



# 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 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 |
| 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 |
| 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 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