

Monthly – cleaning and maintenance checklist

Date completed:

General	Date	Maintenance required
Garden and grassed areas are clean and in good condition (mowed and weeded as needed).		
Pest control is maintained.		
Check Sunscreen is in date and has not expired		
Emergency bag has all necessary items are in date and in good condition ready for use.		
Checks of smoke alarms-just pushing button in to see it is still working.		
Blind cords need to have cleat checked.		
Checking all wall restraints are secure and tightening if needed.		
Cleaning	Date	Maintenance required
Thorough furniture clean – cots, portable cots, bookshelves, play kitchen, couches, tv unit etc.		
Clean windows and wipe down walls and areas used frequently by children.		
Clean out fridge- discard anything out of date or that has gone bad.		
Deep clean of sandpit - top up. Sterilise with salt.		
Car clean – inside and outside (including car seats).		

Outdoors	Date	Maintenance required
Are all obvious hazards such as sharp branches, holes, broken paving etc. removed or fixed?		
Are fences incapable of being climbed under, over or through by a child?		
Is the sandpit clean and does it have enough sand?		
Is the garden neat and tidy?		
Is everything that should be put away such as lawnmower, ladders, spades, brooms, poisons, garden tools etc., put away?		
Is all play equipment still in good condition? Are there any broken parts, splinters, worn pieces that could injure a child?		
Is the garden shed securely locked so children cannot get in?		