

Indoor Safety Checklist

Please complete this checklist daily regarding the safety and maintenance of the indoor environment.

Place a X on the corresponding day to indicate safety has been checked and is in good repair.

In the case of unsafe equipment/environment remove if safe to or create a barrier around the space and contact Junior Executive and Building Services Officer.

Term ____ : **Week:** ____

	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Th</i>	<i>Fri</i>	<i>Notes</i>
Toys and equipment are in good repair and stored safely						
Electrical outlets are capped with safety plugs						
Cleaning materials, detergents etc stored out for children's reach, locked & labelled correctly						
MSDS available for all chemicals within the preschool						
Medicines are stored out of children's reach in appropriate containers/fridge						
First aid kit is labelled & inaccessible to children						
Safety latches on cupboards are in good working order						
Entries/exits are clear and easily opened by adults						
Environment is adequately cleaned to reduce infections and accidents						
All electrical products have been tagged and checked						
Fire extinguisher in easy to reach location						
Paper towel and soap adequately stocked						
Children's medical plans are stored for educators to gain easy access						
Emergency evacuation bags are easily accessible and full stocked						
Doors are locked to storerooms and office spaces						
All lights are in good working order						
First aid audit checklist has been completed for the month						
Educator Signature						

Other notes:

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