

Caretaker Checklist



New Zealand
School Property Agency

The following checklist is a broad guide designed to support caretakers with their day-to-day activities. While we recommend this inspection is undertaken weekly as a minimum, the requirement for assessed tasks and their frequency should be assessed collectively with School Management.

Issues that are identified should be recorded and acted upon. Unresolved or reoccurring issues should be escalated to school management.

Caretaker name

Date of inspection

 / /

DD/MM/YYYY

Tick the adjacent box for completed items.

External Grounds

☐ Perimeter fence and other fencing are functional with no breaches?

Follow up? (select one)

Yes ☐ No ☐

☐ Gates are functional with working locks (where necessary)?

Follow up? (select one)

Yes ☐ No ☐

☐ The school grounds are kept free of rubbish , broken glass, weeds and are generally tidy?

Follow up? (select one)

Yes ☐ No ☐

☐ Stormwater items (traps, culverts, etc) are free of debris and excessive pooling?

Follow up? (select one)

Yes ☐ No ☐

☐ Trees are trimmed and any dead or unsafe trees are removed along with deadfall?

Follow up? (select one)

Yes ☐ No ☐

☐ Footpaths, carparks and other hardstand are free of lichen and other markings which may cause slips, trips and falls? No broken glass or rubbish?

Follow up? (select one)

Yes ☐ No ☐

☐ Playing fields are fit for purpose? Advise if they should be closed for weather.

Follow up? (select one)

Yes

☐

No

☐

Pool

☐ The water filtration system is functioning properly?

Follow up? (select one)

Yes

☐

No

☐

☐ The filter is free of debris?

Follow up? (select one)

Yes

☐

No

☐

☐ The water quality is assessed as within acceptable limits?

Follow up? (select one)

Yes

☐

No

☐

The pool structure is free of damage and debris?

☐ Follow up? (select one)

Yes

☐

No

☐

External Structures

☐ Gutters and downpipes are intact, secured and free of debris?

Follow up? (select one)

Yes

☐

No

☐

Building cladding has no damage and markings?

☐ Follow up? (select one)

Yes

☐

No

☐

No signs of insects or rodents?

☐ Follow up? (select one)

Yes

☐

No

☐

Windows can be secured and are free of cracks and chips?

☐ Follow up? (select one)

Yes

☐

No

☐

☐ External doors can be secured?

Follow up? (select one)

Yes

☐

No

☐

Boiler House/Room

☐ Boiler room is free of debris and not being used for storage?

Follow up? (select one)

Yes

☐

No

☐

☐ Boiler/s has a current certification displayed within the boiler room (annual requirement)?

Follow up? (select one)

Yes

☐

No

☐

Systems

☐ Potable water filtration system tested and working?

Follow up? (select one)

Yes

☐

No

☐

☐ Electrical equipment tested and safe?

Follow up? (select one) Yes

No

☐☐

Interiors

☐ Cleaning has been completed to an appropriate standard?

Follow up? (select one)

Yes

☐

No

☐

☐ Walls are free of vandalism and other marking?

Follow up? (select one)

Yes

☐

No

☐

☐ All lights are operating?

Follow up? (select one)

Yes

☐

No

☐

☐ No signs of pests? Follow up? (select one) Yes

No

☐☐

☐ Windows are operating correctly with secured latches?

Follow up? (select one)

Yes

☐

No

☐

☐ Portable and semi-portable electrical requirement have a current PAT testing record?

Follow up? (select one)

Yes

☐

No

☐

☐ Heating and cooling systems are working effectively?

Follow up? (select one)

Yes

☐

No

☐

☐ Thoroughfares are free of debris and other slip, trip or fall hazards?

Follow up? (select one)

Yes

☐

No

☐

☐ Internal doors are level and functioning correctly?

Follow up? (select one)

Yes

☐

No

☐

Bathrooms

☐ Cubicle doors are aligned, lockable and operating correctly?

Follow up? (select one)

Yes

☐

No

☐

☐ Taps and toilets are not leaking or left running?

Follow up? (select one)

Yes

☐

No

☐

☐ Sinks and toilets are not blocked?

Follow up? (select one)

Yes

☐

No

☐

General Comments