**Checklist – Safety, Security and Property**

|  |  |
| --- | --- |
| Checklist for room number |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comment |
| Classroom clean |  |  |  |
| Windows locked |  |  |  |
| Doors locked |  |  |  |
| Desks and chairs tidy |  |  |  |
| White/blackboard clean |  |  |  |
| Lights off |  |  |  |
| Fans off |  |  |  |
| Floor clean |  |  |  |
| Other |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Checklist for room number |  |

|  |  |  |  |
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| Classroom clean |  |  |  |
| Windows locked |  |  |  |
| Doors locked |  |  |  |
| Desks and chairs tidy |  |  |  |
| White/blackboard clean |  |  |  |
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| Fans off |  |  |  |
| Floor clean |  |  |  |
| Other |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**Checklist – Safety, Security and Property**

Boys’ toilets

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comment |
| Doors/gates closed |  |  |  |
| Lights off |  |  |  |
| All areas clean |  |  |  |
| Taps closed |  |  |  |
| Windows closed |  |  |  |
| Other |  |  |  |
|  |  |  |  |

Girls’ Toilets

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comment |
| Doors/gates closed |  |  |  |
| Lights off |  |  |  |
| All areas clean |  |  |  |
| Taps closed |  |  |  |
| Windows closed |  |  |  |
| Other |  |  |  |
|  |  |  |  |

Playground

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comment |
| Doors/gates closed |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |