CAPITAL PRIORITY LIST

Regional School District #17

2023

The capital project priority list serves as a strategic tool for guiding investments that will have a meaningful and lasting impact on the students served by Regional School District #17.

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INTRODUCTION

Process Development

The first phase of the capital priority list development process aimed to gather insights on the current state of school facilities and infrastructure, as well as identify areas that required improvement. A transparent and collaborative approach was adopted to ensure that the process captured the unique educational needs of each school. The initiative was spearheaded by district leadership, working closely with school administrators, teachers, and other stakeholders.

Teams visited and inspected each school within the district allowing for a firsthand assessment of the physical condition of buildings, mechanical infrastructure, and other key facilities. A standards checklist (see appendix B) was employed during the site visits to systematically assess various aspects. Information collected during these visits became a crucial component in formulating the final capital project priority list.

The second phase of the development process considered the most urgent needs identified at each location using a priority rating system (see page 4). Again, school stakeholders were part of this decision-making process. After soliciting feedback on the what the most pressing needs were at each school, the district capital project list was finalized.

Timeline

RSD17 STRATEGIC PRIORITIES

Strategic Priority 1:

Student Learning & Well-being

To fulfill our Vision of the Graduate, we inspire each student to grow academically, socially, and emotionally through evidence-based practices.

Strategic Priority 2:

Educator & Leadership Development and Capacity

Create and support a workforce that is inspired and engaged to fulfill the District's Vision, demonstrate the values, and implement the Strategic Plan.

Strategic Priority 3:

Operational Efficiency continued

Manage effective use of resources in a manner that is sustainable, promotes excellence, and supports student learning.

Strategic Priority 4:

Enhance District Infrastructure

Ensure that instructional facilities are safe and support a modern learning environment.

STRATEGIC PLAN ALIGNMENT

The development of the capital project priority list is tightly connected to the broader strategic operating plan goals of Operational Excellence and Efficiency, and Enhancing District Infrastructure. These goal call for "*use of resources in a manner that is sustainable, promotes excellence and supports student learning*" and ensuring that "*instructional facilities are safe and support a modern learning environment.*"

By aligning each identified capital priority to these strategic goals, RSD17 is has developed a clear roadmap for resource allocation and also established a foundation for tracking progress and measuring success.

Strategic Priority #3: Operational Excellence & Efficiency

Manage effective use of resources in a manner that is sustainable, promotes excellence, and supports student learning.

Objective 1: Maximize resources to create financial sustainability.

Objective 2: Create and follow consistent protocols for effective decision-making.

Objective 3: Create and maintain consistent centralized access to current and archived District Data.

Objective 4: Build and support streamlined processes for district operations and services.

Objective 5: Improve Human Resources Processes and Procedures.

Objective 6: Utilize systems of collaboration to ensure clear roles and responsibilities, accountability, data-driven decision-making and evidence-based practices.

Objective 7: Engage in a continuous cycle of program evaluation.

Objective 8: Implement an ongoing communication strategy with all district stakeholders.

Objective 9: Build partnerships with the community to support district initiatives.

Strategic Priority #4: Enhance District Infrastructure

Ensure that instructional facilities are safe and support a modern learning environment.

Objective 1: Strategically invest in District facilities through implementation of a Master Capital Plan.

Objective 2: Ensure that annual and emergency maintenance and repair needs are prioritized and addressed.

Objective 3: Improve technology infrastructure, equipment, and software that supports learning.

Objective 4: Ensure sustainable and responsible environmental practices.

RATING SYSTEMS

Priority System

The priority rating system was designed to assess the urgency of various capital projects based on factors such as health and safety, building integrity, environmental quality, and facility upkeep.

Three stakeholder groups including the Building Principal, Tecton Architects, and the RSD17 Facilities Manager, rated each identified capital priority on a scale from urgent priority to desired project. This collaborative approach not only fostered transparency and inclusivity but also enhanced the quality of the decision-making process. By considering a range of factors and involving key stakeholders, RSD17 is ensuring that resources are allocated efficiently.

Types of projects:	Priority Rating:
Life safety & security: Fire alarm systems, public address/threat alert systems, security vestibules, telephone upgrades, hardware upgrades and others **Building Integrity Projects:** Impacts our building envelope and includes roof replacements, windows and doors **Indoor environmental quality:** Air conditioning, boiler replacement, controls upgrades **Building Upkeep Projects:** Painting, carpeting, flooring, light fixtures, lighting upgrades	**(1) Urgent Priority:** Time sensitive, imminent failure, or safety concern **(2) Moderate Priority:** Service issues, potential for system failure in the short-term future or impact on life safety/security **(3) Low Priority:** Due to end of life, minimal service issues **(4) Plan for Replacement:** Due to end of life, but no issues at this time **(5) Desire Projects:** Desired projects for future

Physical Conditions System

In addition to the priority rating system, a 1-4 building conditions rating system was developed in collaboration with school principals. This system enables a quick and intuitive comparison of current conditions to previous ratings, providing a clear measure of the overall advancement or regression in maintaining the school's physical assets.

School	Pre-Score (Fall 2023) 1 = Great to 4 = Poor	Post Score (Spring 2024)
KES	2.6/4	TBD
BES	2.7/4	TBD
HKIS	3.098/4	TBD
HKMS	3.098/4	TBD
HKHS	2.42/4	TBD

DISTRICT CAPITAL PRIORITY LIST

Haddam Killingworth High School

Project	Building	Project Type	Cost	SOP Goal #	Tecton Facilities Assessment	Facilities Manager Priority
Ballistic window film	HKHS	Safety & Security	$6400.00	4		1
Window replacement	HKHS	Building Upkeep	$40,000.00	4	2	2
Pool Lift	HKHS	Safety & Security	$7375.05	4	2	1
Painting Interior	HKHS	Building Upkeep	$19,004.75	4	2	2
Blinds	HKHS	Safety & Security	$37,011.12	4	2	3
Window Hardware	HKHS	Safety & Security	$11,000.00	4	2	2
Sewage Pit Control	HKHS	Building Upkeep	$12,000.00	4	2	2
Ramp @ HS Entrance	HKHS	Safety & Security	$12,000.00	4	2	1
Parking Lot Line Painting	HKHS	Building Upkeep	$4200.00	4	2	2
Tree removal behind the warning track on Baseball Field	HKHS	Building Upkeep	$3400.00	4	2	2
HKHS Total			**$152,390.92**			

Haddam Killingworth Intermediate Middle School

Project	Building	Project Type	Cost	SOP Goal #	Tecton Facilities Assessment	Facilities Manager Priority
Ballistic Window Film	HKIMS	Safety & Security	$3500.00	4		1
Painting Interior	HKIMS	Building Upkeep	$8762.90	4		2
Girls Locker Room and Bathroom Tile Repair	HKIMS	Building Upkeep	$15,400.00	4	4	2
Fire Alarm Changeout	HKIMS	Safety & Security	$225,000.00	4	4	1
Bulletin Board reupholstery (Cafe)	HKIMS	Building Upkeep	$8610.00	4	3	3
Water Bottle Fillers	HKIMS	Building Upkeep	$3000.00	4	2-3	3
HKIMS TOTAL			**$252,010.00**			

DISTRICT CAPITAL PRIORITY LIST

Burr Elementary School

Project	Building	Project Type	Cost	SOP Goal #	Tecton Facilities Assessment	Facilities Manager Priority
Ballistic Window Film	BES	Safety & Security	$5000.00	4		1
Carpeting	BES	Building Upkeep	$24,536.12	4	2	2
Blinds	BES	Safety & Security	$8574.67	4	2	1
Painting Interior	BES	Building Upkeep	$5000.00	4	2-3	3
Basketball Court Crack Sealing & Painting	BES	Building Upkeep	$4000.00	4	2	3
BES TOTAL			**$47,110.79**			

Killingworth Elementary School

Project	Building	Project Type	Cost	SOP Goal #	Tecton Facilities Assessment	Facilities Manager Priority
Ballistic Window Film	KES	Safety & Security	$22,645.00	4		1
Carpeting	KES	Building Upkeep	$118,348.58	4	2	1
Painting Interior	KES	Building Upkeep	$9435.75	4	2-3	1
Rubber Flooring Stairwell#1	KES	Building Upkeep	$12,018.23	4	2	3
Blinds	KES	Safety & Security	$34,313.60	4	2	2
Repoint Chimney	KES	Building Upkeep	$12,710.00	4	3-4	2
TOTAL KES			**$209,471.16**			

DISTRICT CAPITAL PRIORITY LIST

Technology

Project		Project Type	Cost	IT Manager Priority
Viewboards	HKHS	Teaching and Learning	$ 19,875.00	1
Airtame Conference Room upgrade	HKHS	Tech Upgrade	$ 574.77	3
Fiber Uplink to Field House	HKHS	Building Upkeep	$ 8,000.00	3
Computer Upgrade Auditorium	HKHS	Building Upkeep	$ 1,100.00	3
Viewboards	HKIMS	Teaching and Learning	$ 19,875.00	1
Security Cameras	HKIMS	Safety and Security	$ 134,331.00	1
Auditorium Lighting	HKIMS	Building Upkeep	$ 337,926.08	5
Airtame Conference Room upgrade	HKIMS	Tech Upgrade	$ 574.77	3
Phone system Replacement	BES	Building Upkeep	$ 29,750.00	2
Viewboards	BES	Teaching and Learning	$ 19,875.00	1
Security Cameras	BES	Safety and Security	$ 88,400.39	1
Viewboards	KES		$ 19,875.00	1
Security Cameras	KES		$ 111,289.94	1
Phone System	KES		$ 26,000.00	2
Total District Technology			**$817,446.95**	

DISTRICT CAPITAL PRIORITY LIST

District

Project	Building	Project Type	Cost	SOP Goal #	Tecton Facilities Assessment	Facilities Manager Priority
96" Mower	District	Building Upkeep	$50,000.00	4		1
61" Turf Tiger mower	District	Building Upkeep	$14,239.99	4		2
Gantry & Hoist	District	Building Upkeep	$3500.00	4		2
24" Smart Vacuum Sweeper	District	Building Upkeep	$2925.00	4		1
Walk Behind Carpet Cleaner	District	Building Upkeep	$28,455.96	4		1
(5) Battery Powered Vacuums	District	Building Upkeep	$5975.00	4		1
(2) Edic Restroom Cleaner	District	Building Upkeep	$8200.00	4		1
Clipper Duo Carpet Cleaner	District	Building Upkeep	$5500.00	4		2
Battery powered Pallet Jack	District	Building Upkeep	$3000.00	4		1
John Deere Gator	District	Building Upkeep	$20,000.00			3
Gas Backpack Blower	District	Building Upkeep	$550.00	4		1
TOTAL DISTRICT			**$142,345.95**			

District Grand Total = $1,615,775.77

Appendix A:
High School Capital Request 2024 - 25

Project	Cost	Principal's Priority	Tecton Facilities Assessment 1=Poor To 5=Very good	Type of Project	Facilities Manager Priority
Ramp for the Main entrance (concrete)	$12,000		2	Safety & Security	1
Remove 3 planters on the runway to create more visitor parking.	$12,000	3		Building Upkeep	2
Ballistic window film main offices & pool entrances.	$6,400	1		Safety & Security	1
Window replacement	$40,000	3	2	Building Upkeep	2
New control and enclosure for the HS sewage ejector pit.	$12,000	3	2	Building Upkeep	2
Window hardware repair "A" wing old middle school	$11,000	2	2	"	2
Carpeting : Main entrance walk-off carpet tile,	$3,000	2	2-3	"	2

Parking Lot Striping	$4200	2	2	“	2
Painting:					
• Cafeteria & Foyer	$14,645.25			“	3
• Old Middle School Hallways	$2,165.00			“	2
• PE hallway	$2,194.50			“	3
Blinds:					
• Main office and Guidance suites	$14,352.72	2		Safety & Security	2
• Nurse’s Office	$3,018.44	3		“	3
• Bay Window Outside Guidance	$2,078.96	3		“	3
• Old Middle School “A” Wing	$17,561.00	1		“	1
Tree removal behind the warning track Baseball field	$3,400.00	3	2	Building Upkeep	2
Pool Lift BP350 Motion Trek	$7,375.05			Safety & Security	1
Overall Total:	$163,890.92				
Total for Priorities 1-3		$148015			$155,361

HKIMS Capital Request 2024 – 25

Project	Cost	Principal's Priority	Tecton Facilities Assessment 1=Poor To 5=Very good	Type of Project	Facilities Manager Priority
Ballistic window film	$3500	5		Life safety & security	1
Carpeting: Main St	$71,275.50	5	3	Building Upkeep	5
• PA Hallway	$21,154.00	5	3	"	5
• Office Suite	$$40,449.00	3	3	"	5
Painting:				Building Upkeep	
• Cafe & Kitchen	$7,211.75	3		"	3
• Gym & Fitness room	$8,010.65	5		"	5
• PA Hallway & Classrooms	$8,762.90	2		"	2

Girls locker room and Bathroom Tile repair	$15,400	1	4	Building Upkeep	2
Fire alarm System Change out	$225,000.00	1	4	Life Safety & Security	1
Bulletin Board reupholstery: Cafeteria	$8,610.00	2		Building Upkeep	3
Green Side 2nd & 3rd Floor	$18,450.00	1		"	5
Water Bottle Filler Stations Main Office & Gym	$3,000.00	5			3
Auditorium Stage Lighting		3			5
5 Exterior picnic tables	$7,000.00	3			5
Concrete ramp cut into curb at Main office entrance		3			5
3-4 more Fob exterior entrance accesses	Current system is obsolete Exploring options	2		Life safety & security	2
Overall Total:	$397,374.80				
Total for Priorities 1-3		$330,883.65			$271,484.65

Burr Elementary Capital Requests for 2024 -25

Project	Cost	Principal's Priority	Tecton Facilities Assessment 1=Poor To 5=Very good	Type of Project	Facilities Manager Priority
Ballistic window film	$5,000	1		Safety & Security	1
Painting:				Building Upkeep	
• Classrooms: 7 & 8	-	5		"	3
• 9 & 10	-	5		"	3
• 11 & 12, 6 Classrooms Total	$5,000.00	5		"	3
Carpeting					
• Math & Reading hall + 3 Classrooms (Old Portable)	$33,621.00	3	2	"	5
• Main Hallway	$18,579.52	2	2	"	2
• Main office suite	$5,956.60	3	2	"	2

Basketball Court Crack Sealing + Paint	$4000	5	2	“	3
Blinds (15) classrooms, 4,5,7,8,9,10,11,12,13,14,15,16 and 18	$8,574.67	2	2	Safety & Security	1
Flooring:				Building Upkeep	
• AP room	$30,333.00	4		“	4
• Gym		4	2	“	4
Stage refinished	$10,300.00		2	“	4
			2		
Overall Total:	$119,364.79				
Total for Priorities 1-3		$71,732			$42,111.79

Killingworth Elementary Capital Requests 2024 – 25

Project	Cost	Principal's Priority	Tecton Facilities Assessment 1=Poor To 5=Very good	Type of Project	Facilities Manager Priority
Ballistic window film	$22,645	1		Safety & Security	1
Carpeting:				Building Upkeep	
• Classrooms 6,7,8,9,10,11,12,13	$61,170.80	1	2	"	1
• Classrooms 26,27,29,30,31 and 32 - "89" Hallway	$57,177.78	1	2	"	1
• Main office suite	$11,538.24	2	2	"	4
• '63 Wing Hallway	$21,238.85	2	2	"	4
• '48 Wing Hallway	$23,446.60	2	2	"	4
Rubber Flooring: Stairwell #1	$12,118.23	3	2	"	3
Painting: AP Room	$9,435.75	4		"	2

Blinds:					
• Classrooms 10,11,12 and 13	$10,235.40	2		Safety & Security	2
• Classrooms 6 & 7	$4,501.28	3		“	2
• Classrooms 23,24 and 25	$6,063.52	3		“	2
• Staffroom	$2,235.16	3		“	2
• Library	$1,548.44	3		“	2
• ‘63 wing hallway facing the courtyard	$5,867.32	3		“	2
• Classroom 4	$3,862.48	1		“	1
Repoint Chimney Stack	$12,710.00	1		Building Upkeep	2
Parking Lot Paving and Curbing	$250,000.00	4	2	“	4
Stage refinished	$9,700.00	4	2	“	4
New Stage Curtain	$19,444.00	3		‘	3
Tree Work: Maple Tree Removed In Courtyard	$2000.00	3	3	“	1
Gym Floor		4		“	4
Scoreboard Replacement	$4,866.00	5		“	5
Window Replacement		3	2	“	3

‘89 Outside stairs to lower “89” replacement/fix		1	2-3	“	4
Overall Total:	$549,805.00				
Total for Priorities 1-3		$275,793			$225,181.30

Facilities Equipment Capital Requests 2024 - 25

Equipment	**Cost**	**Facilities Manager Priority**	**Type of Project**
Facilities: 96” Mower	$50,000.00	1	Building Upkeep
61” turf Tiger	$14,239.99	2	
Sod Cutter	$7,000.00	3	“
13hp Walk behind Blower	$2,000.00	3	“
Sander Replacement	$8,000.00	3	“
Grappling bucket attachment	$7,000.00	3	“
Gantry	$2,753.85	2	“
Middle School: Walk behind carpet cleaner	$28,455.96	1	“

Battery powered Vacuums ($1,195 each)	$2,390.00	2	“
24” smart vac sweeper	$2,925.00	1	“
High School: 2 Edic restroom cleaner ($ 4,100 each)	$8,200.00	1	“
Clipper duo carpet cleaner	$5,500.00	2	“
Electric powered battery powered Pallet Jack	$3,000.00	1	“
John Deere gator HPXG15E / Plow	$19,000.00	3	“
Killingworth Elem: Backpack Blower	$520.00	1	“
Lawn tractor dump trailer	$400.00	1	“
Pressure washer	$329.00	1	“
Burr Elem: 2 Battery powered vacuums ($1,195 each)	$2,390.00	1	“
Overall Total:	$135,647.84		
Total for Priorities 1-3:		$164,104	

Appendix B:
Regional School District #17 Facilities Checklist

	Excellent Condition	Good Condition	Poor Condition	N/A
Building Name Properly Posted	☐	☐	☐	☐
Exterior Lighting	☐	☐	☐	☐
Flags/Poles/Base/Cable/Lighting	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Parking Lot	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Signage	☐	☐	☐	☐
Lighting	☐	☐	☐	☐
Parking Lot Striping	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Exterior of Building	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Sidewalks	☐	☐	☐	☐
Public Entrances/Doors Sealed Tightly/Weather Stripping/Door Sweeps in Place	☐	☐	☐	☐
Paint on Exterior Walls/Trim	☐	☐	☐	☐
Exterior Walls/Graffiti	☐	☐	☐	☐
Awnings, Breezeways and Other Overhang Structures Free of Bird Nests	☐	☐	☐	☐
Condition of Flashing on Exterior of Building	☐	☐	☐	☐
Condition of Storage Buildings	☐	☐	☐	☐
Other:	☐	☐	☐	☐

Landscaping	Excellent Condition	Good Condition	Poor Condition	N/A
Building Free From Direct Contact with Trees/Shrubs/Vines	☐	☐	☐	☐
Building Free of Limbs Overhanging Roof	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Interior of Building	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
General Building Temperature	☐	☐	☐	☐
General "Welcome" Appearance	☐	☐	☐	☐
EXIT Signs Lit and Visible	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Lobby	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Doors	☐	☐	☐	☐
Walk-off Mats	☐	☐	☐	☐
Windows	☐	☐	☐	☐
Floors	☐	☐	☐	☐
Ceilings	☐	☐	☐	☐
Ample Lighting	☐	☐	☐	☐
General Housekeeping	☐	☐	☐	☐
Passenger Elevator	☐	☐	☐	☐
Elevator Doors/Track/Light Bulbs	☐	☐	☐	☐
Elevator Performance – Daily Ride	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Rest Rooms	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Wall/Floor Tiles in Good Condition/No Cracks	☐	☐	☐	☐

Bathrooms, Urinals and Sinks Sanitary an clean	☐	☐	☐	☐
No Signs of Insect Infestation Around Soap and Towel Dispensers	☐	☐	☐	☐
Sinks and Faucets in Good Repair/Pipe Penetrations Sealed	☐	☐	☐	☐
Condition of Soap/paper Dispensers	☐	☐	☐	☐
Condition of Toilet Partitions	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Classrooms/Hallways/Offices/Stairwells	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Light Lenses/Ample Lighting	☐	☐	☐	☐
Water Fountains/Pressure	☐	☐	☐	☐
General Housekeeping	☐	☐	☐	☐
Floor and Stair Tread Nosing Condition	☐	☐	☐	☐
Stairwells Debris Free	☐	☐	☐	☐
Ceiling Tiles are in Good Condition/No Missing Tiles/No Evidence of Leaks	☐	☐	☐	☐
Interior Walls are Free From Cracks and Crevices	☐	☐	☐	☐
Ceiling Plenums are Accessible and are Free of Pest Activity	☐	☐	☐	☐
Floor in Good Condition/Cleaned Regularly	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Mechanical Areas	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Electrical Panel Clearance	☐	☐	☐	☐
Ample Lighting	☐	☐	☐	☐
Housekeeping (Clean and Organized)	☐*	☐	☐	☐
Are the Systems Functioning Properly	☐	☐	☐	☐
Pipe Insulation	☐	☐	☐	☐

Other:	☐	☐	☐	☐
Roofs	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Walk Pads	☐	☐	☐	☐
Roof Membrane	☐	☐	☐	☐
Packaged A/C	☐	☐	☐	☐
Pitch Pockets	☐	☐	☐	☐
Roof Base Wall/Flashing	☐	☐	☐	☐
Blisters	☐	☐	☐	☐
Drains	☐	☐	☐	☐
Cleanliness	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Cafeteria/Kitchen	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
General Housekeeping	☐	☐	☐	☐
Condition of Chairs/Tables	☐	☐	☐	☐
Ample Lighting	☐	☐	☐	☐
Number of Trash Receptacle's/Area Cleanliness	☐	☐	☐	☐
Serving Line Area Cleanliness	☐	☐	☐	☐
Kitchen Prep Area Cleanliness	☐	☐	☐	☐
Evidence of Pests or Vermin - Traps	☐	☐	☐	☐
Ceiling Tiles are in Good Condition (No Openings or Missing Tiles; No Evidence of Leaks)	☐	☐	☐	☐
Plumbing and Electrical Penetrations are Properly Sealed	☐	☐	☐	☐
Plumbing is Kept in Good Repair (No Leaking Faucets or Pipes)	☐	☐	☐	☐
Other:	☐	☐	☐	☐

Teacher Lounges	Excellent Condition	Good Condition	Poor Condition	N/A
General Housekeeping	☐	☐	☐	☐
Overuse of Electrical Cords/Appliances	☐	☐	☐	☐
Ample Lighting	☐	☐	☐	☐
Refrigerators, Microwaves Located in Teachers' Lounge Cleaned at Least Monthly	☐	☐	☐	☐
Food Items are Kept in Pest-proof Containers	☐	☐	☐	☐
Plumbing in Good Repair/Pipe Penetrations Sealed	☐	☐	☐	☐
Permanent Bulletin Boards, Mirrors, Electrical Boxes and Other Wall Fixtures Caulked	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Labs/Shops	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
General Housekeeping	☐	☐	☐	☐
Ample Lighting	☐	☐	☐	☐
Guards Utilized on Equipment	☐	☐	☐	☐
Uncontrolled Outdoor Access (Security)	☐	☐	☐	☐
General Shop Temperature	☐	☐	☐	☐
EXIT Signs Lit and Visible	☐	☐	☐	☐
Other:	☐	☐	☐	☐
Dumpster and Trash Collection	**Excellent Condition**	**Good Condition**	**Poor Condition**	**N/A**
Dumpsters/Trash Cans Sealed Properly or With Tightly Fitting Lids	☐	☐	☐	☐
Area Around Dumpsters Free From Spillage	☐	☐	☐	☐
All Waste is Sealed in Plastic Bags Before Disposal	☐	☐	☐	☐
Other:	☐	☐	☐	☐