

Laundry Checklist Educators

NQS 2.1.2 Health practices and procedures

2.2.1 Supervision

3.1.1 Fit for purpose

3.1.2 Upkeep

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that **ALL** the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

Facilities	ED1	ED2	ED3	ED4	ED5
Are working childproof latches on all drawers and cupboards?					
Are chemicals properly labelled and stored securely in locked cupboards?					
Are doors free of splinters or sharp surfaces?					
Do chemical storage cupboards have warning signs indicating hazardous substances are kept there?					
Are Material Safety Data Sheets readily available in areas where chemicals are kept?					
Are electrical cords placed so they don't obstruct movement or present a safety hazard?					
Is the lint filter on the dryer regularly cleaned?					
Are light fittings clean and dust free?					
Hygiene					
Is the laundry cleaning schedule displayed and signed off when completed?					
Are floors kept clear of substances that may cause falls and slips?					
Are light fittings clean and free of dust?					
Are soiled clothing and nappies etc firmly sealed and inaccessible to children at all times? (It's best if the laundry door is locked).					
Practices					
Are drawers and cupboards closed immediately after use?					
Are all water containers emptied after use?					
Are cleaning materials put away after each use?					

Actions required