

**Plant Decommission Check List**

1. Prior to the Last Day of School

- a)  As soon as the weather permits, shut down boilers, (do not drain)
- b)  Inventory custodial supplies tools and equipment
- c)  Gather up unneeded custodial equipment and supplies and place in a convenient location or move to receiving school
- d)  Send all unneeded grounds equipment (snow blowers etc.) to the Maintenance shop
- e)  Collect all master keys from staff
- f)  Gather all water and asbestos documentation and test results
- g)  Turn off electrical heaters
- h)  Turn all thermostats to minimum setting
- i)  Post a copy of the fire plan in the main office
- j)  Assess all playground equipment
- k)  Assess school site accessibility and need for additional security fencing

2. After the Last Day of School

- a)  Empty all garbage
- b)  Empty and unplug all refrigerators
- c)  Disconnect all electrical appliances ( stoves, coffee makers, microwaves)
- d)  Secure roof access doors/ hatches
- e)  Secure all windows (interior/exterior), doors and outside storage buildings
- f)  Remove outside garbage cans, sand storage boxes, etc.
- g)  Remove all large garbage lift bins
- h)  For rural schools, shut off all water fountains and post do not use signs throughout the school
- i)  Turn off school bells
- j)  Remove flags
- k)  Do not remove the computer for the heating system
- l)  Remove Board Star Logos
- m)  Turn off hot water tanks
- n)  Turn off exhaust fans

- o)  Turn off water fountain coolers
- p)  Check sump pumps
- q)  Turn off crawl space lighting
- r)  Check/set exterior lighting timers
- s)  Inventory and develop a plan for removal of all chemicals
- t)  Cancel all phone lines and data services except the emergency phone located  
in office
- u)  Change all current alarm codes for the school
- v)  Change grand master entrance lock and disable all other  
exterior access door locks
- w)  Remove and redeploy all playground equipment
- x)  Remove Garden plants
- y)  Provide information signage and answering machine
- z)  Lock out elevator, if present
- aa)  Facility shall be kept clean and orderly for walk through potential sale tours