



Property Checklist for Early Learning Centres

For reopening centre-based early learning services after COVID-19 Alert Level 4

Once the COVID-19 alert level has been reduced and you are able to access your early learning service again, we recommend checking all buildings and grounds before opening to ensure the safety of children and staff. Early learning services can use the following list as a prompt.

Check these items immediately

Complete these checks before your service opens. We recommend following [all public health guidelines](#) while checking the licensed premises and completing any necessary repairs, which means limiting the number of people on site and maintaining physical distance. If it's not possible to address all health and safety issues, or to adequately isolate unsafe areas, then we recommend not opening your service until you are certain it is safe.

Check complete	What you need to check	Is any follow up required?	Expected timeframe to complete follow up	Notes on follow up actions to take
Site-wide				
	Is there any evidence of pests or vermin present in or around the service?	Y / N		
	Any signs of damage or vandalism, including broken windows?	Y / N		Suggested action: Board any broken windows and organise replacement. If asbestos-containing materials have been damaged, follow health and safety guidelines.
	Are all work sites, including mobile plant and equipment, still properly isolated (fenced) (if applicable)?	Y / N		Suggested action: It is the contractor's responsibility to ensure their sites are secure.
	General cleaning has been completed?	Y / N		There is no specific action you need to take for COVID-19 in regard to cleaning prior to re-opening. Once staff and then students are on site regular (at least daily) cleaning of surfaces is recommended alongside your usual cleaning schedule. There is some information about cleaning surfaces on the COVID-govt.nz website. There's no need to hire a specialty service to conduct a deep clean.

Exterior and grounds

Are the grounds safe for children and free of rubbish or any hazards such as broken glass?	Y / N		
<u>Trees are trimmed</u> and any dead or unsafe trees are removed along with deadfall? Are any trees coming into contact with overhead utilities?	Y / N		
Footpaths, car parks and other hardstand are free of lichen and other markings which may cause slips, trips and falls? No broken glass or rubbish?	Y / N		
Perimeter fence and gate lock are functional with no breaches?	Y / N		Suggested action: Fencing must be repaired.
Storm water items (traps, culverts, sumps and drains) are free of debris and excessive pooling? Gutters and downpipes are intact, secured and not blocked?	Y / N		

Buildings

Any compromised roofing?	Y / N		Suggested action: Patch repair and extract water, possible air testing.
External doors can be secured?	Y / N		
All fire routes clear and fire doors operating? Smoke detectors have been dusted? Thoroughfares are free of debris and other slip, trip or fall hazards?	Y / N		
Windows opened to allow for ventilation?	Y / N		Suggested action: Leave windows open wherever possible while cleaning and other checks are being done.
Is your centre known to be leaky or not weathertight?	Y / N		Suggested action: Improve ventilation, have air testing done, bring in air scrubbers.

Systems

Water

[Test water quality](#), if self-supplying? Y / N

Arrange [septic tank](#) emptying as required? Y / N

Is water supply sufficient, if service is in drought conditions? Y / N

Water heater for handwashing has been turned back on and is working effectively? Y / N

Sink and toilets are not leaking or blocked? Taps and water fountains have been run to flush water, and toilets have been flushed? Y / N

Accessibility

Is any accessibility equipment working effectively (if applicable)? Y / N

Are any adjustable height change tables (if applicable) working effectively? Y / N

Emergency

Sprinkler system is operational, with no leaks (if applicable)? Y / N

Emergency lighting and fire signage is operating normally and checks are up to date (if applicable)? Y / N

Suggested action: services should only test system if they normally do so. Newer systems which require testing by an independent qualified professional (IQP), should be tested 6 monthly, as normally required.

Heating and electrical

Heating and cooling systems are working effectively? Filters cleaned, if applicable? All certifications are up to date, as required? Y / N

Powerboard is operating and has no signs of damage?	Y / N		
All lights are operating? Any signs of damage to switches or fittings?	Y / N		
Electrical equipment tested and safe? Portable and semi-portable electrical requirement have a current PAT testing record?	Y / N		
Building management system (if applicable) is operating normally?	Y / N		
IT system is operating normally?	Y / N		