

### DAILY HOME CHECKLIST

<b>WEEK ENDING:</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
<b>TOYS AND CHILDREN'S EQUIPMENT</b>					
Toys and equipment are in good repair					
All toys are suitable for age group					
Broken, unsafe equipment out of reach					
Toys are stored safely					
Equipment checked for garbage, standing water and other hazards					
<b>HEATING AND ELECTRICAL</b>					
Electrical outlets have safety plugs					
Electrical cords are out of reach					
<b>COTS, BEDS AND BEDDING</b>					
Cots are clean and empty					
Cots safely positioned					
Cots in good repair					
<b>STORAGE</b>					
All chemicals are out of reach, secured and stored away from food					
Medicines stored in lockable container or inaccessible					
First aid kit labelled and stored at least 1.5m above floor level					
Knives, plastic bags, matches out of reach					
Safety latches on cupboards					
<b>GENERAL</b>					
Front door is locked and entrance clear of clutter					
Evacuation Plan visible					
Rubbish bins are empty and clean					
Floors are clean and maintained					
Table and chairs are not stacked while children are present					
Safety gates used on stairways					
<b>OUTDOOR</b>					
Free of hazards e.g. broken equipment, rubbish, standing water, tools					
Gates are locked and latches in working order					
Nothing near fences or gate that would assist child in climbing over					
Sandpit clear of rubbish and raked					
Soft fall clear of rubbish and other hazardous objects					
Rubbish bins are clean and empty					
Rubbish waiting collection is inaccessible					
Rubbish and animal waste are not present					
No trip hazards or holes					
Moveable toys are 6 feet away from climbers, swings, slides etc.					
Large climbers, swings and equipment is securely anchored to the ground					