

CUSTODIAL BUILDING CHECKS

NAME OF CUSTODIAN MAKING BUILDING CHECK: _____

DATE OF BUILDING CHECK: _____

TIME OF BUILDING CHECK: _____

Please indicate below with a check mark that you have checked the following items.

- _____ 1. Inspect perimeter of building for open windows, unlocked doors, and vandalism. Remove any foreign objects off of grounds close to perimeter that could cause vandalism such as bottles, rocks etc.

- _____ 2. Check operation of boilers, pumps, compressors, and steam and water leaks.

- _____ 3. Check refrigerators and freezers.

- _____ 4. Inside of building:
Check all doors, temperature extremes, lights, and classrooms. Building administrator will designate what is to be checked in offices, such as lights and machines that should be left on or shut off.

- _____ 5. Check roof leaks and restroom piping.

- _____ 6. Be aware of odors of gas leaks or electrical problems. (Especially in boiler room, kitchens, and science labs)

- _____ 7. Check outside storage and athletic facilities as necessary as well as treatment plants where applicable.

- _____ 8. Notify proper supervision of problems that need attention immediately.