

2026

# Your Summer Back-to-School Facilities Checklist

## Pre-Summer Planning

- Identify and prioritize projects early
- Secure qualified contractors and explore alternative procurement options
- Allocate contingency funds / identify supplemental funding sources
- Order long-lead materials

## Summer Classes & Occupancy

- Install clear signage and barriers
- Designate spaces for summer programs
- Identify high-use spaces and defer work accordingly

## Core Building Systems

### HVAC

- Replace air filters
- Calibrate thermostats
- Clear debris from outdoor units
- Inspect for leaks, drips, or drainage issues

### Plumbing

- Inspect fixtures, pipes and sealants
- Investigate / resolve unusual odors
- Remove mold / mildew and install dehumidifiers

### Electrical

- Inspect appliances and electrical components
- Address potential fire hazards
- Confirm all systems are operating

## Health, Safety & Compliance

- Test smoke and CO<sub>2</sub> alarms
- Ensure fire extinguishers are charged, accessible, and properly placed
- Repair lighting, ceiling tiles, and upholstery
- Ensure compliance with local, state, and federal regulations

## Energy Efficiency & Sustainability

- Seal doors and windows
- Repair or replace damaged windows
- Reprogram lighting controls to align with extended daylight hours

## Deep Cleaning & Sanitation

- Perform HVAC cleaning in alignment with U.S. Department of Education and CDC guidance
- Deep clean restrooms, classrooms, offices and common spaces
- Strip, wax, and refinish tile and VCT floors; steam-clean carpets
- Disinfect all food prep, dining, and storage areas

## Exterior & Grounds Maintenance

### Building Exterior

- Inspect / repair roofing, masonry and foundations
- Clean gutters, downspouts, and chimneys
- Repaint signage, striping, and safety markings
- Seal cracks and gaps to prevent pest entry

### Landscaping

- Mow lawns, prune trees / shrubs
- Program irrigation systems

### Hardscaping

- Repair sidewalks, curbs, and parking lots in compliance with ADA and safety standards
- Pressure wash patios, walkways, and siding
- Patch cracks and potholes

**With this comprehensive checklist, you'll be well-prepared to begin another school year. From cleanliness to safety to energy efficiency, you have a solid plan in place. Here's to a successful start and a rewarding year ahead for everyone on campus!**