

Suggested Maintenance Checklist for SafeSpace Cots



Overview

Cots in early childhood and school environments are used at multiple times throughout the day. Like any product with moving pieces and with regular use, it is important that regular reviews of the cots are carried out to ensure the cot is working in accordance with the respective instructions.

Listed below are the checks that should be carried out on a 6 monthly basis.

The below procedures are not exhaustive and should be used in conjunction with normal operating procedures and policies that are followed within the centre.

The initial maintenance check should be performed 1 month after the cot has been assembled and put into operation and then every 6 months after the initial check.

Suitable for the following products

SST113-N	SafeSpace - Compact Cot & Mattress - Natural
SST113-W	SafeSpace - Compact Cot & Mattress - White
SST131-N	SafeSpace - Ergonomic Cot & Mattress - Natural
SST131-W	SafeSpace - Ergonomic Cot & Mattress - White
SST132-N	SafeSpace - Evacuation Cot & Mattress Natural
SST132-W	SafeSpace - Evacuation Cot & Mattress White

Checks to be performed

1. Check all bolts are secure, do not over tighten.
2. Visually check that none of the timber is rough or has splinters of any kind.
3. Check to ensure all slats and joins of timber are secure.
4. Check castors to ensure they are secure and operating correctly. Ensure locks on castors are working effectively.
5. Lower and raise the drop side 10 times and ensure it is operating effectively and not getting stuck at any time. Drop side should lower and raise in a smooth motion. The drop side should not lower by itself if not properly locked.
6. Review pin of drop side and ensure it is horizontal / parallel to the base of the cot and not bent or damaged in any way.
7. Examine teething rails to ensure they are attached securely with no cracks or sharp edges.
8. Ensure all Plaques attached to the cot are secure.

Contact Australia

Freecall: 1800 251 497

Freefax: 1800 151 492

Email: sales@teaching.com.au

www.teaching.com.au

Contact New Zealand

Freecall: 0800 808 044

Freefax: 0800 682 329

Email sales@teaching.co.nz

www.teaching.co.nz

