Maintaining Furniture, Equipment and Toys Procedure

Tasks to be completed:
(The following is a guide only for maintaining equipment, furniture and toys.)
All items must be wiped/washed and checked for damage before storage.

**Laundry & Bathroom**
Change area/mat disinfected & left clean

**Other**
Children's belongings going home
Heating/Cooling/Windows
turned off/closed
Art Displays put up
Porch Cleaned
Paints/Glue/Brushes
Cleaned
Art smocks checked and washed
Computers turned off
Ensure all bench tops are tidied
Tables and Chairs wiped down and chairs stacked as necessary.

**Kitchen:**
Tea towels/clothes/linen
/dishcloths washed
Tables & floor cleaned as necessary
Fridge Temp checked

**Weekly Tasks:**
Other cupboards tidied as necessary
Collage Table Tidy and filled with materials
Puzzles Cleaned & Sorted
Books sorted, put away, swapped
Dress Ups washed as necessary and before storage.
Art Smocks Washed
Cleaning of toys in Occasional Care
**Outdoors**
Bins put out to be emptied and brought back in

**Monthly Tasks**
Fridges Checked and Cleaned
Microwave Checked and Cleaned

**Yearly Task**
All construction equipment and equipment of small parts that are unable to be washed/wiped completely after use are to be sanitized once a year or as necessary during this time.
All damaged items are to be reported to the Director who will either arrange for them to be fixed or dispose of appropriately and take them off the equipment register.

**Outdoors**
Sandpit raked as needed. Rotary once/term
Visual check of grounds & toys as per daily check list

**Sweeping General**
Outdoor equipment checked for vermin & hazards as per daily checklist

Adopted: May 2015
Director_________________

Chairperson_________________
Orroroo Kindergarten
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