

# 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
<b>ACCESSING SCHOOL SAFELY</b>			
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
<b>INDOOR ENVIRONMENT</b>			
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

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

## LAUNDRY ROOM

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

## OUTDOOR ENVIRONMENT

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

## HAZARD AND MAINTENANACE IDENTIFICATION

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

## 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**