

MAINTENANCE CHECK LIST

Date of inspection:

Inspected by:

School:

Daily checks	MON	TUE	WED	THU	FRI
Check Metasys					
Check School Service Order queue					
Inspect building for vandalism					
Check HVAC calendar					
Check exterior/interior lighting					
Inspect building for cleanliness					
Inspect playground for debris and broken glass					
Check notes from monitor/cleaning teams					
Check grounds for weeds and debris					
Clean parking lots, entries, and walkways					
Empty exterior trash containers					
Raise Oregon and US flags					
Clean entry way glass					

Weekly playground inspections	OK	FIX	N/A	Comments
Play area free of trip hazards (roots, cracks, etc.)				
Chips raked back and in good condition				
Playground signage in good condition				
Chains and "S" hooks not worn thin				
All equipment fasteners (bolts/nuts) tight				
No sharp edges on equipment				
Anchoring material is below ground and not exposed				
Inspect track for damage, trip hazards				

Monthly checks	Date
Check time clocks and classroom clocks	
Check/clean down spouts, drains and gutter	
Clean fence lines/back stops	
Vacuum/clean air vents	
Vacuum /clean smoke detectors	
Repair/inspect exterior/interior wall damage	
Check sidewalks for uneven areas, cracks	
Swing seats in good condition	
Check for standing water in water main vaults	

General comments/work orders submitted