

# Playcentre Aotearoa's Property Maintenance Checklist



To be completed in **September/October** & emailed to your local Regional Property Coordinator, <https://www.playcentre.org.nz/current-members/property/property-contacts/>. It is recommended that this checklist be done together by outgoing & incoming Property Officers. Please allow about 30 minutes to complete this checklist.

Name of Playcentre:.....

Date of Check:.....

Name/s of Property or Other Officer/s Conducting Review:.....

*Refer to final page for FAQ.*

<b>BUILDING INTERIOR</b>	Good	Accept Able	Needs Work	Comments
General				
Are interior spaces clean? (check for marks, cobwebs)				
Are all mirrors in good condition, secure & safety filmed? (check for cracks, fixture secured)				
Is there adequate lighting & ventilation? (windows haven't been covered with posters, signage, light bulbs are all working etc.)				
Are noise levels reasonable and manageable, i.e. acoustic absorption materials, on session planning?				
Check electrical cables and cords are not frayed or broken.				
Are all noticeboards in good condition? (securely attached to walls, not near heaters or ovens, old information removed)				
Are bookcases, moveable storage units, wall shelves, appliances, pianos, heaters over 800mm high secured to the walls or floor? <i>Refer to FAQs for further information</i>				
Are all hanging plants or heavy objects on high shelves secured including Fish/water tanks. <i>Refer to FAQs for further information</i>				
Are curtains & blinds clean & in good repair? (no strings/pull cords hanging down)				
Are hotwater cylinder &/or gas bottles in good condition? (no leaks, rust)				
Has Fire Equipment (extinguishers, fire blankets) been checked by Fire Service/Other in the last 12 months? <i>Refer to FAQs for further information</i>				
Have smoke alarms been tested twice in the last 12 months? <i>Refer to FAQs for further information</i>				



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<b>BUILDING INTERIOR</b>	Good	Accept Able	Needs Work	Comments
<b>Wall &amp; Ceiling Finishes</b>				
Are interior walls, finishes clean & in good repair? (check condition of paintwork, cracks, damp patches, stains especially under windows – may be leaking)				
Are interior ceilings, finishes clean & in good repair? (check condition of paintwork, cracks, damp patches, stains/leaks)				
Is there any mould on walls or ceilings? (move furniture away to check)				
<b>Floor Finishes &amp; Rugs</b>				
Are floors clean, in good repair & clear of clutter? (check for sagging boards, lifting, tears or cracks in floor coverings, trip hazards, vinyl floors been polished, carpets commercially cleaned)				
Are all loose rugs secured and are they clean (not fraying or dirty)				
<b>Doors &amp; Windows</b>				
Are windows in good condition & clean? (check all components of window – glass, putty, frames, sills, latches, do they open, do they stay open, child safety latches where needed)				
Windows below 800mm above floor level must have barriers or approved safety glazing material, i.e. safety film, glass. <i>Refer to FAQs for further information</i>				
Are all doors in good condition? (check glass, putty, frames, steps, handles, locks working, able to be opened)				
Are doors sticking? (this could mean foundations have sunk or nearby timber has rotted?)				
Do external doors have security locks? Are they working? Are there keys available and do they work smoothly?				
Can all doors be hooked open to prevent slamming or children playing with them, i.e. latches available?				
<b>Storage</b>				
Are cupboards/closet doors, hatches & latches in good repair? (check fixtures, hooks etc. are secure)				
Is adequate storage for adults & children's belongings away from thoroughfares or areas where play could be disrupted?				
Are there sufficient spaces for equipment & material to be stored safely?				



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<b>Heating</b>				
Have heat pumps been cleaned regularly & serviced if needed? <i>Refer to FAQs for further information</i>				
Are all heaters working?				
<b>Kitchen &amp; Eating Areas</b>				
Is the space where children sit when eating clean and hygienic? (check for cracks in vinyl, chipping in tops, ants)				
Are the facilities for the preparation, storage &/or serving of food & drink clean, in good condition? (no paint chipping in cupboards, workbench)				
Is sink clean & hot water working?				
Are kitchen fixtures/appliances in good repair? (i.e. working, no cracks or paint chipping)				
Is the kitchen inaccessible to children, unless invited in? (have a latch or door)				
<b>Bathrooms &amp; Laundry</b>				
Are all toilets hygienic & in good repair?				
Are there any plumbing blockages e.g. toilet not flushing properly that could indicate blocked sewage pipes.				
Are there any visible signs of leaking e.g. puddling, moisture or mould.				
Is there a toilet suitable for adult use, is it accessible (not used as storage area) clean, tidy & hygienic?				
Check toilets for any cracks or leaks, ensure bowl secured to the floor				
Is there at least 1 tap delivering warm water (over an individual or shared hand basin) for every 15 persons (or part thereof) at the service				
Toilet & handwashing/drying facilities are designed & located to allow children to access, use safely & independently.				
Are you comfortably able to hold your hand under the hot taps that are accessible to children? <i>Refer to FAQs for further information</i>				
Is nappy changing facility clean & in good condition? (check squab has no marks or rips, ensure bench is clean & has no chips, rust or cracks)				
Is the change bench steady and easy to clean?(cleaning procedure must be clearly stated & displayed on the wall)				



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Are there suitable facilities provided for washing sick or soiled children? Is the correct procedure displayed in this area?				
Are washdown facilities, i.e. taps, shutoffs, drains, sinks in good repair? (check for leaks or cracks around tap & plug, s-bend)				
<b>Play Area/s</b>				
Are there safe & comfortable spaces for infants, toddlers or children not walking to lie, roll, creep, crawl, pull themselves up, learn to walk, & to be protected from more mobile children?				
Is there anything preventing adequate supervision? (spaces not immediately viewable)				
Are art sink facilities clean, tidy & hygienic?				
Are loose items on high shelves behind wires or boards to ensure they don't risk falling down. <i>Refer to FAQs for further information</i>				
<b>Sleep Area/s</b>				
Is the designated space for sleeping available for children clean, hygienic & clear of clutter? (check furniture can't be used to climb in or out of cots)				
Is heating & ventilation comfortable in this space? (check objects are not stored near heating source)				
Can designated space be easily viewed & supervised?				
Are all cables, electrical outlets, blind cords, shelves out of reach of children & away from cots?				
<b>Staff Area/s</b>				
Is there an adequate desk or office space for staff to work in? Does this area have a table & suitable seating?				
Is the area clean & tidy & work tops & seats free of clutter & available to use?				



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<b>BUILDING EXTERIOR</b>	Good	Accept Able	Needs Work	Comments
<b>General</b>				
Walk around the property (do not climb on the roof) and view visually for the following: <ul style="list-style-type: none"> <li>• Moss</li> <li>• Rust</li> <li>• Missing tiles</li> <li>• Does it need painting</li> <li>• Unsecure panels/iron</li> <li>• Any signs of leak damage</li> </ul>				
Are exterior walls/cladding in good condition? (check for blistered paint as this may mean rotted timber, check for loose or cracked weather boards, water getting into corners, under windows, near downpipes, check inside for water damage)				
Are the gutters & downpipes clear & working properly? Are they cleaned out regularly? (should be done every 4-6 months, check for blockages, fouling, cracks, brackets secure)				
Are shrubs & trees trimmed back from roofs/walls/foundation vents?				
Is heat pump exterior unit clean & clear of weeds/shrubs etc.?				
In the case of elevated piles is the underbuilding area closed off and not accessible to children?				
Has the septic tank been emptied? When? <i>Where applicable</i>				
Is driveway in good repair? (check for potholes, debris, clear drainage, shrubs/trees over growing)				
Has the building been washed recently?				
<b>Signage</b>				
Is signage up to date? (correct branding, days & times)				
Is signage clearly visible? (no shrubs/trees growing over)				
<b>Entrance</b>				
Is the entrance a clear & practical space? (clear of play activity, in line of supervision from inside)				
Is there easy access for less able bodied people, prams and wheelchairs?				
Are outside lights working & in good condition? (not overgrown by trees, bulbs blown)				
Is a security light in good working order, if applicable?				



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<b>BUILDING EXTERIOR</b>	Good	Accept Able	Needs Work	Comments
<b>Playground Access</b>				
Is there direct access from Interior to Playground? Is the in/out flow good?				
Are doors able to be latched open?				
<b>Handrails, Steps, Decking</b>				
Are handrails available by steps or ramps & at child & wheelchair height?				
Are handrails in good condition? (no splintering, nails or screws sticking up, paint peeling off)				
Are steps secure, non-slip material & in good condition?				
Are surfaces safe to walk on (level, no trip points, no mould, solid, non-slip finishes)?				
Are ramps at a safe angle (not too steep) & materials in good condition (non-slip materials)?				
Is decking in good condition (no rotting, nails or screws sticking up, need repainting/re staining)?				
Are verandahs/ pergolas in good condition? (roofing clean, posts not splintering, warping, fixings secure with no rust)				
Are retaining walls in good condition?				
<b>Outside Storage/Sheds</b>				
Is there enough storage? (sandpit storage, outdoor play equipment, moveable equipment storage)				
Is it lockable?				
No leaks, rotting, rusting, paint peeling, unstable?				



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What changes have happened with your property over the last 12 months, i.e. repainting, renovations, new sheds, heatpump serviced & when?

Any items for business meeting discussion?

Items to add to annual budget preparation?

Working bee tasks?





## FAQs:

### What happens if I tick "Needs Work", does this mean my Centre can be shut down?

A Centre will only be required to shut if there are significant Health and Safety Issues picked up as part of the Checklist, i.e. sewage leaking, fencing missing, no hotwater, no electricity, etc., and even then consideration will be given to whether the area can safely be temporarily fenced off until works are completed.

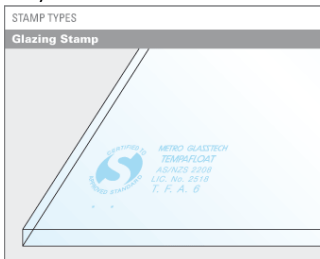
Check out <https://www.eqc.govt.nz/be-prepared/resources> for information on Earthquake Proofing.

### When do I not need to organize for Fire-Fighting Equipment and Smoke Alarms to be checked?

Often fire-fighting equipment and smoke alarms are checked by the IQP (Independent Qualified Person) as part of the Building Warrant of Fitness Inspections. If they aren't then you will need to get your fire-fighting equipment, if it isn't single use, checked annually. The local Fire Brigade will be able to let you know who can do this. Smoke alarms can be checked by a Centre Member and batteries replaced, if necessary. If you are unsure whether your equipment and alarms are inspected by your IQP please check with the IQP or your Regional Property Coordinator.

### How can I tell if my windows have safety glass or film on them?

Any windows that have safety glass will have the following logo or similar on the glass.



Safety film should be noticeable around the edge of the glass with a lip.

It is also possible that there may be a record of either product being installed or a letter created for MOE identifying that safety film or safety glass have been installed.

### How can I tell when the heat pumps were last cleaned?

Heat pumps should be cleaned (filters vacuumed) regularly, preferably every 8-12 weeks. The easiest way to keep track is to create a spreadsheet that can be attached to the wall below so a note can be made when they are cleaned.

It is recommended that heat pumps are serviced. If you are only using the heat pump in winter, then a service every 2 years will help keep it working efficiently and save energy. A heat pump service should only cost about \$165 per heat pump. If you are using your heat pump for cooling in the summer as well as heating in the winter, you may need to consider getting your heat pump serviced every year.

The lifespan of a heat pump is generally only 15 years so you may need to consider the age of your heat pump if it isn't operating efficiently and budgeting to replace it.

### Do I need to measure the temperature of the taps?

Taps which are accessible to children must be less than 40°. A good way to measure this is if you are able to hold your hand under the tap even when it gets up to full temperature then it is ok for children to use. The taps in the kitchen must be 55° to allow dishes to be washed at an adequate temperature. Please do not keep holding your hand under these as they may get very hot. You do not need to measure these temperatures unless you think there is an issue with the temperature.

If the temperature is too hot or too cold, you will need to get a plumber in to adjust the tempering valve.