

Check TV's are in working order.															
Check coin operated game machines are in working order.															
Remove coins from machines.															
Remove any rubbish in the area.															
Replace bin liners															
Wipe down benches / surfaces areas															
Check floors are free from trip, slip and fall hazards.															
Dry wet floors and install slippery when wet signage (if floors are wet).															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing equipment from service.															
Café / commercial kitchen:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Check kitchen equipment is in working order and free from damage.															
Clean general areas, preparation surfaces and cooking surfaces.															
Check electrical appliances and cables are free from damage.															
Check that all lighting is in working order.															
Check that range hood grease filters are clean and free from grease build-up.															
Check fire equipment, e-stops and isolation valves are free from obstructions.															
Remove any rubbish in the area.															

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Check floors are free from trip, slip and fall hazards.																
Dry wet floors and install slippery when wet signage (if floors are wet).																
Identify any maintenance requirements and record them on the maintenance log.																
Isolate any hazards that may cause harm, this may include removing equipment from service.																
General grounds:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:	
Visual inspection of access paths and internal roads and removed of any debris / hazards.																
Visual inspection of camping and caravan sites and removed of any debris / hazards.																
Visual inspection of common areas and removed of any debris / hazards.																
Visual inspection of sports courts, mini golf course and removed of any debris / hazards.																
Identify any maintenance hazards and record them on the maintenance log.																
Isolate any hazards that may cause harm using hats, bollards, signage or equivalent.																
BBQ area:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:	
Check general information / signage is installed correctly and legible.																
Check the BBQ is in working order and free from damage and gas is turned off – complete gas leak test if connections detached / gas bottle replaced.																
Clean the BBQ cooking plates and preparation areas.																
Remove any rubbish in the area.																
Identify any maintenance requirements and record them on the maintenance log.																
Isolate any hazards that may cause harm, this may include removing BBQ from service.																

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Check floors are free from trip, slip and fall hazards.															
Dry wet floors and installed slippery when wet signage (if floors are wet).															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing equipment from service.															
Amenities and ensuite:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Check general information / signage is installed correctly and legible.															
Check toilets, basins, dryers and other equipment is in working order and free from damage.															
Check general areas are clean and tidy and remove any rubbish.															
Check soap dispensers, hand towels and toilet paper and replenish as required.															
Check floors are free from trip, slip and fall hazards.															
Dry wet floors and installed slippery when wet signage (if floors are wet).															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing amenities from service.															
Gym:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Unlock gym, turn on lights, air conditioning and relevant exercise equipment.															
Check general areas are clean and tidy and remove any rubbish.															
Clear exercise equipment general surfaces.															
Check floors are free from trip, slip and fall hazards.															

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Place all dumbbell / plates and barbells in correct position in gym area / racking.															
Check all exercise machines are in good working order.															
Check all exercise equipment for faults, loose cables, wiring or frayed edges.															
Check all locking pins, carabiners, d-shackles, bolts and nuts on exercise and equipment.															
Isolate any hazards that may cause harm, this may include removing equipment from service.															
End of day complete general inspection, clean area as required, ensure equipment is off and lock gym.															
Splash pad:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Check general information / signage is installed correctly and legible.															
Check general areas are clean and tidy and remove any rubbish or debris.															
Check all grates are in place, secure and free from any build-up / obstructions.															
Remove debris from surface areas using a scoop / broom and scrub surface as required.															
Test and treat water and clean in accordance with testing, treatment and cleaning procedure.															
Check general areas are free from trip, slip and fall hazards.															
Check structures and tipping bucket is free from damage or deterioration such as corrosion, sharp edges and any connections are secure.															
Turn on splash pad and check water jets are in working order and functioning correctly.															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing the splash pad from service.															
Close - Complete general inspection, clean area as required, turn off splash pad and lock the access gate.															

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Waterpark:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Unlock access gate to area.															
Check general information / signage is installed correctly and legible.															
Check general areas are clean and tidy and remove any rubbish or debris and trip hazards.															
Check all grates are in place, secure and free from any build-up / obstructions.															
Remove debris from surface areas using a scoop / broom and scrub surface as required.															
Check access stairs, handrails, landings and balustrades are free from damage / deterioration.															
Check structural supports are free from damage / deterioration and there are no missing components.															
Check structures / features / tipping bucket are free from signs of stress such as cracks, fractures, deterioration and damage and all connections are secure.															
Check access stairs and platforms are free from protrusions and sharp edges.															
Check area surfaces, access stairs and platforms are slip resistant.															
Turn on water and check water jets and pumps are in working order and functioning correctly.															
Check water flow rate is correct and in accordance with manufacturers requirements.															
Test and treat water and clean in accordance with testing, treatment and cleaning procedures.															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing the splash pad from service.															
Close - Complete general inspection, clean area as required, turn off water, secure platform gates and lock the access gate.															

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Waterslide:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Unlock access gate to area.															
Unlock / remove access gates on platforms and slide flumes.															
Check general information / signage is installed correctly and legible.															
Check general areas are clean and tidy and remove any rubbish or debris.															
Check all grates are in place, secure and free from any build-up / obstructions.															
Check access stairs, handrails, landings and balustrades are free from damage / deterioration such as corrosion.															
Check structural supports are free from damage / deterioration such as corrosion and there are no missing components.															
Check slide / flume is free from signs of stress such as cracks, fractures, deterioration and damage (check full length of slide).															
Check slide / flume joins are aligned and there are no missing components or signs of movement (check full length of slide).															
Check slide / flume and access platform is free from protrusions and sharp edges.															
Check slide / flume and landing area is clear and free from obstructions.															
Check access stairs and platforms are slip resistant.															
Check water pumps and jets are in working order and within service period.															
Check water flow rate is correct and in accordance with manufacturers requirements.															
Test and treat water in accordance testing and treatment procedures.															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing the slide from service.															

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Close - Complete general inspection, clean area as required and lock the platform, chute and access gate.															
Pool:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Unlock pool access gate.															
Check general information / signage is installed correctly and legible.															
Check general areas are clean and tidy and remove any rubbish or debris.															
Scoop debris from water using pool scoop and vacuum pool as required.															
Check that the skimmer box lids are locked / secure.															
Check general areas are free from trip, slip and fall hazards.															
Test and treat water in accordance testing and treatment procedures.															
Identify any maintenance requirements and record them on the maintenance log															
Isolate any hazards that may cause harm, this may include removing the pool from service.															
Close - Complete general inspection, clean area as required and lock the access gate.															
Playground:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Unlock playground access gate (if gated).															
Check general information / signage is installed correctly and legible.															
Check general areas are clean and tidy and remove any rubbish or debris.															
Visual inspection of playground equipment condition, soft fall levels and signage.															
Check general areas are free from trip, slip, fall and impact hazards.															

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Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing the playground from service.															
Close - Complete general inspection, clean area as required and lock the area gate (if gated).															
Inflatable pillow:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Unlock inflatable pillow access gate (if gated).															
Check general information / signage is installed correctly and legible.															
Check general areas are clean and tidy, rake to keep level and soft and remove any rubbish or debris.															
Check blower for any debris hazards and damage, turn on blower and inflate inflatable pillow.															
Visual inspection of inflatable pillow condition, soft fall levels and signage.															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing the inflatable pillow from service.															
Close - Complete general inspection, clean area as required and lock the area gate (if gated).															
Mini golf and bowling rink:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Unlock mini golf and bowling areas access gate (if gated).															
Check general information / signage is installed correctly and legible.															
Check general areas are clean and tidy and remove any rubbish or debris.															
Visual inspection of surfaces, equipment, props, holes and signage.															
Ensure there are no lifted artificial turf surfaces or damaged equipment / props.															

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Check all edging / greens and ensure all edging is safe.																
Check general areas are free from trip, slip, fall and impact hazards.																
Check putting and bowling equipment is safe and in working condition.																
Identify any maintenance requirements and record them on the maintenance log.																
Isolate any hazards that may cause harm, this may include removing the area from service.																
Close - Complete general inspection, clean area as required and lock the access gate (if gated).																
Pump tracks:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:	
Check general information / signage is installed correctly and legible.																
Check general areas are clean and tidy and remove any rubbish or debris (sweep surface).																
Visual inspection of surfaces and general surroundings.																
Ensure there are no damaged surfaces or water pooling.																
Check general areas are free from trip, slip, fall and impact hazards.																
Identify any maintenance requirements and record them on the maintenance log.																
Isolate any hazards that may cause harm, this may include removing the playground from service.																
Close - Complete general inspection, clean area as required and lock the access gate (if gated).																
Sports courts:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:	
Unlock access gate (if gated).																
Check general information / signage is installed correctly and legible.																

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Check equipment is clean and remove any dirt, grime or contaminants.																
Check wax or grip on surface is intact.																
Check board leash free from damage and velcro strap in working order.																
Check life jackets are free from damage, clips in working order and equipment is in date.																
Identify any maintenance requirements and record them on the maintenance log.																
Isolate any hazards that may cause harm, this may include removing the kart from service.																
Kayak and peddle boat hire equipment:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:	
Check general information / signage is installed correctly and legible.																
Check equipment (hull, peddles, oars, seating, handles, turning mechanisms) is in good condition, working order and free from damage.																
Check equipment is clean and remove any dirt, grime or contaminants.																
Check life jackets are free from damage, clips in working order and equipment is in date.																
Identify any maintenance requirements and record them on the maintenance log.																
Isolate any hazards that may cause harm, this may include removing the kart from service.																
Boat ramp:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:	
Check general areas are clean and tidy and remove any rubbish or debris																
Visual inspection of boat ramp condition and signage																
Ensure the ramp area is free from debris, algae, and other slippery substances																
Ensure that safety signage, warning signs and emergency contact information, is visible and legible																

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EV charger:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Comments / issues / actions:
Check operational instructions are in place and legible.															
Check charging station is in good working condition.															
Check if supply voltage is normal.															
Check power on / off and emergency stop functions are working.															
Check cables for heating and breakage.															
Check cables are appropriately secured and seals are intact.															
Check grounding is reliable.															
Check area surrounding charging station is free from combustible materials.															
Identify any maintenance requirements and record them on the maintenance log.															
Isolate any hazards that may cause harm, this may include removing ramp from service.															
Additional comments:															

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