



Open Close Service Nominated Supervisor

NQS Element 7.1.2 Management Responsibilities

Name of the person conducting the checklist: _____ Date: _____

Open Service

Alarm turned off	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Sign in area clean and well presented	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Lights on	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Blinds/curtains open	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Air conditioning on if required	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Doors unlocked - storage/roller/sliding/room/bathroom doors	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Bins have liners - inside & outside	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Toilet paper, paper towels, soap restocked/refilled in all bathrooms	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Hand sanitiser refilled eg in rooms, foyer, outdoors	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Tissue boxes placed out for use checked to ensure not empty	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
'Responsible Person' present	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Educator and ECT ratios correct for number of children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Rooms/groups advised of any educator absences and staff changes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Parents advised of any educator absences and staff changes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Orientation/Induction completed for new relief staff	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Diary notes checked and actioned if relevant	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Emergency warnings checked if relevant eg during bushfire season	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Predicted daily UV levels checked	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Children's daily record sheets printed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Rolls/sign in sheets printed or electronic sign-in ready	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Kitchen prep completed/underway eg breakfast/morning tea	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Rooms/activities set up for daily program	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Cots made	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Cover off sandpit	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Daily Safety Check of indoor and outdoor environments completed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Fence safe and gate locked	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Close Service

All rooms/indoor & outdoor spaces/beds/cots checked to ensure no child present	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All children signed out	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Re-stocking completed eg toilet rolls, paper towels, soap dispensers	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Service pets/animals fed and secure	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Taps/sprinklers/hoses off	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Daily cleaning/packing up procedures completed - inside & outside	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Air conditioning off	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Lights off	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Blinds/curtains closed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Doors locked - storage/roller/sliding/room/bathroom/kitchen doors	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Bins emptied and new liners inserted - inside & outside	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Cover on sandpit	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Daily cleaning/packing up procedures completed - inside & outside	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Alarm turned on	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Service door and gate locked	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required