


 Completed by: Lorina

 Date: 07/03/2016

Check	Y	N	Comments
Ventilation - Windows are working - Kitchen fans checked and maintained - Air vents clear of obstructions	✓ ✓ ✓		N/A
Moisture - Checks made for moisture, leaks are recorded and repaired	✓		Maintenance book needs to be updated.
Furniture and Fittings - couches and cushions dust free - carpets are steamed clean - items contain no hazardous materials - dust harbouring items avoided	✓ ✓ ✓ ✓		Steam cleaning record should be easily accessible to check how often carpet is cleaned.
Repairs - added to maintenance chart/book - professional advice sought	✓ ✓		Maintenance book needs to be updated.
Outdoor Environment - walking and use of public transport for excursions are encouraged - information about public transport provided	✓ ✓		No information on transport is available.

Outline Strategies That Need To Be Implemented

Maintenance book needs to be updated.

Create a steam cleaning chart with date on when carpet has been cleaned.

Add local bus and train timetables to parent area.