

TASK OUTLINE

Cancels: TSK 10.1.12B.T Conducting Initial Inspections

See also: POL 10.1.12; PRO 10.1.12; TSK 10.1.12A; TSK 10.1.12C; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

TSK 10.1.12B CONDUCTING CHILD CARE INITIAL INSPECTIONS

After receiving initial completed license application from Support Staff, the **Licensors**:

1. **Contacts** applicant to schedule initial licensing inspection.
2. **Inspects** the early learning and school-age program and completes the initial checklist in WA Compass.
3. **Develops** inspection report. ([10.1.21 POL Managing Child Care Inspection Reports](#))
4. **Documents** notes in WA Compass within 10 business days.
5. **Rechecks** facility per ([10.1.21 POL Managing Child Care Inspection Reports](#)).
6. **Enters** "correction verified date" information into the inspection report.