



Uniting Resources – Property Services

B

P O Box A2178 Sydney South 1235

Phone: 8267 4340 or 8267 4350. Email: insurance@nsw.uca.org.au

CHECKLIST FOR USE WHEN HOLDING OPEN GARDEN DAYS

<u>ITEM</u>	<u>ACTION</u>	<u>CHECKED</u>
Front Gates	To be secured while open	
Dogs	To be kept under control or removed from property for the day	
Pathways	Clearly marked No tripping hazards e.g. loose stones, tree roots, and low level branches to be removed. Check for dead branches overhead, which could fall. Slip hazard e.g. moss to be removed.	
Drains	Grates covering drains to be intact and in place	
Shrubs	Check for branches at eye levels which may have thorns or could scratch Passers by	
External light fittings/covers	Make sure covers are secure	
Fences/railings	No nails protruding, no loose palings which could fall	
Stairs/steps	Slip hazards e.g. moss, overgrown vegetation. Loose risers on steps	
Clothes Lines	Wound up or completely removed	
BBQ's	Gas cylinders to be removed	
Mowers, hoses, rakes, ladders, etc	Removed	
Pots	Keep clear of paths to avoid tripping	



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Garden Furniture	Keep clear of paths, check condition – particularly chairs	
Mats	Not to be kinked, remove if necessary	
Garages	Clear storage or keep closed	
Rubbish	Removed or out of sight	
Pool Gates	Closed at all times with Security in attendance constantly	
Fountains & Birdbaths	Check condition make sure they are stable	
Fishponds	Clearly marked with Security on duty at all times	
Gazebos	Check floorboards & railings for any that may be loose Check if electrical fittings attached	
Electrical Switches	Not exposed to weather	
Tennis Court	To be kept locked with Security on duty at all times	
Play equipment	Out of bounds with Security on duty at all times	
General	Overall standard of housekeeping and condition of premises. Particularly look around the edges of the property, the standard of storage. Be mindful of anything that could cause a trip, slip or fall.	