

## Room Leader - Daily Checklist

Week Commencing	w/c:					w/c:					w/c:				
Area to be Inspected (Please tick once area deemed okay)	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Floors / carpets clean & undamaged															
Lighting and ventilation appropriate for room															
Tables and chairs undamaged															
Ensure that the wires are not trailing from electrical equipment															
Cleaning supplies available but stored away from children															
Clean water for hand washing available with paper towels															
Waste bins available															
Water jugs / cups available															
Play equipment available is clean, undamaged and safe															
Play equipment is age appropriate															
<b>Snack / Lunch Time Checks</b>															
Separate eating tables (or covered with food only cloths) & cleaned with anti - bacterial cleaner	/														
Tables to be correctly carried / erected	/														
Hand wipes to be used by all staff and children before distribution of food.	/														
Appropriate drinking cups / paper cases available	/														
All spillages to be promptly cleaned up	/														
Tables to be dismantled & stored safely, floor to be swept and rubbish removed.	/														
<b>Room Leaders Initials</b>															
<b>Comments/Actions Taken...</b>															

For Information Purposes Only