

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.