**Maintenance - Check Daily**

**Week beginning: / / Time:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outdoor** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Comments** |
| **Animals/ insects** like wasps, redbacks/funnel web spiders, snakes removed |  |  |  |  |  |  |
| **Environment** clean and tidy. Rubbish removed. |  |  |  |  |  |  |
| **Equipment and resources** removed if broken.  No strangulation hazards. |  |  |  |  |  |  |
| **Equipment** secured to ground/wall etc |  |  |  |  |  |  |
| **Fences** have no climbing or escape routes for children and childproof self-locking devices on gates. |  |  |  |  |  |  |
| **Floors, stairs, steps, paths** are non-slip |  |  |  |  |  |  |
| **Garbage** inaccessible to children and lidded |  |  |  |  |  |  |
| **Garden** debris and sharp, poisonous or allergy causing plantsremoved |  |  |  |  |  |  |
| **Hazardous Storage Area/Garages and sheds** locked |  |  |  |  |  |  |
| **Loose fill materials** are deep enough |  |  |  |  |  |  |
| **Machinery, Tools and Equipment** inaccessible to children eg power tools, screwdrivers |  |  |  |  |  |  |
| **Objects** like broken glass, broken windows, syringes removed. |  |  |  |  |  |  |
| **Sandpit** clean with no animal poo or sharp objects |  |  |  |  |  |  |
| **Surfaces** with protruding/loose screws, nails, bolts, splintered wood, rust, flaking paint, sharp edges smoothed/repaired or children’s access to them blocked. |  |  |  |  |  |  |
| **Under Centre** access blocked/locked |  |  |  |  |  |  |
| **Water Storage Containers** empty /inverted or inaccessible to children |  |  |  |  |  |  |
| **Window Fly Screens** securely fitted |  |  |  |  |  |  |
| **Indoor** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Comments** |
| **Artwork and decorations** away from fans/heaters and not hung with tacks, pins or staples |  |  |  |  |  |  |
| **Barriers** to balconies, stairs, kitchen etc are age appropriate, child proof, self locking |  |  |  |  |  |  |
| **Blind/curtain cords** inaccessible to children especially in cot room |  |  |  |  |  |  |
| **Choking hazards** like small toy parts, beads, plastic bags and balloons inaccessible |  |  |  |  |  |  |
| **Cleaner’s Cupboard** locked |  |  |  |  |  |  |
| **Doors** unbroken and have finger jam protectors |  |  |  |  |  |  |
| **Electrical cords** don’t present safety hazard |  |  |  |  |  |  |
| **Emergency evacuation diagram/procedures** displayed and fire equipment accessible/operational |  |  |  |  |  |  |
| **Employee Belongings** secure and inaccessible to children |  |  |  |  |  |  |
| **Entry Doors** locked at all times |  |  |  |  |  |  |
| **Equipment and resources** (eg toys)removed if broken. Trip hazards like curling matsremoved |  |  |  |  |  |  |
| **First aid kit** in correct place |  |  |  |  |  |  |
| **Floors, stairs, mats and rugs** are non-slip |  |  |  |  |  |  |
| **Furniture and nursery equipment** secure and safe eg no tip over hazards |  |  |  |  |  |  |
| **Hazardous chemicals, medicines, knives** stored in locked cupboards |  |  |  |  |  |  |
| **Heaters /Fans** guarded andinaccessible to children |  |  |  |  |  |  |
| **Hot Drinks** out of reach of children |  |  |  |  |  |  |
| **Hygienic and tidy environment** throughout service eg no fall hazards |  |  |  |  |  |  |
| **Kitchen, Laundry and Storage Areas** inaccessible to children |  |  |  |  |  |  |
| **Machinery, Tools and Equipment** inaccessible to children eg knives and scissors, microwaves, heaters, fans |  |  |  |  |  |  |
| **Nappy Buckets** inaccessible to children |  |  |  |  |  |  |
| **Power Points** covered with safety plugs if not used |  |  |  |  |  |  |
| **Room Layouts** showclear exit paths through setup of toys and children |  |  |  |  |  |  |
| **Toys** clean and hygienic |  |  |  |  |  |  |
| **Signature** |  |  |  |  |  |  |