**Black Cabinet Audit Checklist – Childcare Center**

**Classroom:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Auditor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Items Checklist**

Check each item to ensure it is present, properly stocked, and organized.

**Water Pitcher & Dixie Cups**
☐ Water pitcher present and clean
☐ Sufficient supply of Dixie cups
☐ Properly stored and accessible

**Diapers (Organized & Labeled)**
☐ Diapers are labeled with child names
☐ Properly organized and stocked
☐ No expired or incorrect sizes

**Food Bins (Organized, Labeled & Stocked)**
☐ All bins labeled appropriately
☐ Adequate food supply available
☐ Expired or spoiled items removed

**Toothbrushing Bin + Toothbrush Trash Can (with Liners)**
☐ Toothbrushing bin clean and organized
☐ Trash can available and has liners
☐ No expired toothbrushes or missing items

**Circle Time Bin (Updated Weekly)**
☐ All materials relevant for current week
☐ Items stored neatly and completely
☐ No missing or damaged materials

**Curriculum Bin (Updated Weekly)**
☐ Includes current week’s materials
☐ Labeled and organized
☐ No outdated or missing materials

**Art Supplies (All Present & Functional)**
☐ Markers, crayons, colored pencils (functioning & in supply)
☐ Scissors, tape, glue, paper available
☐ Organized and in good condition

**Miscellaneous Bin (Aligned with Curriculum/Circle Time)**
☐ Contains relevant craft materials (e.g., popsicle sticks, googly eyes, pipe cleaners, etc.)
☐ Items properly stored and returned after use
☐ Example or checklist for returning supplies included

**First Aid Kit + First Aid Audit Form**
☐ Fully stocked with necessary supplies
☐ No expired or missing items
☐ Audit form present and updated

**Inventory Sheet**
☐ Inventory sheet available and updated
☐ Missing or low-stock items noted
☐ Date of last update recorded

**Notes & Issues Found:**

**Action Items & Restocking Needs:**

**Auditor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date of Next Audit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

* This checklist should be used for routine audits of each classroom’s black cabinet.
* Any missing or non-compliant items should be documented under "Notes & Issues Found."
* Restocking needs should be recorded and addressed before the next audit.
* Maintain a record of completed checklists for compliance tracking.