

Playground and Gymnasium Equipment Maintenance					Year		
Routine Maintenance Visit Records							
Frequency	Date	Name	Company	Certificate Number	Comments	Signature	
1 <sup>st</sup> visit							
2 <sup>nd</sup> visit							
3 <sup>rd</sup> visit							
4 <sup>th</sup> visit							
Thorough Examination							
Frequency	Date	Name	Company	Certificate Number	Comments	Signature	
Annual Visit							

Unscheduled Maintenance/Repairs Visits						
Date of Visit	Reason for Visit, eg. Fault,	Name	Company	Equipment Description	Actions/Comments (including status of equipment on completion of works)	Signature