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| 6.30 - 6.40 | 1. Unlock main doors. 2. Enter school and deactivate the alarm 3. Bring in the milk and place in the kitchen |  |
| 6.40-6.50 | 1. Put milk in fridge and turn on Hot Water boiler (run water for 1 minute on Mondays) 2. Check hand towels, soap and toilet rolls and top up as necessary in staff room and staff toilets 3. Ensure all fire escapes are clear and unlocked |  |
| 6.50-7.00 | 1. Check hand towels, soap and toilet rolls in EYFS, KS1 and KS2 toilets 2. Return to the dining hall put up tables for breakfast club |  |
| 7.00-7.20 | 1. Walk round the playground and field perimeter – visually check building and grounds (changes, damaged fences, litter, dead animals, hazards etc.) 2. Ensure playground bins are not full (empty if 3/4 full) – empty at least once per week even if not full to prevent rodents and other pests. Twice per week in summer. 3. Deal with any unpredicted hazards e.g. broken glass, fire or trip hazards, animal fouling etc. (weekly) 4. Inspect the roof and remove any play equipment or litter 5. Note any concerns/issues that can’t be solved this morning and return to the Dining Hall **remember to report any concerns on Every.** |  |
| 7.20-7.30 | 1. Check sanitising stations in the playground– replenish sanitiser as needed. |  |
| 7.30-8.30 | 1. Unlock top gate for children arriving at breakfast club 2. Check maintenance log for any jobs which need completing before school 3. Carry out any small repairs and DIY projects needed 4. Weekly fire alarm check |  |
| 16.30-16.45 | 1. Arrive by 16.30 2. Check book for any tasks asked for by the office/staff 3. Complete maintenance tasks etc. as required. |  |
| 16.45-18.15 | 1. Maintenance tasks and logbook jobs 2. Statutory Checks as appropriate 3. Miscellaneous jobs as required (grounds, repairs, ordering, etc.) 4. Support for Cleaners as required (moving furniture, fixing equipment) |  |
| 18.00 onwards | 1. Begin locking up procedures (see below) 2. Remind staff the building closes soon (most should have left). |  |

Daily checklist of site manager tasks