

CLEANING CHECKLIST
Annual (year-end)
Southwest Region School District

To be completed by Custodian at the end of school year and review by Site Administrator

SCHOOL _____ DATE _____

CHECK	CHECK THE FOLLOWING	COMMENTS
	<u>Electrical:</u> Disconnect all battery back-up systems, including uninterrupted power supplies for computers/exit signs/emergency lights (leave heating systems on).	
	Disconnect chargers/batteries on generators.	
	<u>Refrigerator:</u> Vacuum coils/condensers refrigerators/freezers (all housing units and school).	
	<u>Air Handler Systems:</u> Replace filter media.	
	Replace all belts.	
	Clean all louvers in exhaust fans/air systems (housing units and school).	
	Oil all motors to manufacturers specifications.	
	Lubricate all bearings.	
	<u>Furnace:</u> Replace filter media in all forced air furnaces.	

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CLEANING CHECKLIST Cont.

CHECK	CHECK THE FOLLOWING:	COMMENTS
	Replace all belts.	
	Oil burner motors to manufacturers specifications.	
	Grease actuator gear on all Honey well zone valves.	
	Shut off fuel lines to burners.	
	Fill (top-off) all day tanks and close all valves.	
	Clean and brush boilers/furnaces (all housing units and school)	
	Clean/scrub tank farm containment dike. Immediately report any breakage to Dist. Maint.	
	<u>Misc.</u> Clean P-traps (all housing units and school).	
	Lubricate with poxylube strikers/lock sets (all housing units and school).	

Custodian: _____

Date: _____

Site Administrator: _____

Date: _____