

Supplement to BSS Checklist

Guidelines for each category:

Supply Room Organization

- Supplies well organized
- Supply shelves well stocked
- Desk uncluttered
- Aisles free from boxes/debris
- Floor swept
- Sink clean

Filing System

- Personnel folders for custodians (data sheet, work schedules, orientation, inspection reports)
- Request for Service
- Ordering information and receipts
- Safety Meetings
- MSDS
- ETD

Calendar

- Posted for custodians with all pertinent upcoming events
- Cleaning days indicated (A / B)

Tel-Key Box

- Keys well organized, neatly stored, records of key issue

Work Order Log

- Method for recording work orders as they are called or e-mailed in to maintenance. Date, work requested, work order number, completion status

Work Schedules

- Up to date
- Signed by custodian, supervisor
- Correct format

Inspection Reports

- Reports on file for each custodian

Wheelchair Lift Log

- Log should be maintained in school office.
- Up to date with weekly inspections
- Emergency tool available

Semi-Annual Site Safety Inspection Reports

- Due each November and May
- Reports on file since BSS has been at school site

Relief Valve Pressure Test Log

- Log should be up to date with monthly inspections
- Submitted and filed with Semi-Annual Site Safety Inspection Reports

Safety Meeting Log Book

- Records of bi-monthly safety training should be on file and submitted to COS (option B sites only)
- Material Safety Data Sheets in conspicuous location

Mechanical Rooms

- Room should be free of clutter, combustibles
- Floor should be swept
- Walls and ceiling should be free of cobwebs

Gear Lockers

- Well-stocked
- No clutter, empty boxes
- Sink clean
- Floor swept
- Mop rinsed and draped over wringer

Office Areas

- Neat, clean appearance
- Counters clean
- Entry glass clean

Classrooms

- Neat, clean appearance
- Door glass clean

Rest Rooms

- Clean and sanitary
- No foul odors
- Dispensers, plumbing fixtures in good repair
- Walls, ceilings clean

Lunch Court

- Tables clean
- No debris around table legs
- Storm drain clean
- No buildup of spills/stains on concrete
- Fountains/sinks clean
- Trash cans clean

Kitchen

- Floors clean
- Trash cans clean

Cafeteria Dining Room

- Floor well maintained and clean
- Walls clean
- Trash cans clean

Grounds

- Fountains clean
- Walks clean
- Asphalt clean (DG blown off edges)

Perimeters

- Fence-lines litter-free
- Banks litter-free

Curb Appeal

- How does school look as you approach?
- No litter in curb-lines, planted areas
- Parking lot litter-free, clean around edges and parking bumpers
- Entry glass clean