

Sample job pack - childcare

Scope: One job - stuck playground gate before morning drop-off, Riverbend Early Learning

Period: 18 March 2026

Prepared for: Riverbend Early Learning - regional facilities

Prepared: 18 March 2026, 07:55 AEDT

Sample pack built from example data so you can see the shape of the export. In a live account every line comes from the work order record itself.

WO-91042 - Pedestrian gate will not latch - toddler yard

Riverbend Early Learning - Toddler yard, north gate - Grounds and fencing

Contractor: Northshore Playground Services Pty Ltd

Raised 18 March 2026, 06:12 - attend by 18 March 2026, 08:12 (2h attend)

Attended 18 March 2026, 07:04 - completed with proof 18 March 2026, 07:48

Who was chased, and when they confirmed

18 March 2026, 06:12 - Portal - Nominated supervisor (Riverbend) - Job raised before families arrive - gate must latch for toddler yard opening.

18 March 2026, 06:13 - Email - OpsChase - Assignment sent to Northshore Playground Services with a 2 hour attend expectation.

18 March 2026, 06:29 - SMS - OpsChase - First chase - no acceptance after 16 minutes.

18 March 2026, 06:41 - Portal - Liam Okonkwo (Northshore Playground Services) - Accepted and confirmed on site before 07:15.

18 March 2026, 07:04 - Portal - Liam Okonkwo (Northshore Playground Services) - Marked on site. Attend met with 1h 8m to spare.

18 March 2026, 07:48 - Portal - Liam Okonkwo (Northshore Playground Services) - Latch replaced, gate tested, photos uploaded. Nominated supervisor sign-off captured.

Proof of done

Photo: Before - misaligned latch plate - 18 March 2026, 07:12, Liam Okonkwo (Northshore Playground Services) (proof/wo-91042-before-latch.jpg)

Photo: After - gate latching and self-closing test - 18 March 2026, 07:38, Liam Okonkwo (Northshore Playground Services) (proof/wo-91042-after-gate.jpg)

Sign-off: Nominated supervisor sign-off - yard cleared for opening - 18 March 2026, 07:48, Sana Rahman (Nominated supervisor) (proof/wo-91042-signoff.png)

Insurance and screening on the contractors who attended

Northshore Playground Services Pty Ltd - Public liability insurance (\$20m): Current, expires 30 September 2026. Certificate of currency on file and valid on the day of attendance.

Northshore Playground Services Pty Ltd - Workers compensation: Current, expires 30 September 2026. Policy schedule on file.

Liam Okonkwo - Working with Children Check (NSW): Current, expires 14 June 2027. Screening current for work while children may be present on site.

Liam Okonkwo - Site induction - Riverbend Early Learning: Current, expires 9 January 2027. Induction completed before first dispatch to this centre.