



School Maintenance Checklist

Please leave a check mark on the box for each corresponding task. Each item on this checklist should be inspected and maintained regularly.

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	-		-		-	All Property lies	B 10 100	

	Inspect	roof	for	leaks,	missing	shingles,	OF	damage.	
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- Clear gutters and downspouts of debris.
- Ensure all windows and doors are sealed and operational.
- Test exterior lighting; replace bulbs as needed.
- Inspect playground equipment for safety and structural stability.

II. Building Interior

- Inspect walls, ceilings, and floors for cracks or stains.
- Test doors, locks, and hinges for proper functionality.
- Ensure all windows are functional and secure.
- Check fire alarms, smoke detectors, and emergency lighting.
- Test HVAC systems for heating, cooling, and ventilation.

III. Electrical and Plumbing System

- Inspect electrical panels for signs of wear or overload.
- Test all lights in classrooms and common areas; replace bulbs as needed.
- Test backup generators and emergency power systems.
- Inspect restrooms for leaks, clogs, and proper flushing.
- Test faucets for water pressure and proper temperature.

Daily School Maintenance Checklist Template

Royal Society of Arts (Great Britain)

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Good School Maintenance Illinois Association of School Boards, Springfield, 1996 This manual published by the Illinois Association of School Boards was designed to be used as a teaching tool and reference source for overseeing effective school maintenance Section 1 describes the basics of good school maintenance including managing the program using computers controlling energy costs ensuring safe practices designing buildings for efficient maintenance and being informed about environmental issues Section 2 details guidelines for operating cleaning and general building services such as custodial operations area cleaning programs and equipment and supplies A custodian's glossary is included The third section provides guidelines for building maintenance specifically caring for the exterior and roof Procedures for maintaining school grounds are detailed in the fourth section The fifth section describes the maintenance of mechanical equipment including heating and air conditioning systems sanitary systems and fixtures sewage treatment plants and electrical systems A management tools appendix contains a list of environmental resources sections on cleaning and general building services grounds maintenance and mechanical equipment and annual inspection checklists LMI *Maintenance & Operations and the School Business* Administrator School Business Officials Int'l, Association of,2003-01-10 Every aspect of maintenance and operations is covered in this compilation of information packed articles from School Business Affairs Articles cover topics ranging from contracting out and the environment to energy and safety issues Code of Regulations for Day Schools Great Britain. Committee on Education, 1900 Report of a Survey of the School System of Saint Paul, Minnesota... Saint Paul (Minn.). The American School Board Journal William George Bruce, William Conrad Bruce, 1923 Survey Commission, 1917

Elementary School Administration Emery Stoops, Russell E. Johnson, 1967 Annual Report of the Local Government Board Great Britain. Local Government Board. 1884 The Four-day School Week Educational Research Service (Arlington, Va.),1975 Friends' Intelligencer, 1884 **Journal of the Society of Arts** ,1870 **Journal** Royal Society for the Journal of the Society of Arts Royal Society of Arts (Great Encouragement of Arts, Manufactures and Commerce, 1870 Annual Report Great Britain. Local Government Board, 1884 Supplements to the Board's Annual report Britain),1870 include the Report of the medical officer Municipal World ,1917 Minutes of the Eleventh Conference of the Wesleyan Methodist Church of South Africa Wesleyan Methodist Church of South Africa. Conference, 1893 California School Employees Journal ,1948 School Government Chronicle and Education Authorities' Gazette The Reformatory and Industrial Schools Acts Great Britain, F. V. Hornby, 1896 ,1907 Brooklyn Daily Eagle Almanac ,1912 School .1928

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