

EIKOH SEMINAR AUSTRALIA PTY LTD

MAINTENANCE CHECKLIST

Aim:

To ensure all equipment and the environment used by the children is maintained in a safe working condition.

Procedure:

1. Ensure monthly checks of all equipment are made and recorded on the Maintenance Checklist, or earlier if required.
2. Any equipment deemed as unsafe will be:
 - a) removed from the play environment.
 - b) repaired or appropriately disposed of.
 - c) replaced.
3. Any part of the environment deemed as unsafe will be:
 - a) cornered off where possible.
 - b) given the required action to ensure safety (repaired / replaced).

In the interim all parents, staff and children will be informed of possible dangers and all safety precautions possible will be taken.

OUTDOOR EQUIPMENT:

Equipment	Date	Required Action
Sand Equipment		
Water Play Equipment		
Outdoor Construction Equipment		
Climbing Equipment: Trestles		
Walkboards		
Bikes		
Balls		

INDOOR EQUIPMENT:

Equipment	Date	Required Action
Tables		
Chairs		
Beds / Cots		
Easels		
Shelving		
Linen		
Home Corner Equipment		
Large Construction (Those needing repair / replacement)		
Small Construction (Those needing repair / replacement)		

Equipment	Date	Required Action
Puzzles (Those needing repair / replacement)		
Dramatic Play Equipment (Those needing repair / replacement)		
Games - Cognitive (Those needing repair / replacement)		
Craft Materials (Those needing repair / replacement)		

THE OUTDOOR ENVIRONMENT:

Equipment	Date	Required Action
Sandpit Area		
Fixed Climbing Equipment		
Fences		
Gates		

Equipment	Date	Required Action
Verandah / Ramp		
Walkways		
Outdoor Shed		
Trees / Plants		
Grass Area		
Others		

THE INDOOR ENVIRONMENT:

Equipment	Date	Required Action
Doorways		
Windows		
Fixed Shelves		
Cupboards		
Glass Areas (Windows, Sliding Doors)		
Lockers		
Benches		
Kitchen Area: Cupboards		
Sink		
Fridge		
Benches		
Electrical Appliances		
Bathroom Area: Sinks / Taps		
Toilets		
Floor - Drainage		
Mirrors		
Change Tables		
Shower / Bath		

Equipment	Date	Required Action
Laundry: Sinks		
Washing Machine		
Shelves		
Dryers		
Dustpans		
Brooms		
Mops		
Mop Buckets		

GENERAL BUILDING:

Equipment	Date	Required Action
Walls		
Ceilings		
Floors		
Gutters		
Roof		
Parking Areas		
Security / Emergency: Alarms		
Fire Extinguisher		
Smoke Detectors		
Exit Lights		
Locks		
Emergency Phone Numbers (Police, DECS, Hospital)		
Children's Enrolment Information		
Staff Personal Records		

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