

Spruce-Up Checklist

Student Offices

- Repair loose trim or laminate.
- Remove pencil/pen marks.
- Replace/Repair bulletin boards.
- Replace light bulbs.
- Repaint.
- Add new offices for school growth.

Scoring Stations

- Repair loose trim or laminate.
- Remove red pen marks.
- Replace/Update Score Keys.
- Replace red pens.
- Repair shelves.

Testing Table

- Repair loose trim or laminate.
- Remove pencil marks.
- Repair/Replace chairs.

Learning Center

- Test water fountains for lead.
- Test building for radon.
- Replace broken outlet/switch plates.
- Check for overloaded outlets.
- Check all outlets and switches.
- Replace light bulbs.
- Replace broken windows.
- Repair/Paint/Replace filing cabinets.
- Check fire extinguisher charges.
- Post fire escape routes.
- Remove fire escape obstructions.
- Check fire alarms.
- Check signal-bell system and/or security system.
- Clean/Shampoo carpet.
- Clean Supervisor Station.
- Clean/Repaint/Restain doors and trim.
- Repaint/Recover walls and offices.
- Change bulletin boards.
- Repair/Replace resource books.
- Repair/Replace student chairs.

Restrooms

- Clean and sanitize.
- Repaint walls and stalls.
- Make plumbing repairs.
- Restock cleaning supplies and equipment.
- Repair/Install equipment for the handicapped.
- Repair/Replace rusted equipment.
- Repair floor.

- Check outlets/switches.
- Replace light bulbs.

Curriculum/Tests

- Purchase achievement testing materials for new students.
- Purchase Diagnostic Tests for new students.
- Restock curriculum inventory.
- Restock forms.
- Order available new products.

Exterior

- Mow lawns.
- Replace/Add landscaping.
- Repaint.
- Repair/Replace/Repaint/Add playground equipment.
- Repair/Replace broken steps.
- Repair/Replace broken or missing guardrails.
- Remove paper, glass, etc., from grounds.

Computer/Printer Equipment

- Clean exterior cases.
- Clean monitor screens.
- Install surge protectors.
- Check all connections.
- Replace ink/toner.
- Clean computer offices.
- Protect and store software.
- Back up hard drives.
- Check computers for viruses.
- Purchase additional computers.
- Purchase additional software.

Audio-Visual Equipment

- Replace projector bulbs.
- Repair/Replace video screens.
- Organize CDs/DVDs.

Transportation

- Get state inspections on vehicles.
- Check/Repair brakes.
- Check tire tread; replace if necessary.
- Replace broken windows/mirrors.
- Check that exits are functional.
- Get tune-ups and fluid changes.
- Check/Repair lights.
- Flush radiator, change fluid.
- Repair/Replace seats.
- Repaint.