



## EQUIPMENT AND PROPERTY MAINTENANCE POLICY

### Policy Statement

The Centre will ensure that the premises, equipment, furniture and furnishings to which children have access are kept in sound condition and are safe and hygienic for use. All items and surfaces will comply with any applicable New Zealand standards and codes.

The Centre will also ensure that the premises, equipment, furniture and furnishings for use by staff and caregivers are kept in sound condition and are safe and hygienic for use. This policy is governed by Regulation 31 Education (Early Childhood Centres) Regulations 1998.

### Procedure

- Prior to the use of any furniture, furnishings or equipment by children, a staff member will check to ensure it is safe and hygienic to use. Any equipment or furniture which is broken or considered unsafe to use will be removed from areas accessible to children;
- Each week the supervisor will undertake a specific physical check of the premises to look for hazards and take action to remove the hazard;
- Where equipment, furniture or furnishings have been removed from service, it will be noted in the maintenance book that the item requires mending or the staff member will ensure that it is noted at the next staff meeting that the item needs to be replaced;
- Where an item of furniture or equipment or part of the premises which is essential to the operation of the Centre requires fixing or is considered unsafe by a staff member, the supervisor or acting supervisor will be notified as soon as possible and suitable action taken to arrange for mending or replacement. A clear notice will be attached to any piece of furniture or equipment which is unsafe to use indicating this;
- The Centre has a property and equipment maintenance register in which all needed repairs and maintenance are recorded. This is reviewed by the Management Committee monthly and action with respect to repair or replacement determined;
- At least twice a year the Centre holds a working bee organised by the Management Committee where the premises are cleaned and there is pro-active maintenance on order to prevent unnecessary deterioration of the premises, equipment, furniture and furnishings. Tree trimming and gardening will be undertaken to ensure children cannot gain access to any plant matter that is or capable of being poisonous to children;
- At all times the supervisor will ensure that the gate locks are working properly and that these are sufficiently secure such that they cannot be unlocked by children at the Centre;
- The sandpit cover will be secured over the sandpit after use each day;
- Rubbish will be removed from internal rubbish bins etc at the end of each session and will be removed from the premises regularly (at least weekly). There is an external rubbish collection area inaccessible to the children attending the Centre;
- The Management Committee will each year determine a property management scheme and provide funds for ongoing property management;
- The Management Committee will ensure that the Centre's premises, furniture, furnishings and equipment are insured against accidental loss or damage.

