

Evidence of office maintenance charts and a completed compliance check from management

21/8 Atina Flyscreen Dingo's door broken

MAINTENANCE ISSUES — OFFICE

MONTH: July / August

Date	Requested by:	Maintenance Request	Actioned
23/05	Dingo's	Blind broken (waiting parts)	✓
19/6	Kangaroos	Soil & fertiliser for indoor plants	✓
28/6	Bobby	Window lock in Kitchen broken	need new lock
5/7	Becky	Add flyscreen to staff room window	
5/7	Becky	Make wooden number boards	✓
5/7	Becky	Toilet Blocked - Dingo's/Kangaroos	✓
11/7	Jordana	Teepee - wooden piece broke off (back)	✓
12/7	Becky	Bench broken in veggie garden	✓
12/7	Becky	Make raised garden beds.	
17/7	Koalas	Flyscreen door off the rails	✓
18/7	Becky	mats need fixing & bike	✓
24/7	Paul	clean gated area - HP washer handles	

Upload to Storypark after each Month - any outstanding issues that have not yet been addressed, keep on list for the following month.

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COMPLIANCE CHECK
WILL BE DONE BY UPPER MANAGEMENT

Date	27/11/23
Drawers locked	✓
Anaphylactic chart displayed in foyer and up to date	✓yes
Allergy charts	✓yes
In the kitchen - does the kitchen have the same chart for all rooms - allergies	✓yes
Anaphylactic children with action plan. Who are the children and what day do they come and what room are they in?	Finn. L (Kangaroos) Mondays (Aidan - left service 22/11/23) Laura (educator) M-F.
Children with medical needs have risk minimisation plans. What child needs one, what room are they in	✓-
Menu up w current modifications	Give examples of what was on the menu and did it meet the nutritional value intended? macaroni & cheese mexican tuna with rice Smoothie bowl & granola.
Roster up and current w changes	✓-
Emergency evacuation completed within 2 months and has an evacuation as well as a lockdown, medical emergency etc	Suggestions for improvement? ✓ evacuation 3/10/23 - no improvement ✓ lockdown 8/11/23 - " "
Prescribed info available	✓
Doors kept closed in particular kitchen and laundry	✓yes

Laundry doors locked where chemicals are kept	✓
First aid box current and available, location clear	✓
Ratios under the roof correct?	✓
Nappy changing practices Who did you observe, did they follow the correct nappy procedure and is there any further training required?	Tabitha yes correct procedures followed. no further training required
Sleep mats are spaced apart to allow educators and children to walk between them	✓
Sleep mats are cleaned and stored correctly	✓
Tables and chairs are cleaned with soapy water before and after a meal	✓
Educators sit with the children at meal times and have interesting and have interesting conversations with the children. Give examples of meeting practices and give recommendations on how to improve	✓ Koulas - all educators sitting with the children engaging & encouraging self serve.
In the older age group did the children self serve	✓
Supervision - educators are positioned correctly	✓
Educators are effectively interacting with their children. Any concerns?	✓ No concerns.

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Hazardous substances are not expired and are stored correctly	✓ yes
Accident reports are filled in correctly	✓ yes
Furniture and equipment is safe, clean and in good repair - place findings in maintenance book	✓ yes. A frames need re-painting/sanding
Current policies are available for families to review	✓
Water is assessable to all children	✓
Food is stored correctly - room kitchens are tidy and clean with no out of date items	✓
Programming	
Is the programme up and current?	Koalas - yes
Select one child from each room and assess the cycle of planning in accordance to what you would expect at A and R	Koalas - Ezekiel ✓ (Faliyah) Quokkas - Kaleb ✓ (Danae) Dingoes - Kangaroos - Finn ✓ (Alina)
Mat sessions are appropriate to the age group. Who took the mat session and what was the positive practice that you saw	Kangaroos - toilet training ball game.
Environments are appropriate to the age group and reflects the programme	✓
All educators can answer questions regarding the programme. What was the question asked, who did you ask and did they demonstrate knowledge in their answer? Any further training required?	Taliyah - asked to see a programming cycle of Ezekiel (T3 or T4 ob) Mel - asked where program was and why she did a toileting activity today Khanh - asked to locate program

General	
Is the foyer clean and tidy with windows to the front door clean?	✓
All educators are wearing correct uniform and have hair tied up and tidy	✓ Somiya & Hope - need badge.
Rooms look inviting and clean	✓ Khanh - needs new back. Tehlia - lost needs new.
Office clean and tidy	✓
All displayed material is current and in good condition	✓
Books that children can access is age appropriate and in good condition	✓