

School Summer Closing Checklist

Daily Operations

DATE	SCHOOL	COMPLETED BY	TERM END DATE
___ / ___ / ____			

SECURITY

- | | |
|--|---|
| <input type="checkbox"/> All windows closed and locked | <input type="checkbox"/> Key holders list current |
| <input type="checkbox"/> All external doors locked and alarmed | <input type="checkbox"/> Contractor access arrangements confirmed
<small>For summer maintenance projects</small> |
| <input type="checkbox"/> Alarm system set and tested | <input type="checkbox"/> Valuables secured or removed |
| <input type="checkbox"/> CCTV recording and monitored | <input type="checkbox"/> Security patrol schedule arranged |

EQUIPMENT & SYSTEMS

- | | |
|---|---|
| <input type="checkbox"/> IT equipment powered down or secured | <input type="checkbox"/> Kitchen equipment cleaned and powered down |
| <input type="checkbox"/> Server room — AC left running, door locked | <input type="checkbox"/> Science lab equipment stored safely |
| <input type="checkbox"/> Data backup completed | <input type="checkbox"/> PE equipment stored and secured |
| <input type="checkbox"/> Photocopiers and printers powered down | <input type="checkbox"/> Musical instruments stored securely |

HVAC & UTILITIES

- | | |
|---|---|
| <input type="checkbox"/> HVAC set to summer mode — reduced operation | <input type="checkbox"/> Legionella flushing scheduled
<small>Flush all outlets weekly during vacancy or before return</small> |
| <input type="checkbox"/> Hot water set to minimum or off | <input type="checkbox"/> Electricity — non-essential circuits off |
| <input type="checkbox"/> Water main — consider partial shutdown
<small>Leave fire suppression active</small> | <input type="checkbox"/> Fridges and freezers emptied and cleaned
<small>Leave doors ajar if powered down</small> |

CLEANING & MAINTENANCE

- | | |
|---|---|
| <input type="checkbox"/> Deep cleaning schedule booked | <input type="checkbox"/> Contractor start dates confirmed |
| <input type="checkbox"/> Carpet cleaning scheduled | <input type="checkbox"/> Pest control inspection scheduled |
| <input type="checkbox"/> Floor stripping and waxing scheduled | <input type="checkbox"/> Grounds maintenance schedule confirmed |
| <input type="checkbox"/> Summer maintenance projects listed | <input type="checkbox"/> Playing field maintenance booked |

ADMIN & HANDOVER

- Lost property cleared
- Cleaning supplies ordered for autumn
- Back-to-school readiness date set
- Emergency contact list for summer current
- Insurance and compliance documents accessible

Completed by signature _____

Headteacher sign-off _____

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Notes

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