

**Custodial Operations: Weekly Site-Check Log**

**Instructions:** Please use this log sheet to document your site inspections. Check each item, sign and date for each day (Monday, Wednesday, Friday). You do not need to access the building to log the exterior check (Tuesday and Thursday), please verify at the end of the week that it was completed.

Issue a work order for any emergency repairs. If you do not have access to the work order system (eBase) contact your supervisor for assistance. Add a note for the chief custodian in the comments below so a work order can be followed up on if needed. At this point only emergency repairs will be completed.

If you notice any non-emergency repairs, document and submit a work order once the emergency closure has been lifted.

**SCHOOL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Items to Check** | **Monday** | **Wednesday** | **Friday**  | **Tuesday/Thursday Exterior only** |
| Washrooms - flush toilets (ensure the water stops running) |  |  |  | N/A |
| Washrooms – ensure urinals are automatically flushing |  |  |  | N/A |
| Classrooms checked – no issues |  |  |  | N/A |
| Mechanical rooms checked – no issues |  |  |  | N/A |
| Exterior doors locked |  |  |  |  |
| Check for vandalism |  |  |  |  |
| Pick up outside garbage |  |  |  |  |
| **Completed By:** |  |  |  |  |
| **Date:** |  |  |  |  |

Comments/Notes:

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