

LEBANON SCHOOL DISTRICT

BUILDINGS & GROUNDS DEPARTMENT

END OF YEAR CLEAN UP CHECKLIST

- All food and beverages item must be removed from the classrooms/offices.
- If you visit your classroom over the summer, call ahead to ensure that your room is accessible due to the cleaning schedule, Buildings & Grounds at (717) 270-6732.
- If you visit your classroom over the summer, do not throw perishables in your classroom trash...throw them away in the hallway trash can or the outside trash dumpster.
- Clean out closets, shelves etc. and purge items for trash and recycling before June 10th. Do not make trash bags too heavy to lift. If you cannot lift it, neither can we.
- To dispose of large items, like district owned equipment or computers, submit a web helpdesk ticket.
- Remove and/or label all personal items including furniture and appliances (include your name and room number); please make certain you take your plants and animals home for the summer.
- Lock up District items of value.
- Common area district owned appliances are a building responsibility; Personal appliances are solely the responsibility of the owner. The facilities staff does not provide appliance cleaning or maintenance.
- Remove all items including stickers/nametags, etc. from desks/chairs/walls/cabinet faces/doors/and windows.
- Do not overfill closets, as we need to open them to make sure no floor cleaner seeps in and contaminates your belongings.
- Clear tops of file cabinets/shelving, teacher's desks, tables etc., so they can be moved as needed.

- Teacher desks must be emptied so they can be removed from the classroom for scrubbing/waxing; we will not be responsible for items left in desk drawers.
- Only district owned/educational carpeting will be cleaned. Any personal carpets or area rugs must be removed from the building.
- Draw a simple diagram of your room arrangement and attach it inside your classroom door window. This includes rearranging your room for the start of the next school year so we may place your furniture accordingly after we clean your room.
- Middle School Staff: Move all items including books, etc. from tops of unit ventilators (heaters in classrooms/offices).