



ROOTS & RISE UNIT – DAILY VISUAL CHECKLIST

Date: _____ Staff Name(s): _____

Initials: _____

Morning Check

- Area clean and tidy
- Tools and equipment in place
- Plants appear healthy (no wilt/damage)
- Water levels checked
- Safety hazards inspected

Midday Check

- Clean-up in progress or complete
- Supplies restocked
- Waste and compost sorted
- Temperature / light levels adequate
- Team communication check-in

End of Day Check

- Final tidy and secure area
- Tools stored correctly
- Notes / photos logged
- Maintenance needs reported
- End-of-day sign-off: _____

Notes & Maintenance Log

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