

Back to School

Facility Summer Recap

Summer is about finished and the campus will be busy again. Here are some facility focused items to consider as you start your school year!

- Verify emergency generators operating properly
- Ensure grease traps have been serviced and are operating properly
- Check operation of all restroom/shower fixtures
- Review your summer task list and plan for any unfinished items
- Communicate any carry over projects that may affect the use of certain facilities
- Confirm fire & life safety equipment is operating properly
- Establish a date for HVAC set points to start for the school year
- Prepare for campus overseeding
- Observe campus night time lighting
- Roll out preplanned facilities procedures
- Walk the campus to ensure trip hazards are identified and mitigated
- Distribute your janitorial services task list campus wide
- Ensure shipping/receiving routes are clearly communicated
- Start preparing a preliminary list of tasks for next summer

**DID
YOU
KNOW?**

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