



Summer Maintenance Checklist

Although school buildings receive continuous care and maintenance, some maintenance and repair work can't be completed during the school year. As summer approaches, now is a good time to undertake a thorough inspection and assessment of your facilities. Use our Summer Maintenance Checklist as a guide to get started.

DEEP CLEAN

- Deep clean and sanitize surfaces and floors.
- Refinish floors.
- Clean HVAC system and ducts.

CHECK SAFETY AND SECURITY SYSTEMS AND EQUIPMENT

- Check to ensure safety equipment is provided and is in good condition.
- Inspect fire extinguishers to ensure they have current inspection tags.
- Test fire alarms.
- Inspect first-aid kits and AEDs and ensure they are placed in accessible areas.
- Assess current evacuation plans and update as necessary.
- Test emergency lights and generators.
- Inspect chemistry labs and ensure safety data sheets are complete and up to date.

ORGANIZE AND INVENTORY

- Secure all storage shelves to ensure they cannot be pulled over.
- Organize closets and storage areas and ensure they're free of clutter, fall hazards, and fire hazards.
- Keep storage closets locked. Only appropriate staff should have keys.
- Inventory custodial and maintenance supplies.
- Properly dispose of all outdated or unused chemicals each year.

ELECTRICAL

- Check for a minimum 3' clearance around electrical equipment.
- Replace bulbs in athletic, site, and interior lighting.
- Ensure cover plates, safety covers, and shields are properly secured.
- Perform infrared survey of electrical equipment.

KITCHEN AND CAFETERIA

- Clean dust, grease, and other flammable build-up off stoves, ovens, and cooking surfaces.
- Inspect exhaust hoods and ventilation systems.
- Inspect fire suppression and gas piping systems.
- Inspect rubber floor mats and replace as needed.
- Verify refrigerators and freezers are holding proper temperatures.



PLUMBING

- Inspect plumbing for leaks and cracks.
- Service septic and packaged sewer systems.
- Complete required inspections of gas piping and sprinkler systems.
- Remove and clean all "P" traps.
- Inspect tiles and floors for cracks and repair if needed.
- Inspect soap dispensers, paper towel holders, and toilet seats for damage and replace if needed.
- Verify sinks and toilets are tightly secured to walls.

EXTERIOR

- Inspect areas around the buildings for overgrown trees, shrubs, and plantings that are extending over roofs, sidewalks, parking areas, and entry doors. Trim as needed.
- Trim trees, shrubs, and vines to prevent damage to roofs and mortar joints and to prevent clogging of gutters and downspouts.
- Clean and inspect gutters and downspouts for leaks and cracks.
- Check windows for peeling paint, damaged or rotten siding, and broken glass.
- Caulk areas around windows where needed.
- Inspect the roof. Address any broken or missing tiles or shingles, deterioration, and leaks.
- Install/re-install piping supports protecting roof surface.
- Check the foundation for cracks.
- Inspect all sidewalks and make repairs as needed.
- Check all driveways and parking areas for potholes, depressions, and unusual settling and repair as needed.
- Check for any raised areas such as ramps, curbs, speed bumps, and steps. Paint the perimeter with a two or three-inch strip of paint to highlight the change in elevation. Repaint faded areas.

PLAYGROUND

- Inspect playground equipment for damage.
- Ensure all playground equipment is fastened tightly.
- Check for tripping hazards such as roots, rocks, or other environmental obstacles.
- Check the cushioning material (pea gravel, sand, mulch, or other suitable material). All footings under equipment should be safely covered and a 9"-12" cushioning base should be in place.
- Inspect area for pests and eliminate appropriately.