



Peterborough Community Preschool
and Rural Care Services
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Maintaining Furniture, Equipment and Toys Procedure

Tasks to be completed.

The following is a guide only for maintaining equipment, furniture and toys. All items must be wiped /washed and checked for damage before storage.

Outdoors
Yellow rubbish bin to be emptied
Sandpit Covered
Visual check of grounds & toys as per daily check list
Sweeping General
Rubber Mat play area tidied
Sand pit raked
Raking the bark chips
Outdoor equipment checked for vermin & hazards as per daily checklist

Laundry & Bathroom
Change area disinfected & left clean
Nappy Bin
Bedding & Clothes washed unless indicated by a label.
Green Cleaning clothes for nappy change area washed

Other
Children's belongings going home
Heating/Cooling/Windows turned on/off
Art Displays put up
Lockers Cleaned
Paints/Glue/Brushes

Cleaned
Art smocks checked and washed
Computers turned off
Ensure all bench tops are tidied
Tables and Chairs wiped down and chairs stacked as necessary.

Kitchen
Tea towels/clothes/linen /dishcloths washed
Water Dispenser filled and cleaned
Tables & floor cleaned as necessary
Fridge Temp checked

Weekly Tasks

Other
Cupboards tidied as necessary
Collage Table Tidy and filled with materials
Puzzles Cleaned & Sorted
Books sorted, put away, swapped
Dress Ups washed as necessary and before storage.
Art Smocks Washed
Cleaning of baby toys in Rural

Care

Outdoors
Bins put out to be emptied and brought back in

Monthly Tasks

Other
Fridges Checked and Cleaned
Microwave Checked and Cleaned

Yearly Task

All construction equipment and equipment of small parts that are unable to be washed/wiped completely after use are to be sanitized once a year or as necessary during this time.

All damaged items are to be reported to the Director who will either arrange for them to be fixed or dispose of appropriately and take them off the equipment register.

Adopted:

Director

Chairperson

Review Date: