

## Teacher's Summer Checkout List

### **Please check the appropriate box when completed**

- Student desks and tables emptied and cleared off.
- Nametags, tape, and stickers removed inside and outside of all desks.
- Staples and tape removed from bulletin boards and walls. You may leave up your posters, signs on bulletin boards, and walls if you wish.
- Staples and tape removed from tack strips and hallway walls outside your rooms.
- Teacher's desks, tables, counters, and floor cleared of loose items. Please box up or put away your loose items for summer cleaning crews.
- Microwaves and refrigerators in your rooms need to be cleaned inside and defrosted. Custodial staff is not responsible for cleaning inside these appliances.
- Student classroom and hallway lockers need to be emptied and unlocked.
- Students need to take their personal property home.
- Remove tape and stickers from classroom and hallways, lockers, walls, windows and doors.
- Clearly, label furniture items you wish removed from our room. This must be discussed with the custodial staff.
- Take all poster, flags, decorations, and tape off ceilings, windows or anything having from light fixtures such as string, fishing line, wires, or hooks.
- Put away any breakable items.
- Turn off, disconnect, and unplug computers and cover.
- Make a map of your room on the attached sheet.

- All pets left in the building needing to be fed are the responsibility of their owners.
- Please use Velcro on the carpet instead of tape. Velcro can be removed from the carpet and used again where as tape leaves an adhesive residue that is difficult to remove.
- If you have specific needs please write your request on the back of this form and return it to your head custodian when completed.
- Please complete your room within 5 days of the end of school year, or arrange with your head custodian, who is responsible for coordinating the summer cleaning crew work assignments and needs to know if your room will not be completed on time.

**Thank you for your cooperation and have a great summer.**

