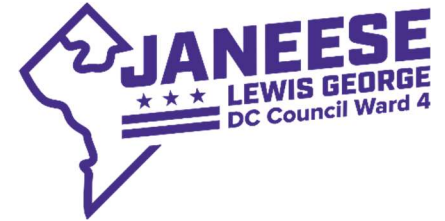


SY2023-24 Basic School Readiness Checklist

Context: This checklist is for a principal or their designee(s) to evaluate the preparedness of their facility for students and staff. Each item is written as a basic statement of facility readiness, meaning the minimally acceptable floor, not necessarily the final desired state. Please note that this checklist focuses on building systems and does not evaluate the adequacy of supplies or technology, which are also essential, but are outside the scope of this review.



Directions: Place a checkmark in the corresponding box below (“Ready” or “Not Ready”) that best describes your school:

Domain		Ready	Not Ready	Explain
Security	<ul style="list-style-type: none"> ○ All exterior doors close and lock properly ○ All interior doors can be secured ○ CCTV cameras are all operable and record clearly ○ Intrusion detection alarm systems work ○ PA system reaches the full campus ○ External gates can be secured 			
HVAC	<ul style="list-style-type: none"> ○ AC and heat work as designed, and where broken, contingencies (ex: window units) are installed to maintain comfortable temperatures 			
Plumbing	<ul style="list-style-type: none"> ○ Toilets & urinals all flush properly and can be secured ○ Bathroom sinks all work properly ○ Water fountains all work properly 			
Windows, Roof & Floors	<ul style="list-style-type: none"> ○ Windows intact & open/close properly ○ Roof is leak-free, and if previous leak, underlying issue has been resolved ○ Floors and walls are mold-free ○ Old or stained carpets removed 			

Domain		Ready	Not Ready	Explain
A.D.A. Compliance	<ul style="list-style-type: none"> ○ People with disabilities can reach the full campus including upper floors ○ Elevators work properly 			
Pest Control	<ul style="list-style-type: none"> ○ Free of rodents and rodent fecal matter ○ DGS regularly treats all interior and exterior spaces and provides extra treatment upon request 			
Electrical	<ul style="list-style-type: none"> ○ Interior lights all work properly ○ Exterior and parking lot lights work properly ○ Exit signs light up properly 			
Salesforce	<ul style="list-style-type: none"> ○ Principal and all operations staff receive Salesforce notification emails ○ Principal & operations staff trained in Salesforce & work order management 			

School: _____ Date: _____

Name & Title: _____