

SCHEDULED CENTRE MAINTENANCE LIST

BUILDING - INTERNAL		
Lighting to be inspected	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Check internal lighting and if applicable change light globes and fluorescent tubes 		
Plumbing (includes Plumbing toilets and the drains of bubblers and hand basins)	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Sink and hand basins • Toilets and taps • Bubblers 		
Shelving and TV Brackets	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Check and maintain all shelving throughout the centre to ensure that this is secure • Fix any broken shelving • Check to ensure that all TV brackets and straps are safely secured 		
Doors Locks and Gates Inspection	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • All doors to be checked that they function appropriately (open and close effectively) • Check all locks/gates/safety latches/latches (including cots) • Replace rusty padlocks • Replace any fault lock barrels • Adjusting self-closing door hinges 		

BUILDING - EXTERNAL		
Fencing to be Inspected	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Ensure that all fencing is secure (Inc. gate latches) and that the fence palings do not have protruding nails • Palings are not warped, splintered, loose and or weathered 		
Lighting to be Inspected	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Check internal and external lighting 		
Water Leak Inspection	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Check for any water leaks after periods of rain and report any findings 		
Shade Sail / Structure Inspection / Play Surfaces	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Check and maintain all timber structures making sure they are free of timber rot and that the wood protectant is still intact (this would be checked thoroughly every 6 months and protectant reapplied if deemed necessary) • Artificial surfaces (Grass, Rubber) to be inspected for tears, splits and trip hazards. 		
Drains	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Check, maintain and clean surface drains 		
Plumbing (includes Plunging Toilets and the Drains of Bubblers and Hand Basins)	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Sink and hand basins • Toilets and taps • Bubblers 		
Shelving	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Securing hygiene baskets and outdoor sign-in shelving 		
Doors Locks and Gates Inspection	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Check all locks/gates/safety latches/latches • Replace any damaged fly mesh if required • Replace rusty padlocks • Replace any faulty lock barrels 		
Signage	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Ensure all centre signage is in good condition and visible 		
Rubbish	Sign Once Confirmed Completed	N/A
<ul style="list-style-type: none"> • Ensure bin enclosure is clear of excess rubbish • Ensure utility area is clean & free of rubbish 		