

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

SST101	SafeSpace - Metal Evacuation Cot
SST111K	SafeSpace - Metal Ergonomic Evacuation Cot

Checks to be performed

1. Check all bolts are secure, do not over tighten.
2. Check castors to ensure they are secure and operating correctly. Ensure locks on castors are working effectively.
3. 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.
4. Ensure all Plaques attached to the cot are secure.

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