Park open and close checklist (daily)

This checklist has been developed to assist park operators with identifying and addressing park open and close requirements, this checklist is a generic guide and does not cover all possible hazards, risks and compliance requirements.

Week commencing: _____ / ____ / _____

Instructions: Initial the checklist items as you complete them, NA items not relevant, note down any actions issues (report all safety / maintenance issues).

| Inspection and task checklist: | M | on | Т | Je | w | 'ed | Tł | าน | F | ri | S | at | Su | un | |
|---|----|----|--------|---------|-------|-------|-------|----|----|----|----|----|----|----|------------------------------|
| Reception: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / issues / actions: |
| Unlock buildings and deactivate security alarm (if installed). | | | | | | | | | | | | | | | |
| Turn lights on and ensure lights are in working order. | | | | | | | | | | | | | | | |
| Turn computers on and open booking applications and emails. | | | SAMPI | LE - IN | TENTI | ONALL | Y FAD | ED | | | | | | | |
| Check phone and email messages / enquires and respond to the. | | | | | | | | | | | | | | | |
| Vacuum / sweep / mop floors (install slippery when wet signage if mopping floors). | | | | | | | | | | | | | | | |
| Close - Shut down computers, turn lights off, arm alarms (if installed) and lock all doors. | | | | | | | | | | | | | | | |
| Kiosk: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / issues / actions: |
| Check general areas are clean and clean as required. | | 1 | | | | 1 | | | | | | | | | |
| Check fridge / freezer is on and in working order. | | | | | | | | | | | | | | | |
| Check / replenish low stock (bring older stock forward and $n\varepsilon$ w stock behind). | | S | SAMPLI | E - INT | ENTIO | NALLY | FADE | D | | | | | | | |
| Check shelves / placement of products is neat and tidy. | | | | | | | | | | | | | | | |
| Vacuum / sweep / mop floors (install slippery when wet signage if mopping floors). | | | | | | | | | | | | | | | |
| Recreational room: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / issues / actions: |
| Check that all lighting is in working order. | | | | | | | | | | | | | | | |

| 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 | | | SAM | PI F - II | NTENT | | LLY FA | DED | | | | | | | | |
| Wipe down benches / surfaces areas | | | 0, 11 | | | | | | | | | | | | | |
| 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 / issue | s / actions: |
| Check kitchen equipment is in working order and free from damag | | | | | | | | | | | | | | | | |
| Clean general areas, preparation surfaces and cooking surface a. | | | | | | | | | | | | | | | | |
| Check electrical appliances and cables are free from damage. | | | | | | | | | | | | | | | | |
| Check that all lighting is in working order. | | | SAM | IPLE - I | INTEN ⁻ | TIONA | LLY FA | DED | | | | | | | | |
| 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 oustructions. | | | | | | | | | | | | | | | | |
| Remove any rubbish in the area. | | | | | | | | | | | | | | | | |

| 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 / issue | es / actions: |
| Visu i 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. | | | SAMP | LE - IN | ITENTI | ONALI | LY FAD | ED | | | | | | | | |
| Visual inspection of sports courts, mini golf course and removed of any debris / hazards. | | | | | | | | | | | | | | | | |
| Iden ify 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 / issue | es / actions: |
| Check general information / signage is installed correctly and legible | | | | | | | | | | | | | | | | |
| Check the BBQ is in working order and free from damage and g is is turned off – complete gas leak test if connections detac ied / gas bottle replaced. | | | | | | | | | | | | | | | | |
| Clean the BBQ cooking plates and preparation areas. | | | SAM | PLE - II | NTENT | IONAL | LY FAI | DED | | | | | | | | |
| Remove any rubbish in the area. | | | | | | | | | | | | | | | | |
| Identi y any maintenance requirements and record them on the maintenance log. | | | | | | | | | | | | | | | | |
| Isolate any hazards that may cause harm, this may include removing BBQ from service. | | | | | | | | | | | | | | | | |

| Camp kitchen: | 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 kitchen equipment is in working order and free from damage. | | | | | | | | | | | | | | | |
| Check condition of cooking utensils (if provided) and replace as necessary. | | | | | | | | | | | | | | | |
| 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. | | | SAMPL | E - IN | FENTIC | DNALL | y fade | ED | | | | | | | |
| Remove any rubbish in the area. | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | |
| lso ate any hazards that may cause harm, this may include removing equipment from service. | | | | | | | | 1 | | | | | | | 1 |
| Laundry: | 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 legitie. | | | | | | | | | | | | | | | |
| Check laundry equipment is in working order and free from dam age. | | | SAMP | LE - IN | TENTI | ONALI | Y FAD | ED | | | | | | | |
| Check general areas are clean and tidy and remove any rubb ish. | | | | | | | | | | | | | | | |
| Check dryer lint traps / filters and remove lint from traps / filters. | | | | | | | | | | | | | | | |

| Che ck floors are free from trip, slip and fall hazards. | | | | | | | | | | | | | | | | | |
|---|----|----|--------|-----------|-------|-------|--------|-----|----|----|----|----|----|----|------------------|---------------|--|
| Dry wet floors and installed slippery when wet signage (if floors are wet). | | | SAMPI | E - IN | TENTI | | | ED | | | | | | | | | |
| Identify any maintenance requirements and record them on the maintenance log. | | | 0, TIT | | | | | LU | | | | | | | | | |
| Isolate any hazards that may cause harm, this may include removing equipment from service. | | | | | | | | | | | | | | | | | |
| Amenities and ensuites: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / issue | es / 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. | | | SAME | DI F - II | NTENT | ΙΟΝΑΙ | ΙΥΕΔΓ |)ED | | | | | | | | | |
| Check floors are free from trip, slip and fall hazards. | | | 0/11 | | | | | | | | | | | | | | |
| 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 / issue | es / actions: | |
| Unlock gym, turn on lights, air conditioning and relevant exerc se equipment. | | | | | | | | | | | | | | | | | |
| Check general areas are clean and tidy and remove any rubbish. | | | SAM | PLE - II | NTENT | IONAL | LY FAD | DED | | | | | | | | | |
| Clear exercise equipment general surfaces. | | | | | | | | | | | | | | | | | |
| Check floors are free from trip, slip and fall hazards. | | | | | | | | | | | | | | | | | |

| 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 / issu | es / actions: |
| Chec general information / signage is installed correctly and legib e. | | | | | | | | | | | | | | | | |
| Chec: general areas are clean and tidy and remove any rubbish or debris. | | | | | | | | | | | | | | | | |
| Chec: 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, treat nent and cleaning procedure. | | | | | | | | | | | | | | | | |
| Checi general areas are free from trip, slip and fall hazards. | | | SAMF | PLE - IN | ITENT | IONAL | LY FAC | DED | | | | | | | | |
| Chec 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. | | | | | | | | | | | | | | | | |
| Ident fy any maintenance requirements and record them on the n aintenance log. | | | | | | | | | | | | | | | | |
| Isolat e any hazards that may cause harm, this may include remc ving the splash pad from service. | | | | | | | | | | | | | | | | |
| Close - Complete general inspection, clean area as required, turn off splash pad and lock the access gate. | | | | | | | | | | | | | | | | |

| Waterpark: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / issues / actions: |
|--|----|----|-------|---------|-------|------|--------|----|----|----|----|----|----|----|------------------------------|
| Un lock access gate to area. | | | | | | | | | | | | | | | |
| Check general information / signage is installed correctly and leg ble. | | | | | | | | | | | | | | | |
| 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 sig is of stress such as cracks, fractures, deterioration and dainage and all connections are secure. | | S | SAMPL | E - INT | ENTIO | NALL | y fade | Đ | | | | | | | |
| 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. | | | | | | | | | | | | | | | |
| Iso ate any hazards that may cause harm, this may include removing the splash pad from service. | | | | | | | | | | | | | | | |
| Clc se - Complete general inspection, clean area as required, turn off water, secure platform gates and lock the access gate. | | | | | | | | | | | | | | | |

| Waterslide: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / is | sues / 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 ccmponents. | | | | | | | | | | | | | | | | |
| 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). | | S | AMPLE | E - INT | ENTIO | NALLY | FADE | D | | | | | | | | |
| Cr eck slide / flume and access platform is free from protrusions and sharp edges. | | | | | | | | | | | | | | | | |
| Cr eck slide / flume and landing area is clear and free from ot structions. | | | | | | | | | | | | | | | | |
| Check access stairs and platforms are slip resistant. | | | | | | | | | | | | | | | | |
| Check water pumps and jets are in working order and within service period. | | | | | | | | | | | | | | | | |
| Creck 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. | | | | | | | | | | | | | | | | |
| Isclate any hazards that may cause harm, this may include removing the slide from service. | | | | | | | | | | | | | | | | |

| 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: |
| Un lock pool access gate. | | | | | | | | | | | | | | | |
| Check general information / signage is installed correctly and legible. | | | | | | | | | | | | | | | |
| Check general areas are clean and tidy and remove any rut bish or debris. | | | | | | | | | | | | | | | |
| Scc op debris from water using pool scoop and vacuum pool as required. | | | SAMPL | .e - IN1 | ENTIC | NALL | y fade | ED | | | | | | | |
| Check that the skimmer box lids are locked / secure. | | | | | | | | | | | | | | | |
| Check general areas are free from trip, slip and fall hazards. | | | | | | | | | | | | | | | |
| Tes: and treat water in accordance testing and treatment prc cedures. | | | | | | 1 | | 1 | | | | | | 1 | |
| 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 | РМ | 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. | | | | | | | | | | | | | | | |
| Checl general areas are clean and tidy and remove any rubbish or debris. | | | SAME | PLE - II | NTENT | IONAL | LY FAI | DED | | | | | | | |
| Visual inspection of playground equipment condition, soft fall levels and signage. | | | | | | | | | | | | | | | |
| Checl. 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 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 $l\varepsilon$ gible. | | | | | | | | | | | | | | | |
| 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 b lower and inflate Inflatable pillow. | | S | AMPLE | - INITI | | | | | | | | | | | |
| Visual inspection of Inflatable pillow condition, soft fall levels and signage. | | 0 | | | | | | | | | | | | | |
| Icentify any maintenance requirements and record them on the maintenance log. | | | | | | | | | | | | | | | |
| Isolate any hazards that may cause harm, this may include $r\varepsilon$ moving the inflatable pillow from service. | | | | | | | | | | | | | | | |
| Close - Complete general inspection, clean area as required and lock the area gate (if gated). | | 1 | | 1 | | 1 | | 1 | | | | | | | |
| Mini golf and bowling rink: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / issues / actions: |
| Unlc ck mini golf and bowling areas access gate (if gated). | | 1 | | 1 | | 1 | | 1 | | 1 | | | | | |
| Cherk general information / signage is installed correctly and legit le. | | | | | | | | | | | | | | | |
| Check general areas are clean and tidy and remove any rubt ish or debris. | | | SAMP | LE - IN | ITENTI | ONALI | LY FAD | ED | | | | | | | |
| Visual inspection of surfaces, equipment, props, holes and signage. | | | | | | | | | | | | | | | |
| Ensure there are no lifted artificial turf surfaces or damaged equipment / props. | | | | | | | | | | | | | | | |

| 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 track: | | | | | | | | | | | | 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). | | SAI | MPLE - | INTEN | ITION/ | ALLY F. | ADED | | | | | |
| 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: | | | | | | | | | | | | / actions: |
| Unlock 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 ring, backboard, supports, nets, fencing condition and signage. | | | | | | | | | | | |
| Check that there are no damaged surfaces and surfaces are maintained (including any fill such as sand for volley ball courts where installed). | | | | | | | | | | | |
| 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 sports court from service. | | | | | | | | | | | |
| Close - Complete general inspection, clean area as required and lock the access gate (if gated). | | | | | | | | | | | |
| Pedal kart hire equipment: | | | | | | | | | | | ues / actions: |
| Check general information / signage is installed correctly and legible. | | SAMPL | _E - IN | TENTIC | DNALL | Y FADI | ED | | | | |
| Check equipment is in good condition and free from damage. | | | | | | | | | | | |
| Check equipment is clean and remove any dirt, grime or contaminants. | | | | | | | | | | | |
| Check seats, handles, brakes and wheels are secure and in working order. | | | | | | | | | | | |
| Check helmets 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. | | | | | | | | | | | |
| Paddle board hire equipment: | | | | | | | | | | | ues / actions: |
| Check general information / signage is installed correctly and legible. | | | | | | | | | | | |
| Check equipment (board and oars) is in good condition and free from damage. | | | | | | | | | | | |

| Check equipment is clean and remove any dirt, grime or contan inants. | | | | | | | | | | | |
|--|--|-----|----------|-------|-------|--------|-----|--|--|--|----------------|
| Check wax or grip on surface is intact. | | | | | | | | | | | |
| Check Loard 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: | | | | | | | | | | | ues / actions: |
| Check peneral information / signage is installed correctly and legible. | | | | | | | | | | | |
| Check equipment (hull, peddles, oars, seating, handles, turning mechanisms) is in good condition, working order and free frc m damage. | | SAM | IPLE - I | INTEN | TIONA | LLY FA | DED | | | | |
| 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: | | | | | | | | | | | ues / actions: |
| Check peneral areas are clean and tidy and remove any rubbish or debris | | | | | | | | | | | |
| Visual i spection 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 | | | | | | | | | | | |

| Assess the condition of the parking area and access roads leading t_0 the boat ramp | | | | | | | | | | | |
|--|--|----|------|---------|-------|--------|------|--|--|--|----------|
| Check general areas are free from trip, slip and fall hazards | | | | | | | | | | | |
| 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. | | | | | | | | | | | |
| Recreational room / TV room: | | | | | | | | | | | actions: |
| Check that all lighting is in working order. | | | | | | | | | | | |
| Check TV is are in working order. | | | | | | | | | | | |
| Remove any rubbish in the area. | | | | | | | | | | | |
| Replace bin liners. | | SA | MPLE | - INTEI | NTION | ALLY F | ADED | | | | |
| Wipe down benches / surfaces areas. | | | | | | | | | | | |
| Check flcors are free from trip, slip and fall hazards. | | | | | | | | | | | |
| Dry wet floors and install slippery when wet signage (if floors are wet). | | | | | | | | | | | |
| Identify : ny maintenance requirements and record them on the maintenance log. | | | | | | | | | | | |
| Isolate any hazards that may cause harm, this may include removing equipment from service. | | | | | | | | | | | |
| Fire pits: | | | | | | | | | | | actions: |
| Check fire pits are in good working condition, remove any damaged fit pits from service. | | | | | | | | | | | |
| Check fire pits are clean and remove any ash / rubbish and replenish fire wood. | | | | | | | | | | | |

| EV charger: | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Comments / iss | ues / 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 \mathbf{w} orking. | | | | | | | | | | | | | | | | |
| Check cables for heating and breakage. | | S | AMPLE | - INTE | | VALLY | FADE | D | | | | | | | | |
| 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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