

## **RELICENSING CHECKLIST**

- Schedule Relicensing Visit Appointment
- Privacy Notice
- DHS Application
- Complete Re-licensing Evaluation
- Home Safety Checklist
- Well Water-if applicable
- Furnace Inspection
- Background Checks-Family Members
- Background Checks-Substitute Caregivers
- Rule 203 Checklist
- Resident Records completed and up to Date-Only 1 file will be examined
- Training Record
- Pet Immunizations if Applicable
- Fire Extinguisher Serviced
- Water Temperature under 120 degrees Fahrenheit
- Quarterly Fire Drills