



Orroroo Kindergarten
West Terrace
Orroroo, SA. 5431
Phone: (08) 8658 1008
Fax: (08) 8658 1355

e-mail: ros.bowman624@schools.sa.edu.au

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

Review Date: May 2016