

**School Custodial and Maintenance Checklist**

School/Location Inspected:			Date:		
Inspection Criteria	Max Score	Actual Score	Inspection Criteria	Max Score	Actual Score
<b>Entrance/CorridorsCommon Area</b>			<b>Offices - Other</b>		
Entrance glass clean and free of smudges?	5		Windows clean?	5	
Wall, lights and vents clean?	5		Wall, lights and vents clean?	5	
Floor finished with "depth shine"? Or carpet clean?	5		High and low dusting done?	5	
Corners & baseboards clean?	5		Furniture and counters clean?	5	
High dusting & damp wiping completed?	5		Wastebaskets clean & lined?	5	
<b>TOTAL SCORE</b>	<b>25</b>		Floor clean/carpet clean?	5	
			<b>TOTAL SCORE</b>	<b>30</b>	
<b>Corridors and Stairwells</b>			<b>Classrooms</b>		
Corridors finished with "depth shine" Or carpets clean?	5		Board and trays clean?	5	
Corners & baseboards clean?	5		Walls, lights, vanity glass, baseboards clean?	5	
High/low dusting/damp wiping: walls, vents, lights doors, etc.?	5		Floor clean?	5	
Drinking fountains clean?	5		High dusting/damp wiping?	5	
Fire extinguishers/cabinets clean?	5		Wastebaskets clean & lined?	5	
<b>TOTAL SCORE</b>	<b>25</b>		Pencil sharpener clean?	5	
			Door frames & glass clean?	5	
<b>Grounds</b>			Fixtures clean?		
Turf neatly mowed?	5		<b>TOTAL SCORE</b>	<b>40</b>	
Building base, curbs, free of weeds/litter?	5		<b>Restrooms</b>		
Sidewalks cleaned and edged?	5		Fixtures clean and sanitized?	5	
Shrub areas pruned and weeded?	5		Chrome cleaned?	5	
Trash containers empty & clean?	5		Floors finished with "deep shine"?	5	
<b>TOTAL SCORE</b>	<b>1025</b>		Walls, lights, vents clean?	5	
			Wastebaskets & towel dispensers clean?	5	
<b>Custodial/Mechanical Rooms</b>			Mirrors clean?	5	
Custodial/storage area clean, organized, stocked?	5		High/low (damp) dusting completed?	5	
Carts properly stocked? Equipment clean?	5		Supplies stocked?	5	
All bottle, earbuds, etc. labeled & filled?	5		<b>TOTAL SCORE</b>	<b>40</b>	
Mechanical room floors, etc. clean?	5		<b>Gymnasium</b>		
Furnace room clean and free of flammable materials?	5		Floor, walls and seats clean?	5	
<b>TOTAL SCORE</b>	<b>25</b>		Trash picked up from bleachers/stairs?	5	
			Lights working properly?	5	
<b>Sewage Treatment Plants</b>			<b>TOTAL SCORE</b>	<b>15</b>	
Plants free of weeds?	5		<b>OVERALL TOTAL POINTS</b>		
Chlorine Full?	5		<b>1952</b>		
Sludge broken up - grease?	5		<b>45</b>		
Sides washed down?	5		<b>OVERALL QUALITY SCORE</b>		
<b>TOTAL SCORE</b>	<b>20</b>				

Comments: \_\_\_\_\_

Scoring Scale: (5) Excellent, (4) Above Average, (3) Average, (2) Needs Improvement, (1) Unsatisfactory

Building Representative \_\_\_\_\_ Inspected by \_\_\_\_\_

Review/Revised: 7/25/2005

Location: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

By: \_\_\_\_\_

[illegible]

- Unrepairable
- Jagged/exposed screws, bolts, etc.
- Jagged/exposed concrete footings
- Broken supports/anchors
- Broken rails, steps, rungs, seats
- Loose bolts, nuts, etc.
- Missing supports/anchors
- Missing rails, steps, rungs, seats
- Missing bolts, nuts, caps, plugs
- Worn surface material
- Surface vandalism
- Repainting necessary
- Inadequate surfacing material under equipment
- Worn bearings
- ~~-Splintered wood~~
- ~~-Wood checking~~
- Lubricate moving parts
- Other (specify)
- Satisfactory

Comments: \_\_\_\_\_

~~Review/Revised:8/16/1999~~