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Opening Checks

Week beginning……………………………………………………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Daily Check List | Mon | Tues | Wed | Thurs | Fri |
| Indoor checks |  |  |  |  |  |
| Front doors locked |  |  |  |  |  |
| Main hall latch kitchen door |  |  |  |  |  |
| Cleaning cupboard locked & key on hook |  |  |  |  |  |
| Fire exits clear |  |  |  |  |  |
| Toilets clean |  |  |  |  |  |
| Paper towels stocked |  |  |  |  |  |
| Toilet paper stocked |  |  |  |  |  |
| Soap toilet sink & workshop sink |  |  |  |  |  |
| Lights working |  |  |  |  |  |
| Water boiler on – Kitchen |  |  |  |  |  |
| Temp of room Heaters on /windows open? |  |  |  |  |  |
|  |  |  |  |  |  |
| Outdoor checks |  |  |  |  |  |
| Free of litter |  |  |  |  |  |
| Free of hazardous debris |  |  |  |  |  |
| Free of ice |  |  |  |  |  |
| Plants not harmful (thistles, brambles, nettles, poisonous) |  |  |  |  |  |
| No animal faeces |  |  |  |  |  |
| 2 side gates bolted |  |  |  |  |  |
| Front gate bolted |  |  |  |  |  |

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Closing Checks

Week commencing …………………………………………………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Daily Check List | Mon | Tues | Wed | Thurs | Fri |
| Indoor checks |  |  |  |  |  |
| Bins empty |  |  |  |  |  |
| Surfaces anti bac cleaned |  |  |  |  |  |
| Floors swept / mopped |  |  |  |  |  |
| Windows closed/locked |  |  |  |  |  |
| Playroom reset |  |  |  |  |  |
| Register locked away |  |  |  |  |  |
| Keys locked away |  |  |  |  |  |
| Water boiler off |  |  |  |  |  |
| Any items in hall back inside playroom |  |  |  |  |  |
|  |  |  |  |  |  |
| Outdoor Checks |  |  |  |  |  |
| Toys away / under shelter |  |  |  |  |  |
| Playhouse door tied shut |  |  |  |  |  |
| Sheds locked |  |  |  |  |  |
| Sand pit covered |  |  |  |  |  |
| Crates in bark area |  |  |  |  |  |
| Mud kitchen area reset |  |  |  |  |  |
| Bin emptied |  |  |  |  |  |
| Rubbish cleared away / path swept if need be |  |  |  |  |  |