School Opening Checklist 2024-2025

Percent Complete	Facilities Operations	Yes/No	Input Text	Deadline	Major Issues
	Facilities				
	Lavatories				
	Operational plumbing, drains, and fixtures (sinks/toilets) working properly			8-26-2025	
	Stalls/Doors in good condition			8-26-2025	
	Paper towel, tissue holders, hand dryer are operational			8-26-2025	
	Walls and Ceiling are in good repair, Graffiti removed, Paint touch up & cleaned			8-26-2025	
	Soap filled			8-26-2025	
	Lighting working			8-26-2025	
	Ventilation fans working properly			8-26-2025	
	Other				
	A welcoming environment for staff, parents and families ; bulletin boards up , parent center identified and set up, etc.			8-26-2025	
	Documented process in place to share information on planned school events and activities with Engineer			8-26-2025	
	Fire equipment and alarms checked and operational			8-26-2025	
	AED - Checked and Operational			8-26-2025	
	Removal of Trash/Broken Furniture, Old Computers and old textbooks (Hazardous Materials/Chemicals)			8-26-2025	
	Pest Control - Steps identified to control issues			8-26-2025	
	Vandalism - Identify areas of vandalism & graffiti (photograph; call in incident report)			8-26-2025	
	Submitted all educational maintenance work order for necessary repairs			8-26-2025	
	Stairwells - Obstruction free, clean, lighting in place			8-26-2025	
	Elevators - Check to confirm that the elevator is operational			8-26-2025	
	School-wide PA systems are functional (test inside and outside)			8-26-2025	
	Food Service - Tables/Equipment Repairs				
	Clean refrigerator and freezer– School Nutrition			8-26-2025	
	Status of Health Dept. violations (Food Services Manager)			8-26-2025	
	Lunch tables clean and stored			8-26-2025	
	Properly store food items and have floor cleared for summer cleaning – Food Services			8-26-2025	
	Kitchen exhaust vents cleaned			8-26-2025	
	Grease Traps cleaned			8-26-2025	
	Pest problems addressed			8-26-2025	
	Exterior, School Yard & Track/Fields				
	Total number of cameras	-	0	8-26-2025	
	Number of functional cameras			8-26-2025	
	Number of broken cameras			8-26-2025	
	Number of requested cameras			8-26-2025	
	Security camera & buzzer operational, cameras are positioned/focused properly			8-26-2025	
	All landscaping is done; grass cut, weeds removed, bushes, trees trimmed (remove dead trees), replenish wood chips			8-26-2025	
	Clogged drains, missing drain covers replaced, fence repair, potholes, flag pole, exterior steps, and head rails inspected and completed			8-26-2025	
	Tot lots & playground – in good condition (including wood chips)			8-26-2025	
	Outdoor signage updated and repaired - Clean and attractive signage clearly marks school entry and welcomes families.			8-26-2025	
	Interior wayfinding signage is updated and visible throughout building			8-26-2025	
	Front entry clean & welcoming			8-26-2025	
	Corridors				
	Emergency lighting is working			8-26-2025	
	Removal of excess furniture			8-26-2025	
	Bulletin boards ready. Remove old items to ensure that bulletin boards can be completely cleaned.			8-26-2025	
	Floors, walls, ceiling should be clean and free of graffiti. Floors scrubbed and re-coated floors are waxed. Paint to touch up scratches / peeling paint			8-26-2025	
	Water fountains functioning			8-26-2025	
	Remove all Covid-19 signage			8-26-2025	
	Lockers work properly			8-26-2025	
	Replace missing or discolored tiles on ceilings			8-26-2025	
	Exit/Doors				
	Door locks, door closures, and slide bolts operate properly			8-26-2025	
	Remove all Covid-19 signage			8-26-2025	
	Gym / Bleachers / Locker Rooms				
	Lockers, lighting, floors, and bleachers clean and repaired			8-26-2025	
	Water warm for showers			8-26-2025	
	Towels available			8-26-2025	
	Environmental				
	Check that hazard manuals are in the building engineer's office.			8-26-2025	
	Identify and report suspected hazardous materials to F&M and secure items			8-26-2025	
	Trash Removal				
	Clean containers in place			8-26-2025	
	Extra pickups scheduled			8-26-2025	
	Recycle bins available			8-26-2025	
	Auditorium				
	Type status of condition of curtains (GOOD, FAIR, NEED REPLACEMENT)			8-26-2025	
	Check all lighting including emergency lighting, exit lights and exit doors are working. Make repairs where needed			8-26-2025	
	Seats clean and repaired			8-26-2025	
	Floors clean			8-26-2025	
	PA system functioning			8-26-2025	
	Check for/identify any unsafe locations or "hiding places"			8-26-2025	
	Develop on-going safety checks			8-26-2025	
	Classrooms				
	Check for working door lock / handles / knobs			8-26-2025	

Percent Complete	Facilities Operations	Yes/No	Input Text	Deadline	Major Issues
	Windows – repaired and working	☐		8-26-2025	
	Lighting - In working order	☐		8-26-2025	
	Clean, organized and free of clutter - Extra materials, storage is covered attractively or removed; clutter is limited.	☐		8-26-2025	
	Furniture in place	☐		8-26-2025	
	Windows – repaired and working and windows on doors are uncovered, Shades functioning	☐		8-26-2025	
	Clocks working	☐		8-26-2025	
	Keys assigned and ready	☐		8-26-2025	
	All Window Blinds and Drapes are operational and in place	☐		8-26-2025	
	Human Capital	☐			
	Attach the Roles and Responsibilities sheet for staff	☐		8-26-2025	
	Vacant Positions	☐			
	List number of vacancies for: Teachers			8-26-2025	
	List number of vacancies for: PARA			8-26-2025	
	List number of vacancies for: BLDG SERV			8-26-2025	
	List number of vacancies for: Nutrition			8-26-2025	
	List number of vacancies for: HCA			8-26-2025	
	List number of vacancies for: AP			8-26-2025	
	Instructional Support	☐			
	Attach teacher induction plan	☐		8-26-2025	
	Enter the Fall open house date - Fall open house announcement to families ready to go home			8-26-2025	
	Enter the Spring open house date			8-26-2025	
	Evidence of relationships, routines and procedures are being established	☐		8-26-2025	
	Textbooks are properly bar-coded and recorded in textbook management system	☐		8-26-2025	
	Organization Day and Professional Development Day Agenda are set and include district PD	☐		8-26-2025	
	Specialists' schedules completed and implemented on first day	☐		8-26-2025	
	Every course has syllabus ready for distribution to students and parents (HS)	☐		8-26-2025	
	A common prep time is scheduled daily by department (including SPED) – MS/HS	☐		8-26-2025	
	Duty schedules with appropriate accommodations for special ed, & ELL students	☐		8-26-2025	
	Ensure student schedules are ready	☐		8-26-2025	
	Substitute procedures are in place	☐		8-26-2025	
	Parent/Community Relations	☐			
	Attach school calendar	☐		8-26-2025	
	Attach Student/Parent Handbook	☐		8-26-2025	
	Elementary Schools send home a summer letter to parents notifying them of the child's classroom assignment	☐		8-26-2025	
	A welcoming environment for staff, parents and families, MPS Report to the Community displayed at front desk ; bulletin boards up , parent center identified and set up, computers operational, etc.	☐		8-26-2025	
	Hard copy of Student Rights and Responsibilities available for students, parents, and community members	☐		8-26-2025	
	Parent portal accounts created for top-grade students to prep for Early Admissions	☐		8-26-2025	
	Plan for registration of new students; adjusting schedules; follow up with families enrolled since your last family communication and follow tips from the new student retention checklists (mpsmke.com/studentrecruitment)	☐		8-26-2025	
	Parent complaint process and PDRS login information reviewed and updated	☐		8-26-2025	
	Organize meet and greet for families	☐		8-26-2025	
	Set Parent Activities for the year with Parent Coordinator (Attached Calendar)	☐		8-26-2025	
	School Climate and Safety	☐			
	Attach safe and efficient arrival and dismissal procedures ; cones/signs ready to direct traffic for first day drop off.	☐		8-26-2025	
	Attach school discipline plan	☐		8-26-2025	
	Click here to complete staff roster/assignments. When completed, input the completion code displayed			8-26-2025	
	School-wide PBIS expectations are posted throughout the school	☐		8-26-2025	
	Essential 8 procedures reviewed and revised with staff (Attach Essential 8 procedures)	☐		8-26-2025	
	School safety needs identified	☐		8-26-2025	
	Identify building hot spots and develop a plan for frequent monitoring	☐		8-26-2025	
	Crossing Guard needs/assignments	☐		8-26-2025	
	Lunch procedures; inclement weather procedures developed and ready	☐		8-26-2025	
	Transportation; prevent lost or stranded students	☐		8-26-2025	
	School and classroom phones operational	☐		8-26-2025	
	Visitor passes/policy communicated and in place for first day	☐		8-26-2025	
	School voicemail message is warm, welcoming, provides office hours and what to do for an after-hours emergency	☐		8-26-2025	
	Review Crisis Plan & Update as Needed	☐		8-26-2025	
	Bells working and scheduled	☐		8-26-2025	
	All staff have been trained on seclusion and restraint procedures	☐		8-26-2025	
	Trained AED site champion has been identified ; Required personnel have current CPR certification on file and/or required training is scheduled.	☐		8-26-2025	
	Student Records	☐			
	Number of requested cumulative folders			8-26-2025	
	Ensure the school has an efficient enrollment /transfer/withdrawal process	☐		8-26-2025	
	Procedure for identifying any special education, health needs, or family alerts	☐		8-26-2025	
	Electronic attendance procedures in place	☐		8-26-2025	
	Summer program promotion/ retention data reviewed	☐		8-26-2025	
	Media waiver and Emergency contracts on file for every student ; Method in place for getting info from those who do not have one listed and for updating all students within first month.	☐		8-26-2025	
	Finance	☐			
	Enter room number and phone number of school bookkeeper work space			8-26-2025	
	Review school staff with payroll pool list in Time and Labor and verify all staff appearing in your school's pool in PeopleSoft is assigned to your school. School has notified Payroll Services in writing of any discrepancies.	☐		8-26-2025	
	Electronic Staff Roster has been completed	☐		8-26-2025	

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	Ensure your school has completed and submitted the Expenditure Authorization Form and send it to the Office of Finance	☐		8-26-2025	
	Review most recent audit and ensure plan is in place to correct findings	☐		8-26-2025	
	Confirm all fixed assets are properly accounted for in IFAS; all new assets must be recorded within 30 days of receipt	☐		8-26-2025	
	Technology	☐			
	Chromebooks/carts have been inventoried and assigned to classrooms (Destiny is up to date)	☐		8-26-2025	
	School Technician support days and hours are noted and process in place for support requests	☐		8-26-2025	
	Support requests for technology repairs/moves/maintenance are submitted via CHERWELL tickets	☐		8-26-2025	
	Printers - Has the printer been returned to the same room that it came out of? This assumes a label has been applied *Power connected? Network Connected?* *Can you print a config page?*	☐		8-26-2025	
	Interactive Flat Panel – Should be unplugged for summer, make sure they are plugged back in and power up. Update/Re-image laptop	☐		8-26-2025	
	Desktops or laptop for each Teacher. Windows 11 if computer is capable. Moving from HP to Lenovo devices.	☐		8-26-2025	
	Chromebook Carts are in working order. OS should be updated	☐		8-26-2025	
	Laptop Carts – Only Lenovo. HP/Dell models are obsolete. Windows 11 image. Chromebox upgrade OS	☐		8-26-2025	
	Computer Labs – . All computers should be functioning. Reimage Lenovo computers to Windows 11	☐		8-26-2025	
	Update the MPS 411 Telephone Directory for all staff members	☐		8-26-2025	
	Voicemail: Remind new or relocated staff to submit a Cherwell ticket to reset phone voicemail passcodes. Requests for building-wide voicemail resets or bulk changes are not supported.	☐		8-26-2025	
	Phones: Classroom phone should be located at the teacher's primary desk and connected in line with the desktop computer.	☐		8-26-2025	
	MC Room: Check MC Room and remove any unauthorized items such as cleaning supplies, textbooks, excess technology, etc. Contact your assigned technology school support technician with any questions.	☐		8-26-2025	
	Video Surveillance Cameras: Make sure all cameras are online and in good working order. Contact School Safety or submit a Cherwell ticket for camera or office monitor repairs.	☐		8-26-2025	
	Digital Signage: Make sure interior and exterior digital signage is operational and updated with current messaging. Submit a Cherwell ticket for digital signage support.	☐		8-26-2025	
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