

Hardeman County Schools

Facilities Checklist

Directions:

1. To be completed no later than the end of each school month, monthly, or more often if needed.
2. Place a (+) in front of each condition that is being met. Place a (-) in front of each condition that is not being met. Place N/A (not applicable) in front of any condition that does not apply to your facilities. Any (-) should be explained and plans to meet the deficiency should be outlined in the space provided at the end of the checklist.
3. Original is kept on file, a copy to the director of schools, maintenance staff, custodial staff, and a copy appropriately posted for faculty, staff, and students.

- ___ 1. The outside appearance (front and back) of (1) building and (2) the campus are neat, well maintained, free of litter (clean windows, mowed and trimmed lawn and shrubs, etc.).
- ___ 2. The playgrounds and/or athletic fields are well maintained and safe.
- ___ 3. The entrance(s) to the building(s) are clean, well lighted, and present an inviting introduction to the school.
- ___ 4. The office area is clean, well organized, and quiet.
- ___ 5. The hallways are clean and orderly.
- ___ 6. Floors, walls, corners, and around wall board and posts are clean, well maintained, and free of excessive wax build-up.
- ___ 7. Rest rooms are clean, working, free of odor, and supplied with toilet tissue, soap, waste
- ___ 8. Glass (windows and mirrors) are clean and window shades are neat and functional.
- ___ 9. Custodial closets or storage rooms are clean with all supplies properly stored and identified.
- ___ 10. Gymnasium floors are clean and bleacher areas are free of trash.
- ___ 11. Cafeterias are clean and free of litter.
- ___ 12. Concession areas are clean and all supplies are properly stored and secured.
- ___ 13. Classrooms are clean, dusted, and orderly.
- ___ 14. Classrooms are free of food and/or beverages.
- ___ 15. Comfortable room temperatures are maintained, vents and air returns are clean.
- ___ 16. All instructional materials/supplies in classrooms are stored in an orderly fashion (boxes are not stacked around room, etc.).
- ___ 17. Doors to classrooms remain unlocked during instructional times.
- ___ 18. All computers are well maintained and are free of dust.
- ___ 19. Light bulbs, globes, fluorescent bulbs, and covers are replaced as needed.
- ___ 20. Walls are clean and free of graffiti.
- ___ 21. Ceiling tiles are replaced as needed.
- ___ 22. Fire extinguishers are in place and in good working order.
- ___ 23. Unused books are stored in an orderly fashion.
- ___ 24. Instructional equipment is stored in a secured area, and properly inventoried.
- ___ 25. Science equipment is well maintained and chemicals are properly stored and labeled.
- ___ 26. Teacher's lounges are clean, and trash containers, toilet tissue, soap, and towels are appropriately provided.
- ___ 27. All areas where food is prepared will meet state health inspector's standards.
- ___ 28.

Explanations: _____

Submitted by: _____ (Principal)

School: _____

Date: _____