

TEMPLATE



Regular & Planned School Maintenance Checklists

Sources: Wakeman, Nigel (2003). *A Manual for the Use of Schools and Communities in the Maintenance of Primary School Buildings*; Save the Children (2016) *Participatory School Safety Management Toolkit*. *Additional contributions from:* Risk RED, Save the Children, ARUP, and the University of Udine Sprint Lab.

These checklists are intended for education authorities as a template for their own guidance material for use in schools, nationally.

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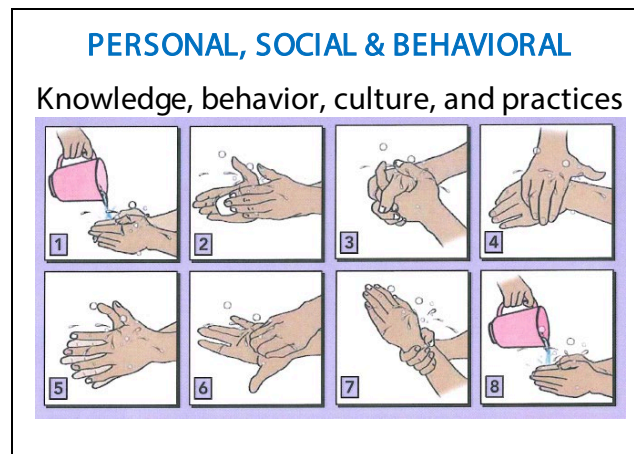
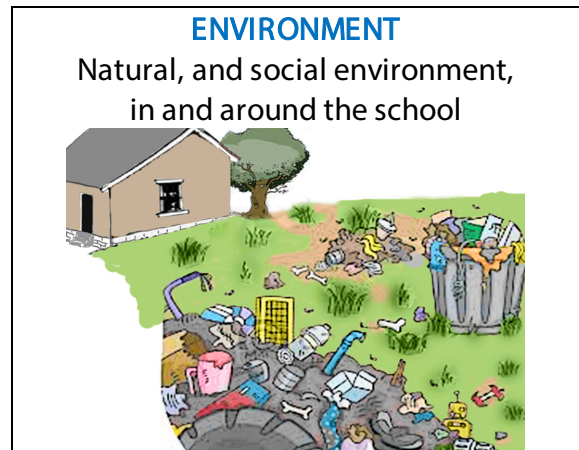
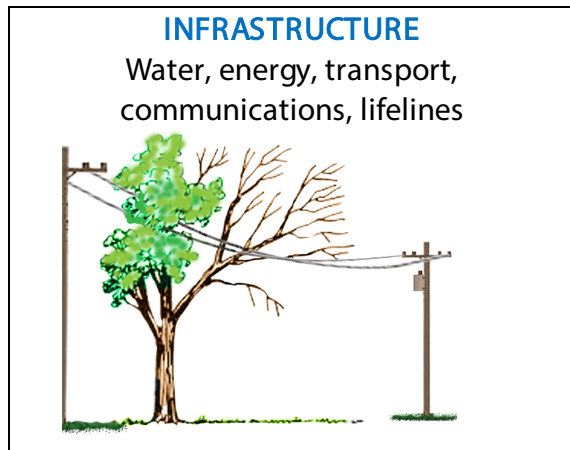
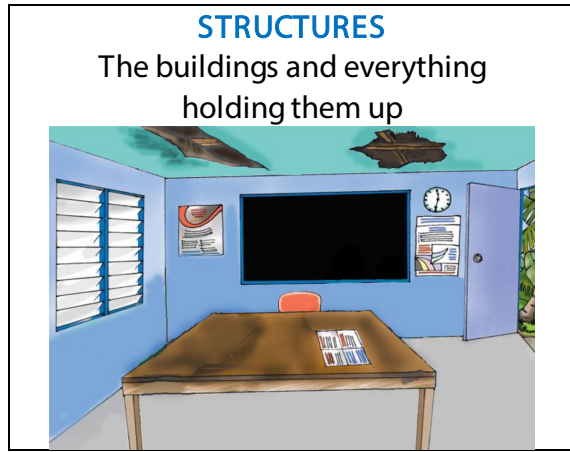
1. School Safety Maintenance Planning

Compiled by: _____

- Roles and responsibilities for school safety maintenance have been established, and everyone knows what these are.
- We have 'as-built' drawings showing buildings, electrical, drainage, and water services (updated as needed).
- Staff and community are actively involved in the maintenance process and feel responsibility and pride in their school.
- Students are actively involved in maintenance, and developing pride in their school
- We budget and account for expenditures of funds on maintenance.
- We raise funds and support for maintenance.
- We prepare and post rules for all users of the facilities.
- We have a list of all materials and finishes for repair and touch-up (e.g. paint types and colors).

MAJOR COMPONENTS OF SCHOOL SAFETY MAINTENANCE

As you do your maintenance planning and as you use your checklists, keep each of these components of school safety maintenance in mind:



2. Suggested Tools List



Date: _____ Compiled by: _____

The following is a suggested list of tools that every primary and secondary school should have available for use in maintaining its buildings. The Parent Teacher Association or School Maintenance Committee can add to this list as it sees fit. Tools should be easily accessed for routine maintenance.

Basics:

- | | | |
|--|--|--|
| <input type="checkbox"/> 1 shovel | <input type="checkbox"/> 1 electrical pliers | <input type="checkbox"/> 1 large and small adjustable spanners /wrenches |
| <input type="checkbox"/> 1 hammer | <input type="checkbox"/> screwdriver | |
| <input type="checkbox"/> 1 tape measures | | |
| <input type="checkbox"/> 1 large pliers | | <input type="checkbox"/> 1 saw |

Plumbing supplies:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1 extra faucet | <input type="checkbox"/> 1 extra toilet pump | <input type="checkbox"/> Plumbers' tape (PTFE) |
| <input type="checkbox"/> 1 pipe wrench | | |

Non-structural safety

a) to mount shelving above flood line b) to fasten furnishing to prevent topping during strong shaking or winds:

- | | | |
|---|---|--|
| <input type="checkbox"/> steel "L-brackets" | <input type="checkbox"/> screws and anchors | <input type="checkbox"/> wooden braces |
|---|---|--|

As needed:

- | | | |
|--|---|--|
| <input type="checkbox"/> 1 wheelbarrow | <input type="checkbox"/> 1 electrical screwdriver | <input type="checkbox"/> 1 short level |
| <input type="checkbox"/> 1 crowbar | <input type="checkbox"/> 1 brick trowel | <input type="checkbox"/> 1 carpenter's square |
| <input type="checkbox"/> 1 hoe | <input type="checkbox"/> 1 plaster trowel | <input type="checkbox"/> coarse and fine files |
| <input type="checkbox"/> 1 pickaxe | <input type="checkbox"/> 1 Aluminum level (1m+) | <input type="checkbox"/> 1 plumb bob and line |

3. Suggested Sanitation Supplies



Date: _____ Compiled by: _____

Daily cleaning kit

- | | | |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> 1 floor mop | <input type="checkbox"/> 1 brush | <input type="checkbox"/> 2 face masks |
| <input type="checkbox"/> 2 buckets | <input type="checkbox"/> Clean sponges or rags | <input type="checkbox"/> 1 bleach* |
| <input type="checkbox"/> 2 brooms | <input type="checkbox"/> 5 hand gloves | |
- (*Apply 30 ml bleach under toilet rim. Dilute 25ml bleach with 10l water to clean other surfaces.)




Materials per toilet block

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> 1 dipper | <input type="checkbox"/> 1 toilet brush |
| <input type="checkbox"/> 1 trash bin | <input type="checkbox"/> 1 bucket |

4. Sample School Rules for Maintaining Facilities, Health & Safety

Date: _____ Compiled by: _____

Pro-social behavior is important for the health and safety of all. Check to see how students, staff, and community members would rate you on these items. Where can you improve? How will you do it?

			
FACILITIES MAINTENANCE <ul style="list-style-type: none"> • Keep all rooms clean and tidy. Check this at the end of the day. • Keep the buildings locked when not in use. • Do not lean on walls. • Do not write on walls. • Keep furniture away from walls. • Do not slam doors and windows; shut them carefully. • Do not throw or kick balls or any other objects onto roofs. • Do not hammer nails into walls. • If shelving, baskets, or hooks are required, have a carpenter fix wooden strips to attach these to. 			
SAFETY MEASURES <ul style="list-style-type: none"> • Do not block hallways and exit routes. • Keep fire exits unlocked when buildings are occupied. • Mark exit routes clearly. • Maintain adequate school grounds lighting for safety. 			
SOLID WASTE MANAGEMENT <ul style="list-style-type: none"> • Deposit <i>a//</i>rubbish in bins provided. • Segregate and recycle all solid waste. • Do not stack anything against external walls (either inside or outside). 			
WATER, SANITATION, HYGIENE & HEALTH <ul style="list-style-type: none"> • Wash hands for at least 20 seconds, and always after visiting toilets. • Apply hand hygiene promotion in school. • Do not use toilets when water is not available. • Do not throw anything down toilets or sinks. 			



<ul style="list-style-type: none">• Turn off taps so that they do not drip.• Open and close water taps carefully and do not force them either way.• Remove standing water.• Do not play in standing water.• Keep wells covered.• Keep animals out of the school grounds (and especially away from water supply).• Do not wash clothes or pots near wells.• If you are sick, stay home.• Cover sneeze or cough in your elbow, not hand.			
RESOURCE CONSERVATION <ul style="list-style-type: none">• Turn off lights when not needed.• Report all problems with buildings or school grounds to a member of the Maintenance Committee or the Head Teacher.			
PANDEMIC PREVENTION (as, and when health authorities advise) <ul style="list-style-type: none">• Wear well-fitting face masks covering nose and mouth, when indoors.• Maintain physical distancing indoors and outdoors.• Disinfect classroom doors, desk, corridor, ladders, tables, and other exposed surfaces daily.• Use hand sanitizers provided in each classroom.			



5. Daily & Weekly Maintenance

Date: _____ Responsible Persons: _____

CLASSROOMS, OFFICES, DORMITORIES	√ DATE COMPLETED	INITIALS
Sweep and wash all floors and verandas.		
Clean washbasins and sinks, replace supplies.		
Lock all doors, windows, and ventilations at the end of the school day.		
Move all furniture and clean floors.		
Clean dirty marks off walls.		
Clean all windows.		
Clean out all storm-drains.		
Segregate and recycle solid waste.		
Disinfect all classroom and toilet facilities and surfaces exposed to touching.		
Empty trash bin at the end of the day		
Clean off any termite tunnels from walls		
Cut grass around the buildings		
Clean solar panel, inverter, and battery and check joints and connections.		
Check the electric plug, sockets, switch, extension cords etc., and connections. Turn off the lights, fan, A/C while not using, and check at the end of the day.		

WATER & SANITATION FACILITIES	√ DATE COMPLETED	INITIALS
Clean all toilets.		
Clean all sinks, basins, and taps.		
Clean all surfaces and floor.		
Empty trash bin.		
Check that all toilets are functional. Close off, and report any not working, for immediate maintenance.		



Check that water and soap are available. Replace as needed.		
Turn off the taps after use. Check that water taps are turned off at end of the day (inside the toilets and at handwashing stations / wash basins).		
Check computers, printers, telephone, internet cable, router etc..		

The **Daily Check Forms** on the next page can hang in the WASH facilities on clipboards, where those responsible can fill them in, and demonstrate accountability.



DAILY W.A.S.H. MAINTENANCE CHECKLISTS

Date: _____ Responsible Persons: _____

General Toilet Cleaned Checklist				
	Time	Remarks/Comments	Name	Initials
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Toilet Facilities Checklist: Are each of these functioning, available, clean, emptied?									
	Time	Toilet	Water	Soap	Trash bin	Bucket	Basins / sinks	Area around	Initials
Monday	AM								
	PM								
Tuesday	AM								
	PM								
Wednesday	AM								
	PM								
Thursday	AM								
	PM								
Friday	AM								
	PM								
Weekend when in use	SAT								
	SUN								

Hand-washing station checklist					
	Taps/faucets clean	Water available	Soap available	Surrounding area clean	Initials
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Weekend when in use					



Exposed surface disinfecting checklist (pandemic health measure when required)					
	Classroom furniture & surfaces	Classroom equipment & supplies	WASH facility surfaces	Handrails	Initials
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Weekend when in use					



6. Monthly Maintenance (including unplanned repairs)

Date: _____ Responsible Persons: _____

GROUPS & OUTSIDE OF BUILDINGS	Responsibility	Notes
Collect and dispose of all rubbish, in an environmentally responsible manner.		
Trim large trees and shrubs.		
Clean storm-drains and outlets.		
Check soak always are not full.		
Check covers to inspection chambers, manhole, septic tanks and soak pit.		
Check water pipes and standpipes.		
Check joints of sockets, plagues, bends, Tee and other water supply fittings.		
Check wells and covers.		
Check taps are fully functioning.		
Check hand-pumps.		
Check electric pumps/ motors.		
Check entrance/exit paving and paths.		
Check fences, and walls.		
Weed and tidy flowerbeds.		
Check for termite tunnels and nests.		
Clean off roof.		
Check roof for loose tiles.		
Check external ceilings for damp.		
Clean any gutters and down-pipes.		
Check and clean outside walls and undersides of roofs.		
Check fixings to corrugated Iron sheet or fiber-cement roof, Ridge cover, roof eaves board.		
Check veranda floors.		
Check all roof fixings, nuts & bolts.		
Check external electrical installation.		
Solar panel, inverter, battery cleaning and check the joints and connections.		
Watering of Solar Battery.		



INSIDE THE BUILDINGS	Responsibility	Notes
Clean off walls and ceilings.		
Check ceilings for damp patches.		
Check floors.		
Check doors (Hinges, nails, handle, tower bolts, lock etc.).		
Check windows/ventilations (Hinges, nails, handle, tower bolts, lock etc.).		
Check toilets, sanitary pipelines, manhole etc..		
Check & clean water tanks.		
Check furniture.		
Check washbasins and sinks, fittings.		
Check electrical installation, fitting & fixtures, distribution box etc..		
Check furniture (connections, joints, hinges, nails etc.).		
Check and maintain computers, printers, telephone, internet cable, router etc..		

7. Seasonal & Planned Maintenance

Date: _____ Responsible Persons: _____

OUTSIDE AND INSIDE	Frequency	Responsibility	Notes
Rainy season measures (elevating equipment/supplies above flood line).			
Dry season measures (harvesting/ storing sufficient rainwater).			
Painting building.			
Roof covering.			
Roof structures.			
Ceilings.			
Walls.			
Floors.			
Doors and windows.			
Electrical installations.			
Plumbing installations.			
School grounds, compound wall/fencing, gates etc..			





8. Annual School Maintenance Survey

Date: _____ Responsible Persons: _____

ANNUAL MAINTENANCE CHECKS: SCHOOL GROUNDS			
Maintenance Item	Responsibility	Problems?	Action Taken
Trim trees and shrubs.			
Check for termite nests and remove.			
Check storm-drains and outlets for damage.			
Check that septic tanks are not full.			
Check covers to inspection chambers, septic tanks, manholes and soak pits.			
Check soil drains for damage.			
Check water pipes, standpipes, fittings, and connections.			
Check wells for damage.			
Check and maintain hand-pumps.			
Check and maintain electric pumps.			
Check water tanks and stands.			
Check paving round buildings.			
Check paths and roads.			
Check walls, fences, and gates.			
Check for and remove termite nests.			
Check evacuation routes are clear.			
Check and maintain solar system (solar panel, inverter, cable, battery etc.).			
Check and maintain computers, printers, telephone, internet cable, router etc..			

ANNUAL MAINTENANCE CHECKS: BUILDINGS EXTERNAL			
BUILDING:			
Maintenance Item	Responsibility	Problems?	Action Taken
Check tiled roofs.			
Check corrugated steel or fibre-cement roofs.			
Check any gutters and down-pipes.			



Check all fascia and bargeboards.			
Check all roof fixings.			
Check external ceilings.			
Check walls for cracks, damage, etc..			
Check veranda floors.			
Check external electrical installations.			
Secure non-structural elements such as water tanks, air cond. etc. (for seismic/flood/wind).			
Check for water damage			
Steel-framed buildings:			
Check all steel frames.			
Check any steel cladding.			
Check any steel member rusting.			
Check the connections, nut & bolts.			
Timber-framed buildings:			
Check timber cladding.			
Check timber frames.			
Check veranda floors.			
Check for termite and timber decay.			
Check all connections, nut & bolts.			
Reinforced-Concrete & Masonry buildings:			
Check for spalling and exposed steel.			
Masonry & Adobe buildings:			
Check for damaged bricks.			

ANNUAL MAINTENANCE CHECKS: BUILDINGS INTERNAL			
BUILDING:			
Maintenance Item	Responsibility	Problems?	Action Taken
Check ceilings.			
Check roof structure.			
Check floors.			
Check skirtings.			
Check doors, frames, and hardware.			
Check windows, frames, and hardware.			
Check any louvre units.			
Check any shutters.			



Check toilets.			
Check floor drains, washbasins, and sinks.			
Check water tanks.			
Check for water damage.			
Check complete electrical installation.			
Check chalkboards and other fittings.			
Check furniture.			
Check that tall and heavy furnishings are secured to building (seismic/flood/wind).			
Check exit routes clear and marked & doors open outwards.			
Check and maintain solar system (solar panel, inverter, cable, battery etc.).			
Check and maintain computers, printers, telephone, internet cable, router etc..			
Timber-framed buildings:	Responsibility	Problems?	Action Taken
Check timber walls.			
Check timber floors.			
Check skirtings.			
Check connection and joints of timber, steel members.			
Reinforced-Concrete & Masonry buildings:	Responsibility	Problems?	Action Taken
Check for spalling and exposed steel.			
Masonry & Adobe buildings:	Responsibility	Problems?	Action Taken
Check for damaged bricks.			

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Citation:

GADRRRES (2023). Template: School Maintenance Checklists (2023) GADRRRES.