

CUSTODIAL ZONE: SAMPLE END OF THE SCHOOL YEAR LETTER TO STAFF

To: Teachers & Staff

From: Custodial Staff ☺

Subject: End of Year Checklist

As we close yet another great and challenging year, summer cleaning is upon us. We appreciate your collaboration throughout the school year. We are committed to welcoming you back in August to a clean building ready for the 2022-23 school year. Your help will have a dramatic impact on the success of our summer cleaning program. When packing boxes that we will be moving, a good rule of thumb is if it's too heavy for you to lift, then it's too heavy for us to lift. We do not provide boxes and would encourage you to collect any boxes you need from your local King Soopers, Costco, etc. The district warehouse may provide boxes at a cost to the site. Please follow the checklist below to ensure we are able to provide a smooth and safe summer for our team. In addition; if you would like your room set-up in a specific way, please draw a map on the attached **Classroom Maintenance/Set-Up Checklist** and tape it to your door. We will do our best to accommodate your requests.

- Pack all loose items that are in bookcases, or cabinets that are not on wheels into boxes. Label boxes with your name and room number.
- Wall shelving units that are not being used for storage, must be cleared off for easy removal from the room.
- Items stored in built-in cabinets should be covered with plastic or craft paper for protection and to help avoid dust accumulation.
- Do not put your name on any school furniture (student desks, chairs, tables, etc.). Labels would have to be removed during cleaning, which takes time out of our schedule.
- We would prefer that all filing cabinets are emptied completely; however, if this is unrealistic please remove enough items to make the cabinet movable.
- If you wish to store items on countertops please advise us prior to doing so, as we will clean countertops prior to placement of such items.
- Everything should be removed from the ceilings, windows doors of the classroom. Items on the walls can be left on the classroom walls; however, keep in mind any walls not cleared off will not be cleaned or only spot cleaned. **Please do not remove the tornado and fire evacuation maps.**
- All items on hallway walls must be removed.
- Remove all staples and tape from walls and bulletin boards.
- Stack all chairs.
- Make sure all student desks/cubbies are empty.
- Report any maintenance issues to the Head Custodian via e-mail. Examples: broken pencil sharpener, dripping sink, ceiling fan problems, lights flickering or not working, etc.
- Please remove all FOOD and PETS from classroom, along with treats for the students and pet food from desks, closets and storage rooms.
- Take all personal belongings home such as plants, knick-knacks, mini refrigerators, microwaves, fans, etc.
- Please help clean out the teacher's lounge refrigerator and cabinets to be free from all food items.
- Any furniture changes (example-switching from desks to tables) must be approved by the principal.

By completing this check-list we are able to complete our jobs safely and efficiently. As custodians we do a great deal of lifting and pulling, anything you can do to reduce the potential for injury is greatly appreciated.

We hope you all have a wonderful Summer Break and look forward to working with you again in the Fall.
