



Custodial Services Shut-Down Checklist

Fax Daily to 817-473-5737 (just dial 5737 from any district fax machine)

YES	NO	Description
		1. Has the heating and cooling equipment shut down correctly
		2. Has heating and cooling been shut down or scaled back in all portable classrooms
		3. Are lights out in all portable classrooms
		4. Are lights out in gymnasium(s)
		5. Are computers and copiers off (if no make a separate report and provide details including room numbers where computers are left on.
		6. Are lights out throughout facility except lights designated for security
		7. Are parking lot lights on
		8. Are all classrooms and offices locked
		9. Have all maintenance items been reported to Maintenance Office
		10. Have all out-lying buildings been cleaned and secured
		11. Any problems with custodial equipment COMMENTS:
		12. Do you need supplies COMMENTS:
		13. Were the trash dumpsters dumped today?

Submitted by: _____ (print name)

Today's Date: _____

Facility Name: _____