

End-of-the-Year

ROOM CLEAN OUT TIPS

The following list of room clean out tips will help our custodial and maintenance departments prepare schools for the fall. These tips will prevent any personal items from getting lost or broken, as well as, make the transition into the new school year smoother for everyone.

- _____ Remove all personal items (including furniture, pillows, lamps, carpets and stuffed animals) from the classrooms so that they can be thoroughly cleaned during the summer months.
- _____ Remove ALL food or beverage items from around room, desk, closets, etc.
- _____ Remove all live animals and plants from classrooms.
- _____ Remove ALL cooking equipment from classrooms.
- _____ Take home all household chemicals, hand sanitizers, air fresheners, etc. *Anything left in classroom will be disposed of over the summer.*
- _____ Clean out all school storage areas and discard or recycle unused items.
- _____ Take home any rugs, carpets or floor coverings over the summer and clean them before bringing them back to the building in the fall.
- _____ If refrigerator is staying in building over summer, it must be cleaned out and unplugged before you leave. Make sure refrigerator door is left open for air to circulate. *Each refrigerator uses approximately \$12 to \$24 per month in electrical power. This amount will be charged to the building's allocation for each refrigerator found to be plugged in over the summer (except for the main staff room unit.)*
- _____ Turn in and lock up ALL laptop computers
- _____ Collect and label all cords for computers, docking stations, smart boards, etc, and put them in a secure location.
- _____ Clean projector filters.
- _____ Write down your security code for the phone voice mail system or put the security code in your cell phone so you have it when you return in August.
- _____ Please give your principal a list of any maintenance items that need to be addressed

