



School District of the City of Pontiac

Robert Englund, Director of Facilities
P. 248.451.8116 F. 248.451.6889

Building Close-Out Information

As we prepare for the close-out of the school year, please make sure the following items have been completed prior to the last day of School. If you have any questions, please feel free to text or call me at 248-977-6058

Thank you,
Tiffany

Classrooms

1. All papers and construction paper should be removed from the walls by the teacher.
2. Teachers should pack up all personal items and take home. Please do not pack up your personal items and leave them in the room (District will not be held responsible for missing items).
3. Remove all outside classroom wall and door art.

Keys and Badges

1. Please make sure all keys and badges are turned in to the main office for returning staff.
2. Any resignation/retiree badges should be turned in to HR.
3. Any resignation/retiree keys should be turned in to the Facilities Department.

Classroom Moves/Building Moves

District Wide Moves/Internal Moves

1. All moves must be pre-approved by Dr. Echols and Y'Londa Kellum. No moves will be made unless written authorization has been provided to Facilities prior to the end of the School year.
2. All items that need to be moved must be clearly marked with the correct label color. Labels must have Teacher name and new room number.
3. Furniture will not be moved unless special items are needed for instruction.
4. Please make sure to take all personal belongings home with you at the end of the year.
5. District provided laptop should be taken home for the summer. Please leave other technology in the room.

Summer Activities (Cleaning)

1. All areas of any building that are occupied by staff and students will remain on a daily cleaning schedule during the summer.



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Just as an FYI, the following items will take place over the summer district wide;

1. All furniture will be removed from the classrooms in preparation for complete cleaning. Custodial staff does their best to mark items, but please make sure you sticky note any items you want to make sure are placed back in your room.
2. All tile classrooms will be stripped and waxed.
3. All carpet classroom rooms will be vacuumed and shampooed.
4. All classrooms will be power washed and cleaned with a complete detail.
5. All restrooms will be deep cleaned, scrubbed and sanitized.
6. Halls - Without new tile will be stripped or scrubbed and waxed. With new tile will be scrubbed (Waxing is not needed).
7. All kitchen areas will be scrubbed and deep cleaned.
8. All cafeterias will be stripped or scrubbed and waxed.
9. All gym areas will be deep scrubbed, buffed and edges cleaned.