

Florey Preschool Indoor Checklist

Week: _____

Term: _____

Item	Person	M	T	W	T	F	Comments
DAILY							
Safety plugs and electrical outlets covered							
Toilets cleaned							
Soap dispensers working							
Cleaning supplies/poisons out of reach							
Preschool furniture in suitable condition							
No broken resources							
No spills: wet areas or carpeted areas							
Windows all intact							
Fire hydrants and egress areas clear							
Telephone in working order							
Bins emptied							
WEEKLY							
Supplies checked: gloves, tissues, paper towel							
First Aid bag checked							
Lights in working order							
Child safety locks on appropriate cupboards							
MONTHLY							
Medical supplies checked: Epi pens and asthma inhalers							
Other							