



PELORUS COMMUNITY PRESCHOOL

Maintenance Procedures

Education [Early Childhood Services] Regulations 2008 (and it's Amendments): Regulation 45

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion PF3

The Pelorus Community Preschool endeavors to keep its land, buildings and equipment (both inside and outside) in a safe and working condition. The staff and Board member holding the Assets & Property/Health & Safety portfolio, will whenever reasonably practicable remove, repair or make inaccessible to children, items that may compromise their safety

- Routine playground inspections will take place daily using the PCP daily outdoor hazard check form.
- Operational and playground inspections will take place quarterly as per appendix G of the Standards New Zealand Handbook 5825.2:2006.
- An annual playground inspection will take place yearly as per appendix G of the Standards New Zealand Handbook 5825.2:2006.
- Persons finding items requiring maintenance will bring this to the attention of the teacher supervising the area at the time. The teaching staff will ensure that the attached copy of the "Maintenance Request" form is completed and passed to the Senior Teacher for action.
- In the event we encounter an earthquake of magnitude 6 or higher, we shall follow Ministry of Education guidelines which state single story buildings require a visual check for damage before being reopened. Inspections can be undertaken by centre owners and managers, with any abnormalities referred to a building professional.

Licensing Criteria

- The premises conform to any relevant bylaws of the local authority and the Building Act 2004. (PF3)

Review: December 2010
Reviewed: March 2011
Reviewed: August 2013
Review Date: March 2014
Review Date: August 2015
Reviewed: November 2015
Review Date: August 2016
Reviewed: September 2016
Review Date: August 2018
Updated: November 2016
Review Date: August 2018



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Maintenance Request

Date: _____

Item(s) requiring repair:

Repair Carried Out

Date: _____

By Whom
