

BSS Checklist

School:	BSS/POS:	
Date:	Rater:	
Rating: 4-Superior, 3-Standard, 2-Needs Improvement, 1-Unsatisfactory		
Category	Rating	Comments / Actions suggested
Supply Room organization		
Filing System		
Calendar		
Map of Site Utility Shut-offs		
Emergency Preparedness Kit(s)		
Tel-key box organization		
Work Order Log		
Staff Sign-In Sheets		
Work Schedules		
Inspection Reports		
Wheelchair Lift log up to date		
Semi Annual Report/Relief Valve Test Log		
Fire Extinguisher Tags		
Safety Meeting Log Book/MSDS		
Universal Waste		
Window Boards		
Mechanical Rooms		
Gear Lockers		
Office Areas		
Classrooms		
Rest Rooms		
Lunch Court		
Kitchen		
Cafeteria Dining Room		
Grounds		
Perimeters		
Curb Appeal		
BSS Signature _____	Date _____	
Signature does not necessarily indicate agreement, only that the information was reviewed by the employee. This form is used to communicate findings in a periodic review of BSS performance, and is not a formal performance evaluation.		