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.