

AWBREY PARK ELEMENTARY CHECKLIST FOR CLOSING
SCHOOL YEAR: 2012-13

Staff Member: _____

Room No.: _____

CLASSROOM (Joel) - due on or before June 18th @ 4:00pm

Carpets, Floors & Blinds	Remove tape from carpet and floors. Only furniture should be left on the carpet and tile flooring. Use counter tops in classroom and office to stack materials. Please close blinds in office during summer months.
Ceilings & Walls	Remove all paper clips and hangings from light fixtures. Please note: The fire codes require no more than 20% of the walls covered with paper/fabric. Please remove paper in excess of this new requirement.
Furniture	Remove stickers, tape, name tags, etc. Wipe the desks inside, outside as well as the chairs. Label ALL furniture if you want it back!
Perishables	Remove all perishable food and open containers. Clean up any food spills or debris in the room. Clean refrig, unplug and open.
Personal Equipment	Label any personal equipment with your name and room number. Then lock them in your classroom closet.
Repairs	Notify Larry of any classroom repairs (sinks, drains, carpet) so work can be completed during the summer.
Staff Desks, Counters, etc.	Remove everything from the top of staff desks and file cabinets. Counters may be used to stack materials!

LIBRARY (Joanne) - due on or before June 17th @ 4:00pm

Library books	Turn in all library books (student & teacher).
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OFFICE (Kristie) - due on or before June 17th @ 4:00pm

Cum Folders	Cum folders have been updated with an end of the year report card and the permanent record card has been filled in and signed. All cums have been returned, in alpha order, to Melinda's office.
Emerg. Contacts	Update your Emergency Contact sheet with current address and phone number for the Back to School mailing and other summer communication.
Work Samples	Please enter all your students' work sample scores into eSIS.

TECHNOLOGY (David's) - due on or before June 17th @ 4:00pm

Computers & Power Strips	Unplug the power cord to any desktop computer. Loosely cover computers with a plastic bag or cloth. Wrap all computer cables and cords then store them in a safe location. Label any power adapters with the device they go with. Please store powerstrips in your closet .
Laptops	If you plan on taking home your laptop, or other technology, you need to sign the release form. Please understand that you are responsible for any damage or loss of equipment, while checked out. If you plan to leave your laptop at school, run the battery to approximately 50% and then bring to Rm. 22 for storage.
Technology	All digital cameras, Palms, projectors, document cameras, airliners etc. need to be locked in your classroom closet. Please labeled them with room #.
Technology Repairs	Notify David of any needed technology repairs or obsolete equipment disposal so work can be completed before school begins in the fall.

Checked out by: _____ Date: _____

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