

School Daily Closing Checklist

Daily Operations

SCHOOL	DATE	CLOSED BY	LAST ACTIVITY ENDED
	___ / ___ / ____		

STUDENT & STAFF DEPARTURE

- | | |
|--|--|
| <input type="checkbox"/> All after-school activities concluded | <input type="checkbox"/> All staff signed out |
| <input type="checkbox"/> All students departed or collected | <input type="checkbox"/> Cleaning crew present / scheduled |

BUILDING SWEEP

- | | |
|---|---|
| <input type="checkbox"/> All classrooms checked and empty | <input type="checkbox"/> Gymnasium and changing rooms cleared |
| <input type="checkbox"/> Restrooms checked and empty | <input type="checkbox"/> Staffroom and offices checked |
| <input type="checkbox"/> Library / media centre cleared | <input type="checkbox"/> Storage and utility rooms locked |

CLASSROOM & OFFICE LOCKUP

- | | |
|--|--|
| <input type="checkbox"/> All classroom doors locked | <input type="checkbox"/> Valuable equipment locked away |
| <input type="checkbox"/> All windows closed and latched | <input type="checkbox"/> Lights off in all rooms |
| <input type="checkbox"/> Computer labs and equipment secured | <input type="checkbox"/> Interactive boards / projectors off |

KITCHEN & CAFETERIA

- | | |
|---|---|
| <input type="checkbox"/> Kitchen appliances off (ovens, fryers) | <input type="checkbox"/> Cafeteria tables wiped, chairs stacked |
| <input type="checkbox"/> Refrigeration running, doors sealed | <input type="checkbox"/> Kitchen doors locked |

EXTERIOR & SECURITY

- | | |
|--|--|
| <input type="checkbox"/> Playground equipment undamaged | <input type="checkbox"/> All exterior doors locked |
| <input type="checkbox"/> Exterior gates locked | <input type="checkbox"/> HVAC set to unoccupied mode |
| <input type="checkbox"/> Perimeter lighting on / timer set | <input type="checkbox"/> Fire alarm panel normal |
| <input type="checkbox"/> CCTV system recording | <input type="checkbox"/> Security alarm armed |

NOTES

Issues for morning team

Signature

Notes

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