Daily checklist

W/C	MONDAY Carried out by	TUESDAY Carried out by	WEDNESDAY Carried out by	THURSDAY Carried out by	FRIDAY Carried out by
Phones securely away					
Hangbags in the chair cupboard					
Each adult has a lanyard or bag					
All adults are signed in					
Daily risk assessment complete					
Toilet doors propped open					
Lunch trolley cleaned					
Room dividers up					
Diary open ready for the day					
Computer turned on					
Devices plugged in to charge					
Mobile phone switched on					
Landline plugged in					
Internet turned on					