

Cleaning and Maintenance Nominated Supervisor

NQS Element 3.1.2 Upkeep

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

Cleaning

Do you roster educators to complete daily safety checks of indoor and outdoor areas?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have documented safety check templates?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you roster educators to complete service cleaning schedules?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have documented cleaning procedures for different areas and resources eg laundry, kitchen, outdoor area, toys?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have documented cleaning procedures for spills of blood or other body fluids?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have documented procedures for the laundering of soiled items?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Maintenance

Do you have a documented maintenance procedure?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure educators and staff know how and who to notify if they find broken or damaged resources, premises or equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure educators and staff immediately remove broken or damaged resources or equipment or make sure children can't access damaged premises/equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure the arrangement and anchoring of furniture and equipment is safe and complies with recognised guidelines eg Australian Standards? Note Kidsafe agencies have brochures and fact sheets on these issues	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have documents confirming equipment meets Australian standards eg bikes, helmets?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you complete risk assessments of the physical environment as needed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you develop a plan to ensure the safety of all children, staff and visitors if major work is occurring at the service?			

Actions required