

CHECKOUT CHECKLIST

Southwest Region School District

To be completed by Custodian at the end of school year and review by Site Administrator

SCHOOL _____

DATE _____

- _____ 1. The school, quarters, generator building, and any storage buildings have been cleaned, and tile floors stripped.
- _____ 2. School grounds have been cleaned and are in safe condition if used during the summer.
- _____ 3. All trash has been disposed of properly. (Leave some newspapers, paper towels, and cleaning detergent or powder out for summer maintenance personnel).
- _____ 4. Shut off all fuel valves: bulk storage tanks, from day tanks to individual appliances, propane tanks, and generators.
- _____ 5. Turn off all water faucets and leave all drains open.
- _____ 6. Secure phones in locked cabinets/desks - keys (marked) must be turned in to Maintenance.
- _____ 7. Turn thermostats to minimal setting of 60 degrees.
- _____ 8. Turn off switches for hot water heaters, furnaces, water pumps, circulating pumps, etc. On battery operated fire and emergency lighting systems, turn the lamp switch on control box off.
- _____ 9. Turn off freezers, switches for all heat tapes, or unplug if there are no switches.
- _____ 10. Turn off main circuit breakers (and then the generators). Clean generators, oil pans, and generator house. If school is on village or AVEC power, turn off all circuits except those going to fire alarms. Turn in final monthly generator report to Maintenance with this checklist.
- _____ 11. Post weather-protected notice at each door entrances stating the following:

This school and quarters are closed for the summer. No admittance without permission. For further information contact:

Community School Committee Chairperson
OR, SWRSDs Office P.O. Box 90 Dillingham, AK 99576
Phone: (907) 842-5287

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- _____12. Conduct a final fire and security inspection of all the buildings.
- _____13. Leave a copy of your step-by-step closing procedures in the school office for reference this fall. Bring original to the district office when you check out.
- _____14. Check if all frozen food remaining from the School Lunch Program is/has been shipped to Dillingham. Ensure shipment.
- _____15. Lock all quarters, school, and generator house and storage buildings and deliver one set of keys to the contact person shown in item #11 of this check out list.

The above check out list is provided as a general guideline for steps to be taken by you and your custodian in closing your site. For items not checked, state item number and give reason. Also list added actions taken.

VERIFICATION:

As Site Administrator, I have checked all of the above items as having been accomplished.

Site Administrator: _____ Date: _____

ATTACHMENT CHECKLISTS:

- ✓ **Self-Inspection report**
- ✓ **Electrical**
- ✓ **Air Handler**
- ✓ **Freezer**
- ✓ **Furnace**
- ✓ **Generator Data Sheet**
- ✓ **Safety & Maintenance**
- ✓ **Weekly Generator**
- ✓ **Annual(year-end) Equipment Cleaning**

Note:

- **A copy of each Fire Drill sheet should be maintained on site for Fire Marshall review.**

THIS CHECKOUT CHECKLIST IS TO BE SUBMITTED TO THE DIRECTOR-MAINTENANCE AT FINAL CHECK OUT.