

AK - Opening School Checklist

Name: AK - Opening School Checklist
Creator: Ashlee Jarvis
Creation Date: 11/12/2025
Due Date: 11/12/2025
Template: AK - Opening School Checklist
Version: 5.1

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School: The Akidamy School of Early Learning - Fremantle (F1)

QUESTIONS	ANSWERS	SCORE	MAX
ACCESSING SCHOOL SAFETLY			
Q1. Check carpark and entrances to ensure they are clean, safe and free from hazards.	Completed Not Completed	1	1
Q2. Check foyer and make sure it is clean and place sign on street	Completed Not Completed	1	1
Q3. Ensure School is safe to Enter - check windows and doors - no signs of forced entry	Completed Not Completed	1	1
Q4. Enter Code to enter Security Door 1 2828	Completed Not Completed	1	1
		4	4

INDOOR ENVIRONMENT			
Q1. Turn off Alarm Keypad for alarm located - wall next to security door 2 Code - 2828	Completed Not completed	1	1
Q2. Turn On Lights & Aircon/Heating in studios - set at 24 degrees in winter, 22 in summer	Completed Not completed	1	1
Q3. Turn on Diffusers in Studios Front office and meeting room Clean and Add water and essential oil to diffuser (if needed)	Completed Not completed	1	1
Q4. Turn On Computers & SONO Choose from music listed. Please make sure that music is playing in all Studios	Completed Not completed	1	1
Q5. Check UV for the day and fill in the SunSmart UV Chart located at the front desk.	Completed Not completed	1	1

Q6. Ensure sunscreen stations are fully stocked.	Completed Not completed	1	1
Q7. Organise hats and water bottles for the day.	Completed Not completed	1	1
Q8. Fill in the Rhythm of the Day located on the clipboard in the staffroom	Completed Not completed	1	1
Q9. Add any morning messages for admin onto the Admin Daily Agenda clipboard, located behind the Rhythm of the Day clipboard.	Completed Not completed	1	1
Q10. Open the blinds and unlock doors in all Studios.	Completed Not completed	1	1
Q11. Unlock doors in all Studios.	Completed Not completed	1	1
		11	11

LAUNDRY ROOM

Q1. Put on any dirty washing	Completed Not completed	1	1
Q2. Fold any clean laundry and hand out to correct studio	Completed Not completed	1	1
		2	2

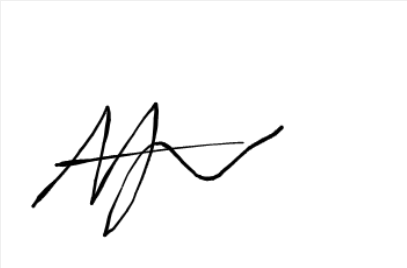
OUTDOOR ENVIRONMENT

Q1. Ensure Outdoor Gate is locked and key is secure in the lockbox.	Completed Not completed	1	1
Q2. Set up studio outdoor areas using curriculums to guide	Completed Not completed	1	1
Q3. Ensure outdoor areas are clean, safe and presentable	Completed Not completed	1	1
Q4. Check all resources are in good working order- remove or report any broken furniture and resources	Completed Not completed	1	1
Q5. Clean outdoor tables with hot soapy water and no rinse sanitiser. Set up washing stations.	Completed Not completed	1	1
Q6. Ensure water fountain is turned on (this should never be turned off).	Completed Not completed	1	1
Q7. Ensure water fountain is cleaned of any sand, debris & toys (wash with hot water and detergent to be safe for drinking)	Completed Not completed	1	1
		7	7

HAZARD AND MAINTENANCE IDENTIFICATION

Q1. Have you identified any Hazards that need to be reported and actioned?	No - Hazards to Report Yes - Hazards to Report	1	1
Q2. Have you identified any Maintenance Issues that need to be reported and actioned?	No Issues Yes - Issues to report	1	1
		2	2

SIGN OFF

Q1. Comments	
Q2. Name of person completed this Opening checklist	Ashlee Jarvis
Q3. Signature of person completed this Opening checklist	
Q4. Are you the Responsible Person ?	Yes No

TOTAL	26	26
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