**Maintenance- Schedule**

Keep a supply of essential tools, maintenance materials and safety equipment (eg masks, heavy duty gloves, torches) onsite for minor and urgent repairs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date completed | Comments | Date completed | Comments |
| **Check the following daily. Record actions if relevant** | | | | |
| Remove loose objects from playspace eg small chairs, buckets, ropes, hoses etc. |  |  |  |  |
| Remove litter, glass, sharps, any unhygienic matter. Clean surfacing as required |  |  |  |  |
| Close off broken equipment items until replacement parts are available and fitted or equipment removed |  |  |  |  |
| Remove broken glass in windows and doors (if safe) and cover openings/broken glass temporarily with hardboard or stout card |  |  |  |  |
| Remove dangerous nesting insects and spiders, poisonous plants and weeds eg fungi |  |  |  |  |
| Tighten loose screws eg on coat pegs, broken handles, locks and bolts. Clean and oil fitting if relevant |  |  |  |  |
| Repair dripping taps/plumbing fixtures as soon as possible. Engage a licensed plumber where necessary. Keep a supply of the right size/type of washers |  |  |  |  |
| Record and monitor all cracks. Seek advice from a structural engineer for large cracks |  |  |  |  |
| Rake, redistribute and restore depth of loose fill materials, including sand in sandpit, if required |  |  |  |  |
| **Check the following monthly. Record actions if relevant** | | | | |
| Check smoke alarm/s (and security systems). Replace batteries if necessary |  |  |  |  |
| Check screens for rips/tears |  |  |  |  |
| Ensure playground surfacing is free of damage and trip hazards |  |  |  |  |
| Remove lint from dryer |  |  |  |  |
| Check drop down sides on cots work properly |  |  |  |  |
| Check wheels and wheel locks on cots, highchairs and trolleys work effectively |  |  |  |  |
| **Check the following quarterly. Record actions if relevant** | | | | |
| Check internal and external taps for leaks. Replace washers if needed |  |  |  |  |
| Inspect visible pipes for leaks |  |  |  |  |
| Check under and around kitchen and bathroom cupboards for leaks |  |  |  |  |
| Check toilets for stability and leaks |  |  |  |  |
| Check dishwasher for leaks |  |  |  |  |
| Check under fridge and freezer for leaks |  |  |  |  |
| Check area around hot water system for leaks |  |  |  |  |
| Check thermostatic temperature controls/pressure relief working properly |  |  |  |  |
| Check hot water coming out of tap is no more than 45°C |  |  |  |  |
| Check internal drains are not overflowing |  |  |  |  |
| Monitor condition of timber items eg splitting, splintering. treat as required to ensure smooth surfaces |  |  |  |  |
| Apply a wood protector to wooden cabinets and trim |  |  |  |  |
| Lubricate hinges on internal doors |  |  |  |  |
| Clean window and door tracks. Oil rollers and latches |  |  |  |  |
| Check smooth operation of moving parts (in playground). Grease/oil as required |  |  |  |  |
| Monitor wear on chains, cabling and connectors (in playground). Replace as required |  |  |  |  |
| Clean grout in ceramic tiles |  |  |  |  |
| Clean and replace filters in heaters, coolers, dryers, air conditioners |  |  |  |  |
| Remove and clean filter in kitchen exhaust fan. Remove grease etc from fan housing |  |  |  |  |
| Clean dust from top of fridge. Clean and defrost freezer if necessary |  |  |  |  |
| Test smoke detector and replace batteries if necessary |  |  |  |  |
| Clean gutters |  |  |  |  |
| Trim or remove overhanging, dead or dangerous tree branches ( check with council if necessary) |  |  |  |  |
| Check paving and concrete paths drain away from building |  |  |  |  |
| Clear all access paths of vegetation |  |  |  |  |
| Check garden watering systems spray onto gardens not walls |  |  |  |  |
| Remove fire hazards like rubbish, undergrowth, combustible materials |  |  |  |  |
| Check doors and windows are secure and water is not getting inside |  |  |  |  |
| Check for cracks, leaning or subsidence in external walls and building foundations |  |  |  |  |
| Check for termite infestations (mud tunnels up stumps or footings) |  |  |  |  |
| Check sub-floor ventilation has not been blocked |  |  |  |  |
| Check ground levels (including paving and garden beds) adjacent to walls have not been built higher than vents or damp proof courses |  |  |  |  |
| Check fire extinguishers and other fire services are operational |  |  |  |  |
| Clean playground equipment to remove stains, mould, dirt |  |  |  |  |
| **Check the following half-yearly. Record actions if relevant** | | | | |
| Check gutters/downpipes for cracks, rust, drips on the outside, loose and missing brackets, moss and stains |  |  |  |  |
| Check fall of gutter to ensure water flows away freely |  |  |  |  |
| Check water flows freely away from downpipes |  |  |  |  |
| Check stormwater drains when it’s raining (or by using a hose) to ensure water flows away freely |  |  |  |  |
| Check roofs for rusting metal sheets (particularly at the laps), slipped/ broken tiles and missing/loose flashings near chimneys or parapets. Use binoculars if possible |  |  |  |  |
| Check for light visible through holes or water staining on framing elements |  |  |  |  |
| Check for wildlife and pests |  |  |  |  |
| Check for paint deterioration such as chalking, weathering, flaking, cracking, blistering or staining |  |  |  |  |
| Check timber cladding and joinery for splits, cracking joints or failed fixings |  |  |  |  |
| Check sills and bottom rails of windows/doors by tapping them to ensure they’re solid |  |  |  |  |
| Check roofs, exterior walls, doors, skylights and windows to ensure they’re watertight and in good repair |  |  |  |  |
| Check floors, interior walls and ceilings to ensure they’re in good repair |  |  |  |  |
| **Check the following annually. Record actions if relevant** | | | | |
| Replace batteries in smoke alarm/s (unless lithium batteries) |  |  |  |  |
| Arrange testing and tagging of electrical equipment if required |  |  |  |  |
| Clean heating and cooling equipment and arrange service eg air conditioners, hot water systems |  |  |  |  |
| Ensure playground surfacing is free of surface wear, deterioration, damage, trip hazards |  |  |  |  |
| Treat surface rust in metal components of play ground equipment. Clean surface, rasp back, treat with rust inhibitor, repaint as required |  |  |  |  |
| Touch up/ refinish painted surfaces as required (highlight for visual awareness at step edges) |  |  |  |  |
| Replace failed plantings as required and mulch all garden beds |  |  |  |  |
| Replace sand in sandpit if required |  |  |  |  |