School Building Maintenance Checklist
Comprehensive School Building Maintenance Checklist:

Exterior Maintenance:
[ ] Roof and Gutters: Inspect roofs and gutters for damage, leaks, and debris buildup.
[ ] Exterior Walls: Check for cracks, signs of water damage, and necessary repairs.
[ ] Windows and Doors: Ensure windows and doors are in good condition, properly sealed, and secure.
[ ] Outdoor Areas: Inspect playgrounds, sidewalks, and landscaping for safety hazards.
[ ] Signage: Verify that signs and directional markers are visible and well-maintained.

Interior Maintenance:
[ ] Walls and Ceilings: Check for cracks, peeling paint, and water stains.
[ ] Flooring: Inspect flooring for wear, damage, and trip hazards.
[ ] Lighting: Ensure all light fixtures are working, and replace burnt-out bulbs.
[ ] HVAC Systems: Regularly maintain and clean heating, ventilation, and air conditioning systems.
[ ] Plumbing: Inspect plumbing fixtures, pipes, and drains for leaks and proper functioning.

Safety Measures:
[ ] Fire Safety: Test fire alarms, emergency lighting, and fire extinguishers.
[ ] Exit Routes: Ensure exit routes are clearly marked and unobstructed.
[ ] Emergency Drills: Conduct regular fire and emergency evacuation drills.
[ ] Security Systems: Check the functionality of security cameras and alarms.
[ ] First Aid Supplies: Maintain well-stocked first aid kits in easily accessible areas.

Classrooms and Facilities:
[ ] Furniture: Inspect desks, chairs, and other furniture for damage.
[ ] Classroom Equipment: Ensure projectors, computers, and other equipment are in working condition.
[ ] Science Labs: Check safety equipment and ensure proper storage of chemicals.
[ ] Gymnasium and Sports Facilities: Inspect sports equipment, flooring, and safety measures.

Sanitation and Hygiene:
[ ] Restrooms: Regularly clean and sanitize restrooms, and ensure supplies are stocked.
[ ] Cafeteria and Kitchen: Maintain cleanliness and functionality of kitchen equipment and dining areas.
[ ] Trash Disposal: Ensure proper waste disposal practices are followed.
Accessibility:
[ ] ADA Compliance: Verify that the school building is accessible to individuals with disabilities.
[ ] Ramp and Elevator: Inspect ramps, elevators, and lifts for proper functioning.

Energy Efficiency:
[ ] Insulation: Ensure adequate insulation to maintain comfortable temperatures.
[ ] Energy-efficient Lighting: Upgrade to energy-efficient lighting systems.

Maintenance Records:
[ ] Document all maintenance activities, repairs, and inspections.

Task Review:
[ ] Check Completed Tasks: Review the checklist to ensure all tasks are completed.
[ ] Address Outstanding Items: Address any tasks that remain pending.

Supervisor Verification:
Supervisor's Signature confirming the completion and accuracy of the assessment.

Supervisor:
Signature: _____________________________ Date: _______________