

## Checklist for SafeSpace Trundle Bed

### Overview

Products such as Trundle beds 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 are carried out to ensure the bed 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 bed has been assembled and put into operation and then every 6 months after the initial check.

### Suitable for the following products

SST100-N Safespace - Extendable Trundle Bed and Mattress - Natural

SST100-W Safespace - Extendable Trundle Bed and 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. Ensure slats aren't bent or split.
4. Check castors to ensure they are secure and operating correctly. Ensure locks on castors are working effectively.
5. Ensure the mattress is not out of shape and is still firm and no rips in the fabric.
6. Ensure warnings on both the bed and mattress are legible and easily read.

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