

Maintenance File Policy

Aims and Objectives

To ensure that any piece of equipment or furniture which is found to be defective is identified and recorded in the maintenance file.

Responsibility

It is the responsibility of all members of staff to document in the maintenance file and report any equipment that is defective immediately.

Procedure

- Each report must be highlighted to the nursery manager or proprietor.
- The action on the report should be recorded.
- The equipment should either be repaired or condemned; this should be recorded on the maintenance sheet. If the equipment is condemned it should be taken out of the inventory list.

Documentation

Maintenance File

National Care Standards- A safe environment, Standard 2

Signature	Position	Review Date