

TEMPORARY SCHOOL SHUT DOWN

Initial Inspection - Prior to Closure

- Are all windows properly closed sealed and locked
- Are all small appliances unplugged (portable heaters, toaster ovens, kilns, etc.)
- Are all tank valves properly turned off in Technical Classrooms (Propane, Butane)
- All Bathrooms checked to ensure no running water and/or clogs
- Ensure all combustible materials are not stored in front of heating units or other ignition sources
- Temperature is regulated to prevent freezing
- Cold Weather Checklist if applicable

Check-up Inspections

Recommended Frequency:

***Long Weekend** – 1time/weekend – unless cold weather alert (daily)*

***Week Break** – 2 times/week – unless cold weather alert (daily)*

***1 – 4 Weeks (i.e. Christmas break)** – 2 times/week – unless cold weather alert (daily while alert is in effect)*

- Temperature is regulated
- School is still secure (no vandalism/broken windows, etc.)
- Bathrooms clear
- Cold Weather Checklist if applicable