

Caretaker Checklist

The following checklist is a broad guide designed to support caretakers with their day-to-day activities. While we recommend this inspection is undertaken weekly as a minimum, the requirement for assessed tasks and their frequency should be assessed collectively with School Management.

Issues that are identified should be recorded and acted upon. Unresolved or reoccurring issues should be escalated to school management.

Caretaker name

Date of inspection

/ /

DD/MM/YYYY

Tick the adjacent box for completed items.

External Grounds

Perimeter fence and other fencing are functional with no breaches?

Follow up? (select one)

Yes No

Gates are functional with working locks (where necessary)?

Follow up? (select one)

Yes No

The school grounds are kept free of rubbish , broken glass, weeds and are generally tidy?

Follow up? (select one)

Yes No

Stormwater items (traps, culverts, etc) are free of debris and excessive pooling?

Follow up? (select one)

Yes No

Trees are trimmed and any dead or unsafe trees are removed along with deadfall?

Follow up? (select one)

Yes No

Footpaths, carparks and other hardstand are free of lichen and other markings which may cause slips, trips and falls? No broken glass or rubbish?

Follow up? (select one)

Yes No

Playing fields are fit for purpose? Advise if they should be closed for weather.

Follow up? (select one)

Yes No

Pool

The water filtration system is functioning properly?

Follow up? (select one)

Yes No

The filter is free of debris?

Follow up? (select one)

Yes No

The water quality is assessed as within acceptable limits?

Follow up? (select one)

Yes No

The pool structure is free of damage and debris?

Follow up? (select one)

Yes No

External Structures

Gutters and downpipes are intact, secured and free of debris?

Follow up? (select one)

Yes No

Building cladding has no damage and markings?

Follow up? (select one)

Yes No

No signs of insects or rodents?

Follow up? (select one)

Yes No

Windows can be secured and are free of cracks and chips?

Follow up? (select one)

Yes No

External doors can be secured?

Follow up? (select one)

Yes No

Boiler House/Room

Boiler room is free of debris and not being used for storage?

Follow up? (select one)

Yes No

Boiler/s has a current certification displayed within the boiler room (annual requirement)?

Follow up? (select one)

Yes No

Systems

Potable water filtration system tested and working?

Follow up? (select one)

Yes No

Electrical equipment tested and safe?

Follow up? (select one)

Yes No

Interiors

Cleaning has been completed to an appropriate standard?

Follow up? (select one)

Yes No

Walls are free of vandalism and other marking?

Follow up? (select one)

Yes No

All lights are operating?

Follow up? (select one)

Yes No

No signs of pests?

Follow up? (select one)

Yes No

Windows are operating correctly with secured latches?

Follow up? (select one)

Yes No

Portable and semi-portable electrical requirement
have a current PAT testing record?

Follow up? (select one)

Yes No

Heating and cooling systems are working effectively?

Follow up? (select one)

Yes No

Thoroughfares are free of debris and other slip, trip or
fall hazards?

Follow up? (select one)

Yes No

Internal doors are level and functioning correctly?

Follow up? (select one)

Yes No

Bathrooms

Cubicle doors are aligned, lockable and operating
correctly?

Follow up? (select one)

Yes No

Taps and toilets are not leaking or left running?

Follow up? (select one)

Yes No

Sinks and toilets are not blocked?

Follow up? (select one)

Yes No

General Comments