

**SOUTHWEST REGION SCHOOLS  
 MAINTENANCE DEPARTMENT  
 PRINCIPALS' HANDBOOK:  
 Daily Custodial Inspection Check-list**

**Circle:                    Satisfactory (S)                    or                    Needs Improvement (NI)**

<b>BATHROOMS AND LOCKER ROOMS</b>	<b>S</b>	<b>NI</b>
Dust or dirt on sills, lockers, vents, mirror, lamp, covers, dispensers.		
Dirt on floor beneath vents, in corners and behind toilets and doors.		
Dirt on toilet base, beneath seat cover.		
Dirt on walls, dispensers, stalls, doors, switches.		
Rust on or in toilets, urinals, sinks, showers.		
Hair in drains, dust in exhaust vents.		
Dispensers full.		
<b>CLASSROOMS AND OFFICES</b>	<b>S</b>	<b>NI</b>
Dirt on trash containers.		
Chalk dust in chalk tray.		
Dust on vents, shelves, sills.		
Dirt around classroom sinks, dispensers.		
Dirt on walls, around switches, pencil sharpeners, door jams.		
Dust or dirt in floor corners, edges, under furniture and vents, behind doors.		
<b>HALLS AND ENTRYWAYS</b>	<b>S</b>	<b>NI</b>
Dust on horizontal surfaces, extinguisher boxes, vents, alarm boxes, window sills.		
Dirt on trash containers.		
Dirt or smudges on walls, doors (kick boards), door windows, hall windows.		
<b>DISPLAY CASES</b>	<b>S</b>	<b>NI</b>
Dust around and in floor corners, edges, behind doors.		
<b>JANITOR CLOSET</b>	<b>S</b>	<b>NI</b>
Neat and orderly.		
Equipment, vacuums, scrubbers, shampoos have no obvious defects such as broken hoses, cracked squeegees, frayed cords, and torn vacuum bags.		