



U3A Dandenong Inc. ABN: 86 401 693 866

# Tutor Checklist

## Dandenong U3A

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### Revision Table

Revision	Updated by	Role	Change	Issued
1.0	J Keane	President	Initial Issue	05/01/2021
2.0	J Keane	President	Updated with Covid marshal	19/07/2021
3.0	J Keane	President	simplified	18/01/2023

<b>Course -</b>		
<b>Tutor -</b>		
<b>Venue</b>	<b>Room</b>	<b>Time</b>
<b>Emergency Information</b>		
First aider name		
First Aid Kit is located		<b>Note</b> –remove First aid kit from storage and place in easily accessible location
AED is located		
Building address		
Office phone number		
Room number / name		
Evacuation exit		
Evacuation meeting point		
<b>At start of Each Class</b>		
Mark attendance sheet	As required -set up room	
<b>At end of each class</b>		
Clean furniture/equipment if required	Return all Furniture and Equipment to original location	
Lock all U3A Dandenong storage cupboards (unless in person, handing over to next Tutor)	Check all members have left the room / building	
Turn off lights and air conditioners as required. (unless in person, handing over to next Tutor)		
Ensure doors to room and/or building are locked when leaving as required for the venue. (unless in person, handing over to next Tutor)	Set door alarms if required	