

CASB FACILITIES DEPT. REQUIREMENTS FOR ORDER OF CLASSROOMS AT THE END OF THE SCHOOL YEAR

The following is a guide and list of expectations requested by the Facilities Department as you leave the facility to begin your Summer Break. These items must be completed in order for your Team Leader to sign-off on the Year End Staff / Teacher Checkout Form. Please perform these tasks and be prepared for review in order to expedite the checkout process.

_____ Turn in discontinued text books to the dock area for recycling or repurposing. Mark boxes, "Discard."

_____ Complete the attached Year-End Classroom Inventory Sheet. Write in any items not listed, especially specialty classes such as Welding, Art, Band, etc.

_____ Send an email request to Robert Rimmer rimmer@mycanops.com for any required classroom repairs.

_____ Clear all desktops, floors, and ledges of loose items for cleaning purposes.

_____ Remove all personal items from your classroom. (Plants, decorations, furniture, wall hangings, etc.)

_____ Box up any remaining loose items that shall remain in your classroom.

_____ Remove paper, staples, push-pins, etc. from all walls for paint touch-up purposes.

Complete the information below and have this form available for Team Leader review during checkout.

Please enjoy your Summer! *Robert Rimmer, Director of Facilities*

YOUR NAME: _____ ROOM #: _____

TEAM LEADER APPROVAL: _____