

FREQUENTLY ASKED QUESTIONS ABOUT THE ANNUAL SURVEY OF PAINT CONDITION FOR GROUP CHILD CARE AND SCHOOL-BASED CHILD CARE PROGRAMS

Please note: In this document, 'paint' is defined as lead-based paint or paint of unknown lead content.

1. What is the annual survey?

- The annual survey is a visual assessment of the paint condition of building components and surfaces inside a group child care service and is completed by inspecting all areas of the child care service.
- The results of the annual survey must be recorded on the *Room Inspection Form* and submitted with a cover sheet and drawing of the group child care facility.

2. Who must complete and submit the annual survey?

- Group child care and school-based child care programs **that have lead-based paint or paint of an unknown lead content** are required to conduct an annual survey for lead paint hazard and complete the survey form **each year**.

3. Does an operator need to hire a contractor or use special equipment to complete the survey?

- The operator can personally perform the survey or assign another person to do it.
- The operator does not need to use any specialized equipment or hire a contractor to do the annual survey.

4. When must the annual survey be completed and submitted?

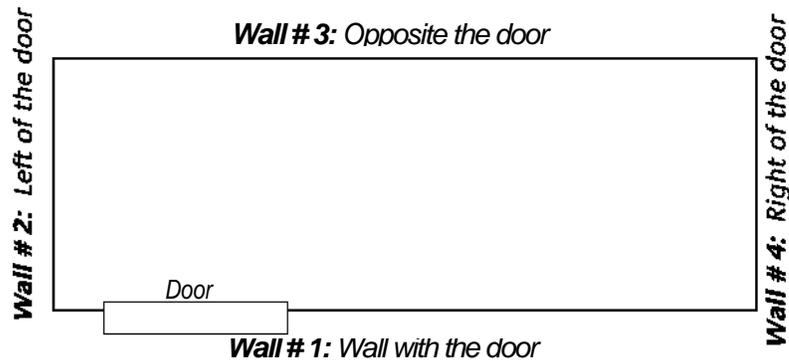
- The annual survey must be conducted **each year**. The operator must submit the survey on or before the anniversary date of the child care service's permit issuance date.
- It is important to regularly inspect the painted surfaces in program. If conditions such as water leaks or other damages cause paint to peel or crack during the year, you must make repairs immediately and update the survey.

5. Where does the operator submit the completed annual survey?

- The completed annual survey must be sent to the New York City Department of Health and Mental Hygiene, Bureau of Child Care Borough Office.
- Be sure to keep a copy for your records.

6. What must be included in the completed annual survey?

- The *Cover Sheet*;
- The drawing of the entire child care facility; and
- The annual survey *Room Inspection Forms*.



7. How does the child care operator complete the annual survey?

Part A: First, make a neat hand drawing of the entire child care facility (See sample drawing of a child care on page 3).

1. Label each room clearly with room name or description. For example: blue room; infant room; office; hallway. Also identify non-child occupied areas (for example, janitor's closet) on the drawing.
2. Then, number each wall for each room on the drawing. The wall with the doorway or entrance is Wall #1. Starting at the entrance and facing into the room, the walls should be numbered in a clockwise direction as shown in the diagram above. If there is more one doorway or entrance, one doorway should be designated as the reference point.

Part B: Fill out the *annual survey Room Inspection Form* for each room using one or more forms for each room. See the Sample Room Inspection Form on page 4.

1. Walk around the room and look at each painted component. Remember to include the ceiling and built-in furniture, such as cubbies and shelves. Use the list of components commonly found in child cares on page 5 to guide you.
2. Record all components that have peeling paint or are impact, friction, or chewable surfaces on the Room Inspection Form.
 - Impact surfaces – surfaces that may be routinely hit by objects or by closing doors.
 - Friction surfaces – surfaces that bind or rub together such as windows or doors.
 - Chewable surfaces – all interior painted window sills, and other surfaces which may have been chewed by children.
3. For each component with peeling paint and each impact, friction, or chewable surface:
 - Write in the color of the component in the 'Color' column.
 - Write in the wall number where the component is located. Refer to your facility drawing. If there is more than one of the same type of component on the same wall, provide full description, for example: 2nd cupboard on the left side; window sill on the right side.
 - Estimate the total surface area of the peeling paint as described in the chart below. Mark the condition of the surface as 'intact', 'fair', or 'poor' in the 'Condition' column. See definitions in the chart on page 3.
4. Write in the date that repairs were done on the peeling paint or other surfaces.
5. Indicate in the Comments section if all components in the room are intact.
6. Include other information in the Comments section.

Definitions of Intact, Fair, and Poor Paint Condition

Intact	No peeling paint on the component. Entire surface is intact.
Fair	For large components, such as walls, ceilings, floors, and doors: less than or equal to 2 square feet of peeling or damaged paint. For small components, such as baseboards, moldings, and window frames: less than or equal to 10% of the total surface area has peeling or damaged paint.
Poor	For large components, such as walls, ceilings, floors, and doors: more than 2 square feet of peeling or damaged paint. For small components, such as baseboards, moldings, and window frames: more than 10% of the total surface area has peeling or damaged paint.

8. What if the operator finds peeling paint in the group child care? Any peeling paint in group child care services must be repaired safely and immediately.

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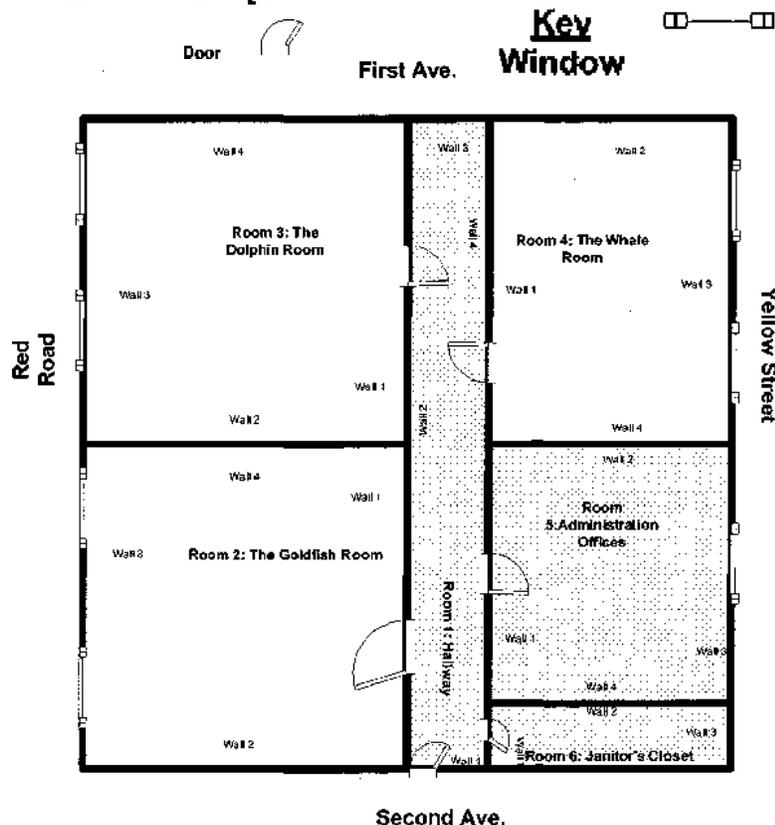
- If the peeling paint is in 'poor' condition (see the definitions of paint condition above) only workers who have received training in safe work practices can make these repairs.
- If you have a maintenance person, that person must be trained in safe work practices before he/she fixes lead paint hazards or disturbs lead paint during other repair activities.

9. Who can repair peeling paint in group child care? Only workers who have been trained in safe work practices can repair peeling paint in group child care services. Acceptable training programs include:

Only workers who have been trained in safe work practices can repair peeling paint in group child care services. Acceptable training programs include:

- "Lead Safety for Remodeling, Repair, and Painting," a one day course of the U.S. Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD). This course is available from the New York City Department of Housing, Preservation and Development (HPD). Call 311 for information.
- EPA-Certified Lead Abatement Worker, a two day course.

Sample Drawing of a Child Care Dfc[fUa



List of Room Components Commonly Found in Child Care Services

Walls

- Wall
- Bulletin Board
- Molding (Moldings May Also Be Present On Ceilings)
- Baseboard
- Chair Rail
- Wall Mural

Doors

- Door
- Security Gate
- Door Frame

Windows

- Window Sash
- Window Sill
- Window Guard
- Window Frame
- Window Apron

Stairs

- Hand Rail or Railing
- Newel Post
- Stair Riser
- Landing
- Stair Tread

Storage and Associated Components

- Cabinet
- Coat Rack
- Cubbies
- Shelves
- Closet
- Countertop
- Medicine Cabinet

Heat Sources and Associated Components

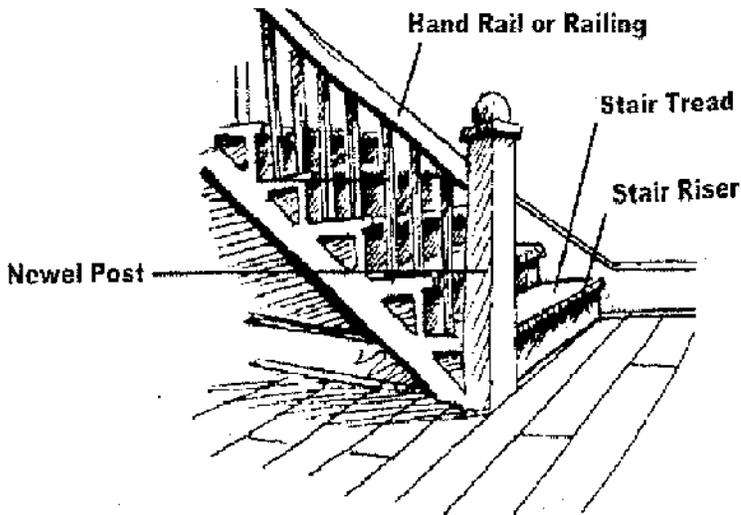
- Radiator
- (Steam) Pipe
- Radiator Cover and Pipe Cover

Others

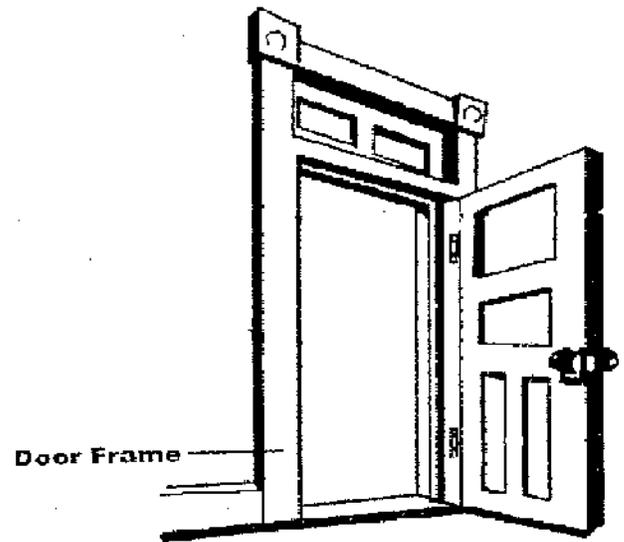
- Ceiling
- Electrical Conduit
- Fire Alarm Box
- Column
- Electrical Panel
- Floor

Diagrams of Room Components

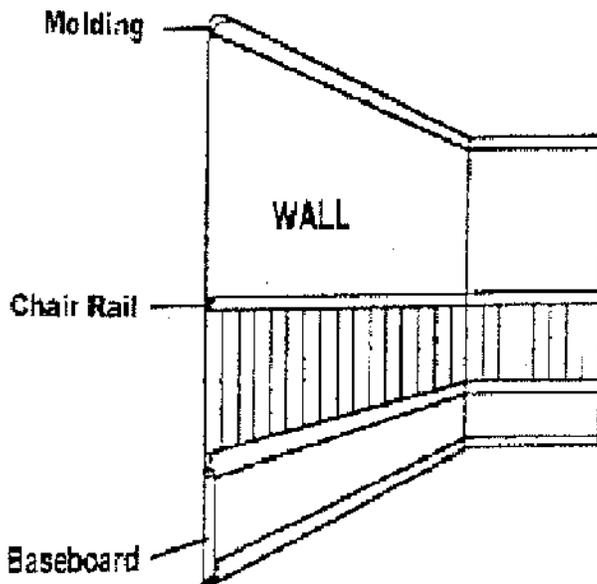
Stairs



Door



Wall



Window

