

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: _____