

School Opening Checklist 2023-20

Percent Complete	Facilities Operations	Yes/No	Input Text	Deadline	Major Issues
1					
2	<input type="checkbox"/> Facilities	<input type="checkbox"/>			
3	<input type="checkbox"/> Lavatories	<input type="checkbox"/>			
4	<i>Operational plumbing, drains, and fixtures (sinks/toilets) working properly</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
5	<i>Stalls/Doors in good condition</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
6	<i>Paper towel, tissue holders, hand dryer are operational</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
7	<i>Walls and Ceiling are in good repair, Graffiti removed, Paint touch up & cleaned</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
8	<i>Soap filled</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
9	<i>Lighting working</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
10	<i>Ventilation fans working properly</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
11	<input type="checkbox"/> Other	<input type="checkbox"/>			
12	<i>A welcoming environment for staff, parents and families ; bulletin boards up , parent center identified and set up, etc.</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
13	<i>Building Engineer and cleaning personnel schedules known to principal</i>	<input type="checkbox"/>		ES: 5/26/23; Trad:6/19/23	
14	<i>Documented process in place to share information on planned school events and activities with Engineer</i>	<input type="checkbox"/>		ES: 5/26/23; Trad:6/19/23	
15	<i>Fire equipment and alarms checked and operational</i>	<input type="checkbox"/>		ES: 5/26/23; Trad:6/19/23	
16	<i>AED - Checked and Operational</i>	<input type="checkbox"/>		ES: 5/26/23; Trad:6/19/23	
17	<i>Removal of Trash/Broken Furniture, Old Computers and old textbooks (Hazardous Materials/Chemicals)</i>	<input type="checkbox"/>		ES: 8/2/21; Trad:8/16/21	
18	<i>Pest Control - Steps identified to control issues</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
19	<i>Vandalism - Identify areas of vandalism & graffiti (photograph; call in incident report)</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
20	<i>Submitted all educational maintenance work order for necessary repairs</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
21	<i>Stairwells - Obstruction free, clean, lighting in place</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
22	<i>Elevators - Check to confirm that the elevator is operational</i>	<input type="checkbox"/>		ES: 7/16/21; Trad:8/6/21	
23	<i>School-wide PA systems are functional (test inside and outside)</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
24	<input type="checkbox"/> Food Service - Tables/Equipment Repairs	<input type="checkbox"/>			
25	<i>Clean refrigerator and freezer- School Nutrition</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
26	<i>Status of Health Dept. violations (Food Services Manager)</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
27	<i>Lunch tables clean and stored</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
28	<i>Properly store food items and have floor cleared for summer cleaning – Food Services</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
29	<i>Kitchen exhaust vents cleaned</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
30	<i>Grease Traps cleaned</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	

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31	<i>Pest problems addressed</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
32	[- Exterior, School Yard & Track/Fields	<input type="checkbox"/>			
33	Total number of cameras	-	0	ES: 7/24/23; Trad:8/14/23	
34	<i>Number of functional cameras</i>			ES: 7/24/23; Trad:8/14/23	
35	<i>Number of broken cameras</i>			ES: 7/24/23; Trad:8/14/23	
36	<i>Number of requested cameras</i>			ES: 7/24/23; Trad:8/14/23	
37	<i>Security camera & buzzer operational, cameras are positioned/focused properly</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
38	<i>All landscaping is done; grass cut, weeds removed, bushes, trees trimmed (remove dead trees), replenish wood chips</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
39	<i>Clogged drains, missing drain covers replaced, fence repair, potholes, flag pole, exterior steps, and head rails inspected and completed</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
40	<i>Tot lots & playground – in good condition (including wood chips)</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
41	<i>Outdoor signage updated and repaired - Clean and attractive signage clearly marks school entry and welcomes families.</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
42	<i>Interior wayfinding signage is updated and visible throughout building</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
43	<i>Front entry clean & welcoming</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
44	[- Corridors	<input type="checkbox"/>			
45	<i>Emergency lighting is working</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
46	<i>Removal of excess furniture</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
47	<i>Bulletin boards ready. Remove old items to ensure that bulletin boards can be completely cleaned.</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
48	<i>Floors, walls, ceiling should be clean and free of graffiti. Floors scrubbed and re-coated floors are waxed. Paint to touch up scratches / peeling paint</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
49	<i>Water fountains functioning</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
50	<i>Remove all Covid-19 signage</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
51	<i>Lockers work properly</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
52	<i>Replace missing or discolored tiles on ceilings</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
53	[- Exit/Doors	<input type="checkbox"/>			
54	<i>Door locks, door closures, and slide bolts operate properly</i>	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
55	<i>Remove all Covid-19 signage</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
56	[- Gym / Bleachers / Locker Rooms	<input type="checkbox"/>			
57	<i>Lockers, lighting, floors, and bleachers clean and repaired</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
58	<i>Water warm for showers</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
59	<i>Towels available</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
60	[- Environmental	<input type="checkbox"/>			
61	<i>Check that hazard manuals are in the building engineer's office.</i>	<input type="checkbox"/>		ES: 5/26/23; Trad:6/19/23	
62	<i>Identify and report suspected hazardous materials to F&M and secure items</i>	<input type="checkbox"/>		ES: 5/26/23; Trad:6/19/23	

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63	<input type="checkbox"/> Trash Removal	<input type="checkbox"/>			
64	Clean containers in place	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
65	Extra pickups scheduled	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
66	Recycle bins available	<input type="checkbox"/>		ES: 7/17/23; Trad:8/7/23	
67	<input type="checkbox"/> Auditorium	<input type="checkbox"/>			
68	Type status of condition of curtains (GOOD, FAIR, NEED REPLACEMENT)	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
69	Check all lighting including emergency lighting, exit lights and exit doors are working. Make repairs where needed	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
70	Seats clean and repaired	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
71	Floors clean	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
72	PA system functioning	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
73	Check for/identify any unsafe locations or "hiding places"	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
74	Develop on-going safety checks	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
75	<input type="checkbox"/> Classrooms	<input type="checkbox"/>			
76	Check for working door lock / handles / knobs	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
77	Windows – repaired and working	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
78	Lighting - In working order	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
79	Clean, organized and free of clutter - Extra materials, storage is covered attractively or removed; clutter is limited.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
80	Furniture in place	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
81	Windows – repaired and working and windows on doors are uncovered, Shades functioning	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
82	Clocks working	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
83	Keys assigned and ready	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
84	All Window Blinds and Drapes are operational and in place	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
85					
86	<input type="checkbox"/> Human Capital	<input type="checkbox"/>			
87	Attach the Roles and Responsibilities sheet for staff	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
88	<input type="checkbox"/> Vacant Positions	<input type="checkbox"/>			
89	List number of vacancies for: Teachers	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
90	List number of vacancies for: PARA	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
91	List number of vacancies for: BLDG SERV	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
92	List number of vacancies for: Nutrition	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
93	List number of vacancies for: HCA	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
94	List number of vacancies for: AP	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
95					
96	<input type="checkbox"/> Instructional Support	<input type="checkbox"/>			

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97	Attach teacher induction plan	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
98	Enter the Fall open house date - Fall open house announcement to families ready to go home			ES: 7/24/23; Trad:8/14/23	
99	Enter the Spring open house date			ES: 7/24/23; Trad:8/14/23	
100	Evidence of relationships, routines and procedures are being established	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
101	Textbooks are properly bar-coded and recorded in textbook management system	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
102	Organization Day and Professional Development Day Agenda are set and include district PD	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
103	Specialists' schedules completed and implemented on first day	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
104	Every course has syllabus ready for distribution to students and parents (HS)	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
105	A common prep time is scheduled daily by department (including SPED) – MS/HS	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
106	Duty schedules with appropriate accommodations for special ed, & ELL students	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
107	Ensure student schedules are ready	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
108	Substitute procedures are in place	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
109					
110	Parent/Community Relations	<input type="checkbox"/>			
111	Attach school calendar	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
112	Attach Student/Parent Handbook	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
113	Elementary Schools send home a summer letter to parents notifying them of the child's classroom assignment	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
114	A welcoming environment for staff, parents and families, MPS Report to the Community displayed at front desk ; bulletin boards up , parent center identified and set up, computers operational, etc.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
115	Hard copy of Student Rights and Responsibilities available for students, parents, and community members	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
116	Parent portal accounts created for top-grade students to prep for Early Admissions	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
117	Plan for registration of new students; adjusting schedules; follow up with families enrolled since your last family communication and follow tips from the new student retention checklists (mpsmke.com/studentrecruitment)	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
118	Parent complaint process and PDRS login information reviewed and updated	<input type="checkbox"/>		ES: 8/1/23; Trad:8/15/23	
119	Organize meet and greet for families	<input type="checkbox"/>		ES: 7/12/23; Trad:8/2/23	
120	Set Parent Activities for the year with Parent Coordinator (Attached Calendar)	<input type="checkbox"/>		ES: 7/12/23; Trad:8/2/23	
121					
122	School Climate and Safety	<input type="checkbox"/>			
123	Attach safe and efficient arrival and dismissal procedures ; cones/signs ready to direct traffic for first day drop off.	<input type="checkbox"/>		ES: 7/12/23; Trad:8/2/23	
124	Attach school discipline plan	<input type="checkbox"/>		ES: 7/12/23; Trad:8/2/23	
125	Click here to complete staff roster/assignments. When completed, input the completion code displayed			ES: 7/24/23; Trad:8/14/23	
126	School-wide PBIS expectations are posted throughout the school	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	

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127	<i>Essential 8 procedures reviewed and revised with staff (Attach Essential 8 procedures)</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
128	<i>School safety needs identified</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
129	<i>Identify building hot spots and develop a plan for frequent monitoring</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
130	<i>Crossing Guard needs/assignments</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
131	<i>Lunch procedures; inclement weather procedures developed and ready</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
132	<i>Transportation; prevent lost or stranded students</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
133	<i>School and classroom phones operational</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
134	<i>Visitor passes/policy communicated and in place for first day</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
135	<i>School voicemail message is warm, welcoming, provides office hours and what to do for an after-hours emergency</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
136	<i>Review Crisis Plan & Update as Needed</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
137	<i>Bells working and scheduled</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
138	<i>All staff have been trained on seclusion and restraint procedures</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
139	<i>Trained AED site champion has been identified ; Required personnel have current CPR certification on file and/or required training is scheduled.</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
140					
141	Student Records	<input type="checkbox"/>			
142	<i>Number of requested cumulative folders</i>			ES: 7/24/23; Trad:8/14/23	
143	<i>Ensure the school has an efficient enrollment /transfer/withdrawal process</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
144	<i>Procedure for identifying any special education, health needs, or family alerts</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
145	<i>Electronic attendance procedures in place</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
146	<i>Summer program promotion/ retention data reviewed</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
147	<i>Media waiver and Emergency contracts on file for every student ; Method in place for getting info from those who do not have one listed and for updating all students within first month.</i>	<input type="checkbox"/>		ES: 7/31/23; Trad:8/21/23	
148					
149	Finance	<input type="checkbox"/>			
150	<i>Enter room number and phone number of school bookkeeper work space</i>			ES: 7/24/23; Trad:8/14/23	
151	<i>Review school staff with payroll pool list in Time and Labor and verify all staff appearing in your school's pool in PeopleSoft is assigned to your school. School has notified Payroll Services in writing of any discrepancies.</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
152	<i>Electronic Staff Roster has been completed</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
153	<i>Ensure your school has completed and submitted the Expenditure Authorization Form and send it to the Office of Finance</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
154	<i>Review most recent audit and ensure plan is in place to correct findings</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
155	<i>Confirm all fixed assets are properly accounted for in IFAS; all new assets must be recorded within 30 days of receipt</i>	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
156					
157	Technology	<input type="checkbox"/>			

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158	Chromebooks/carts have been inventoried and assigned to classrooms (Destiny is up to date)	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
159	School Technician support days and hours are noted and process in place for support requests	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
160	Support requests for technology repairs/moves/maintenance are submitted via CHERWELL tickets	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
161	Printers - Has the printer been returned to the same room that it came out of? This assumes a label has been applied Power connected? Network Connected? Can you print a config page?	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
162	Interactive Flat Panel – Should be unplugged for summer, make sure they are plugged back in and power up. Update/Re-image laptop	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
163	Desktops or laptop for each Teacher. Windows 11 if computer is capable. Moving from HP to Lenovo devices.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
164	Chromebook Carts are in working order. OS should be updated	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
165	Laptop Carts – Only Lenovo. HP/Dell models are obsolete. Windows 11 image. Chromebox upgrade OS	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
166	Computer Labs – . All computers should be functioning. Reimage Lenovo computers to Windows 11	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
167	Update the MPS 411 Telephone Directory for all staff members	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
168	Voicemail: Remind new or relocated staff to submit a Cherwell ticket to reset phone voicemail passcodes. Requests for building-wide voicemail resets or bulk changes are not supported.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
169	Phones: Classroom phone should be located at the teacher's primary desk and connected in line with the desktop computer.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
170	MC Room: Check MC Room and remove any unauthorized items such as cleaning supplies, textbooks, excess technology, etc. Contact your assigned technology school support technician with any questions.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
171	Video Surveillance Cameras: Make sure all cameras are online and in good working order. Contact School Safety or submit a Cherwell ticket for camera or office monitor repairs.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
172	Digital Signage: Make sure interior and exterior digital signage is operational and updated with current messaging. Submit a Cherwell ticket for digital signage support.	<input type="checkbox"/>		ES: 7/24/23; Trad:8/14/23	
173					