

Summer Facilities Cleaning and Maintenance Checklist

Before Summer

- ☐ Have school or district staff complete a comprehensive needs assessment walkthrough of each building.
- ☐ Use the needs assessment to prioritize urgency and sequence of work.
- ☐ Assess potential summer building usage (e.g., summer school programs, community use) and plan accordingly.
- ☐ Develop staffing plans including recruitment, hiring, and scheduling of temporary or substitute custodial staff.
- ☐ Create detailed checklists by room type (including tasks, order, personnel, and time estimates) for summer work.
- ☐ Confirm inventory of cleaning supplies and order necessary materials.
- ☐ Verify availability, condition, and operational status of equipment necessary.
- ☐ Communicate explicitly to school principals and staff about summer cleaning expectations and preparation tasks.
- ☐ Communicate with external vendors to schedule and confirm timelines and contracts.
- ☐ Schedule training sessions and orientations for new hires and temporary staff.
- ☐ Establish digital mechanisms, platforms, or dashboards for real-time tracking and communication.

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Early Summer

- ☐ Perform initial inventory checks as supplies and materials arrive.
- ☐ Confirm start dates, scope, and logistics with all vendors.
- ☐ Distribute finalized room-specific checklists to custodial teams.
- ☐ Conduct orientation and training sessions for custodial teams.
- ☐ Implement & test the tracking system for completed work. (incl. vendors)
- ☐ Establish clear protocols for reporting and managing issues or delays.
- ☐ Post summer cleaning schedules and digitally distribute to stakeholders.

Ongoing

- ☐ Regularly monitor and update progress either via real-time dashboards or with an established schedule of updates (e.g., weekly).
- ☐ Digitally document completed tasks to maintain transparency and accountability.
- ☐ Schedule and conduct routine status update meetings or check-ins with custodial supervisors and district leads.
- ☐ Quickly troubleshoot and manage inventory issues, equipment failures, or vendor delays.
- ☐ Provide continuous communication updates to principals, administrators, and other stakeholders.
- ☐ Recognize and reward custodial staff accomplishments and exceptional efforts.

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Late Summer

- ☐ Verify completion of scheduled tasks and proactively address any remaining issues.
- ☐ Perform detailed and thorough walkthrough inspections to validate completed work.
- ☐ Clearly communicate completed tasks, recurring issues, and unfinished work to principals and stakeholders.
- ☐ Conduct final inventory checks and confirm readiness of materials for the new school year.
- ☐ Prepare comprehensive reports summarizing summer accomplishments and highlighting any recurring concerns.
- ☐ Celebrate custodial team successes through public recognition and district-wide communications.

Start Of The School Year

- ☐ Ensure all buildings meet established readiness standards for student and staff return.
- ☐ Address any last-minute issues identified by school principals, custodial leads, or building walkthroughs.
- ☐ Provide detailed summaries to principals outlining work completed and any outstanding tasks.
- ☐ Celebrate the successful completion of summer cleaning operations through newsletters, social media, and internal district communications.
- ☐ Collect feedback from principals and custodial teams to inform process improvements for future years.