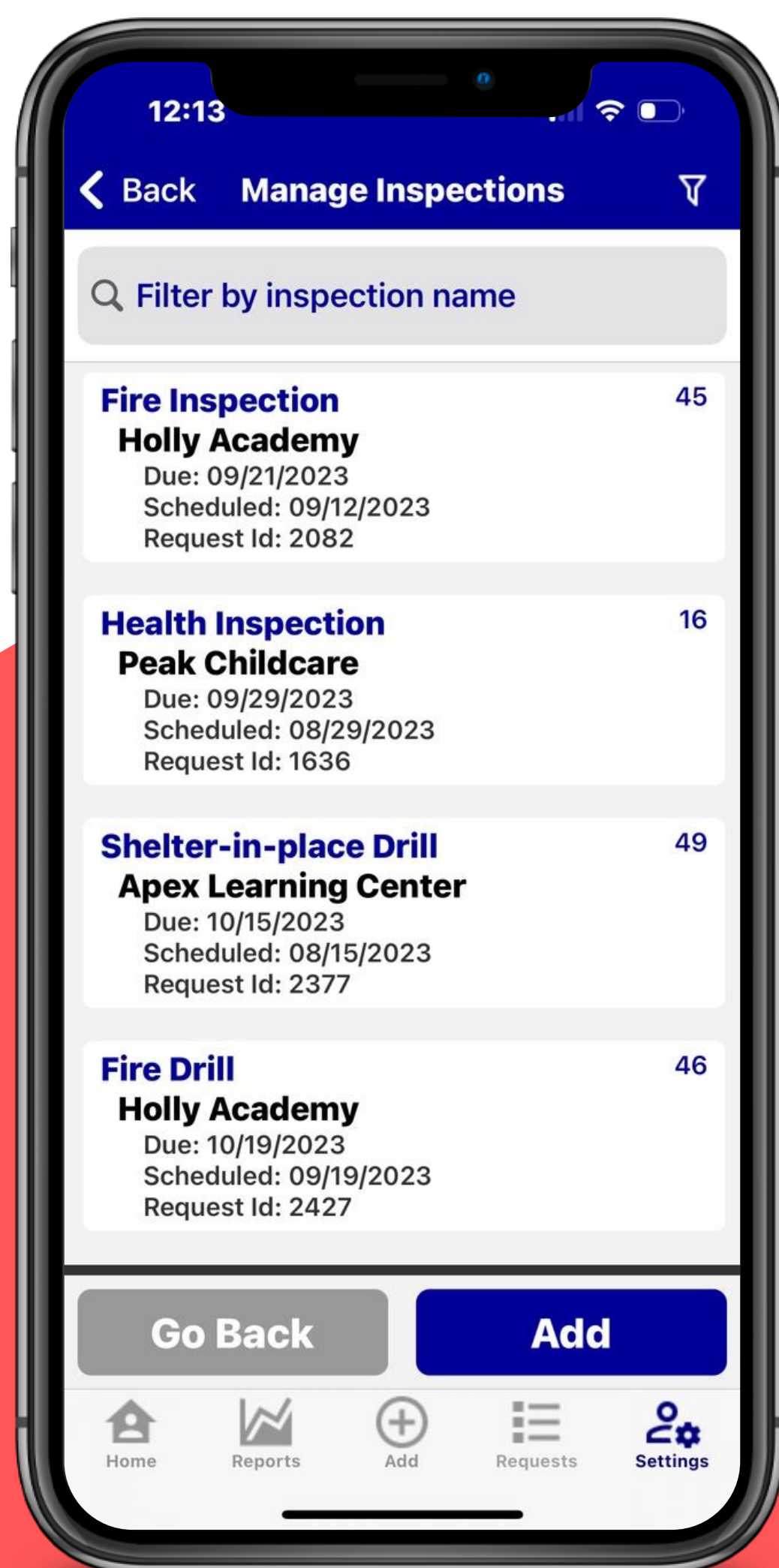
2. Protective caps or plugs not missing or damaged

Home
 Reports
 Add
 Requests
 Settings

Checklists

Digitize and customize
any checklist

Autogenerate actions
for areas of non-
compliance



Inspections

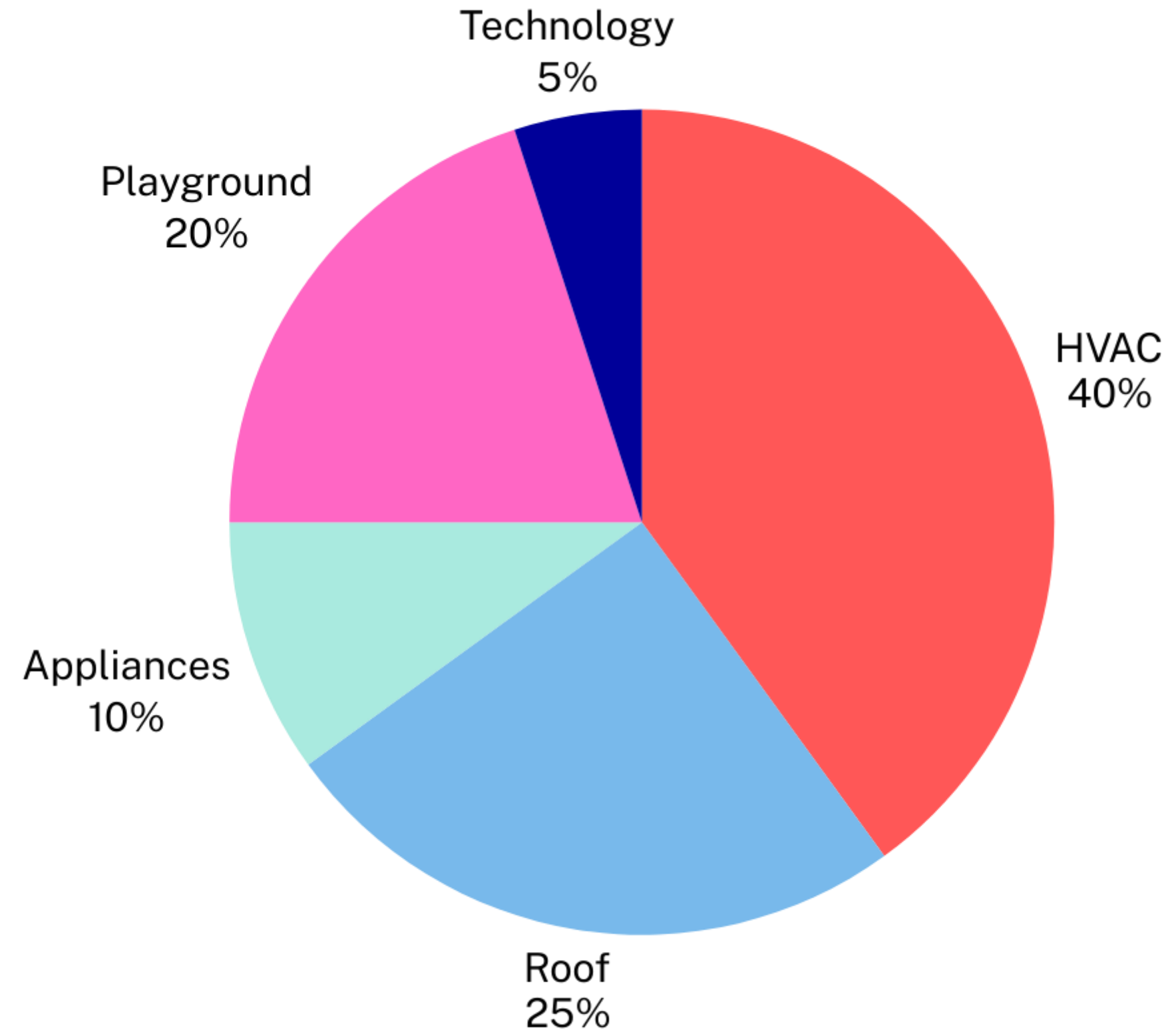
Manage inspections, safety drills and license requirements

Stay in compliance with state and federal regulations

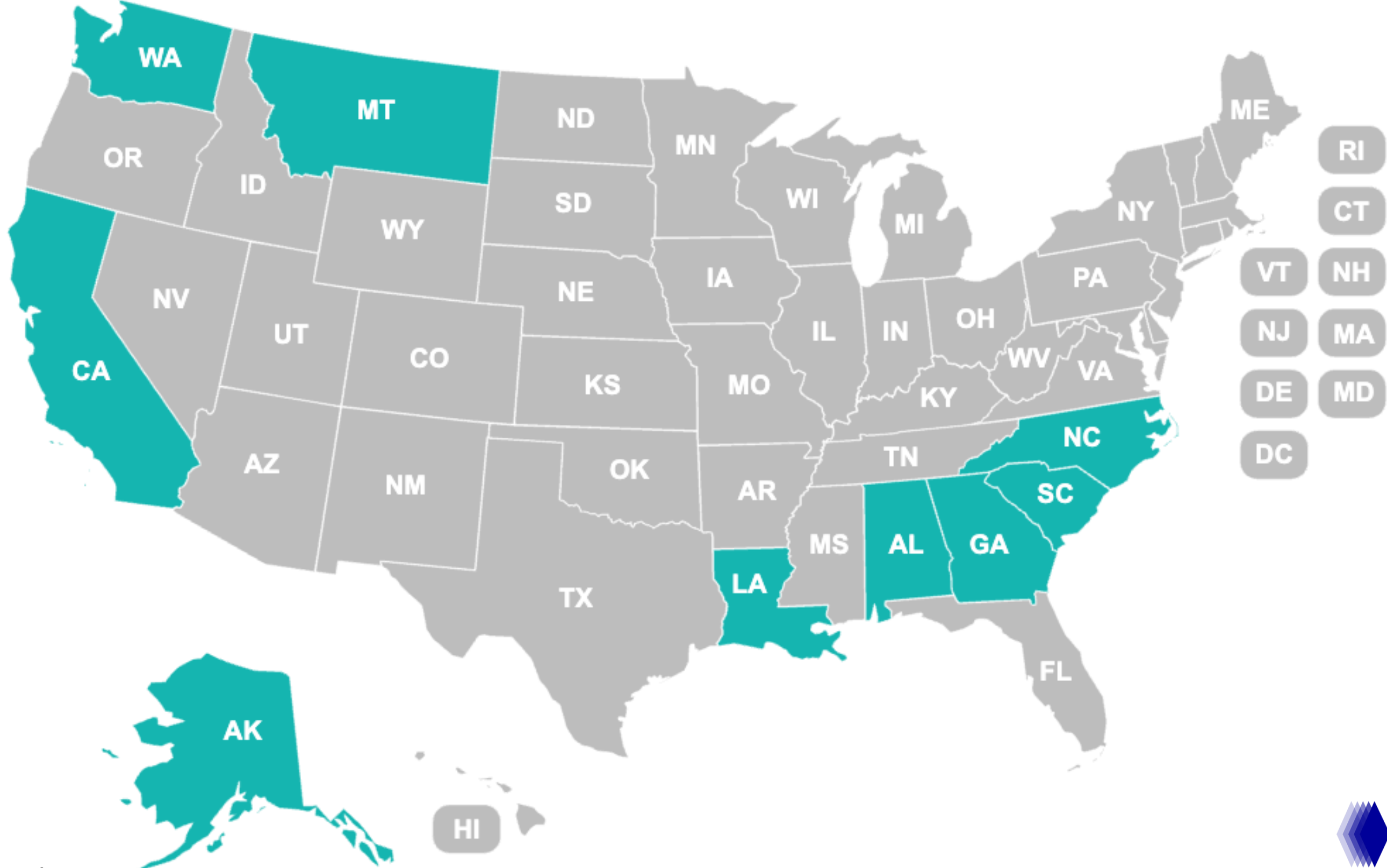
Schedule automated reminders

Data Analysis

Dashboard and reporting offers real-time data and at a glance information including cost analysis, maintenance history, work orders status, inventory, and much more.



Entering our second year, SafeFacility® is already used in Head Start Programs across 9 states



CONTACT US WITH ANY QUESTIONS OR SCHEDULE A DEMO



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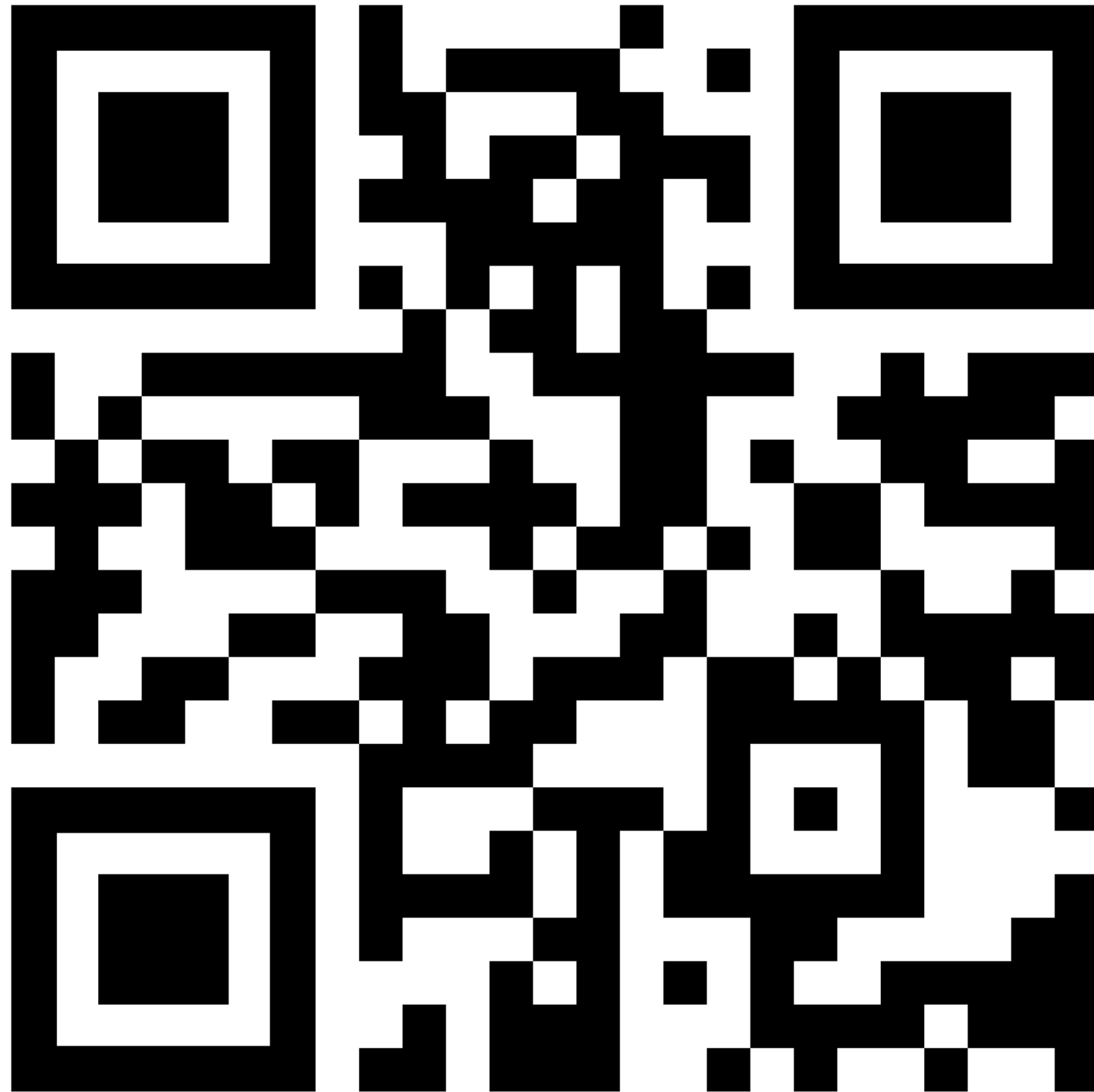


safefacility@dicabi.com



www.dicabi.com





THANK YOU

Dianne Binda, MBA



919-752-3379



dbinda@dicabi.com



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