

# Daily Maintenance and Safety Checklist    Date: \_\_\_\_\_

## **Bathrooms:**

- |  | <b>Initials</b> |
|--|-----------------|
| Toilets brushed/flushed                                | _____           |
| Trash emptied  | _____           |
| Sinks/mirrors cleaned                                  | _____           |
| Floors swept, mopped and squeegeed (no standing water) | _____           |
| Shower fixtures turned off                             | _____           |
| Shower walls scrubbed                                  | _____           |
| Drains are free of excess debris                       | _____           |
| Walkways are clear                                     | _____           |
| Stock toilet paper/soap if needed                      | _____           |

## **Fields/Courts:**

- |  |       |
|--|-------|
| Areas inspected before play for ruts, field/facility issues, etc.  | _____ |
| Phone in working condition; to include both inside/outside         | _____ |
| Phone lists posted with emergency numbers                          | _____ |
| Safety information posted for each sport                           | _____ |
| Ensure staff or contracted personnel are familiar with safety info | _____ |
| Lights inspected to ensure in working order                        | _____ |
| Game lines drawn depending on sport                                | _____ |
| Trash emptied before and after games                               | _____ |
| For softball, fields are dragged, raked, watered, etc.             | _____ |
| For other outside sports, ensure grass is cut before game          | _____ |
| Break areas for players have benches/seats in good condition       | _____ |
| First Aid kits ready for use, and filled with proper supplies      | _____ |
| ALL sports equipment checked, so that in good condition            | _____ |
| Water readily available for players                                | _____ |
| Barriers (fences, walls, etc.) have no defects                     | _____ |