

MAINTENANCE CHECKLIST

Teachers need to be aware of wear and tear in the playground. The following list is a guide to keeping equipment safe for children.

Gates	Oil Latches
	Check latches are in good repair
Fences	In good repair
Safety Surfaces	Regularly topped up
	Retaining in good repair
	Spills raked or swept up
Swings	Oil mechanisms
	Check drainage holes in tyre swings to prevent children's fingers being stuck
	Ground under swings in good repair
	No corrosion of parts
Slides	Ladders/approaches in good order
	No cracks, splinters, rough edges
	Landing pad in good repair
Cable Reels	Check for loose bolts, splinters
	Check if cable reel holes create a hazard
Sand Pit	Sand raked regularly
	Cover and attachments in good repair
	Sunshade provision adequate
Decking	Free of stones, sand etc
	No splintering, cracking
	Railings in good order
Moveable Equipment	Well oiled
	Rubbers on handles where appropriate
	Trims firmly fixed
	In good repair
Grounds	Free of all litter
	Free of animal droppings
	Holes filled
	All Poisonous plants (as per schedule in <i>Nga Kupu Oranga</i> , appendix 6) removed or made inaccessible to children.