

Daily Pre-Open Check – Public Areas

*Each area will be visually inspected at the start of each day by area staff.
This inspection checklist is a prompt sheet only for daily reference.*

Entrance – including Carpark and entrance walkways

- Walkways clean and clear e.g. no dirt, dust, oil, or spill that could make it slippery
- No items stored in/on walkways posing obstruction
- Free of trip hazards e.g. cords, leads or goods in walkway
- Free of litter
- Lighting in car park/ walkway working (3/4 lights functioning)
- Nothing obstructing car thoroughfare.
- Displays, leads, and cords out of walkways and secured.

Facilities, Waiting and Sitting Areas

- Floor surface free of trip hazards e.g. stock in walkways,
- Floor surfaces free of slip hazards e.g. water, dirt, or spills on floor.
- Cushioning of lounge spaces in good, clean condition.
- Chairs and tables and furniture; no signs of damage
- Toilets clean and well stocked
- Taps etc. correctly working no leaks
- Coffee/ tea area clean, equipment function correctly with no signs of damage.
- Any chemicals, hot or sharp items (e.g. knives and tools) out of child reach – locked up or 1.2m from the ground

External – Sales Yard

- Walkways and paths clean and clear e.g. no dirt, dust, oil, or spill that could make it slippery
- No items stored in/on walkways posing obstruction
- Free of litter
- Lighting working (3/4 lights functioning)
- Signage clean and unobstructed

CORRECTIVE ACTIONS

Any identified deficiencies shall be communicated to the Area Manager.
If required cordon off area and signpost caution until hazard is able to be rectified. Complete hazard report form for items that cannot be immediately rectified.