

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 school administrator.
- 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 Lakehead District School 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.
- u) ☐ Change all current alarm codes for the school.
- v) ☐ Maintain alarm/security monitoring systems.
- w) ☐ Change grand master entrance lock and disable all other
exterior access door locks and/or fobs.
- x) ☐ Remove and redeploy all playground equipment.
- y) ☐ Remove Garden plants.
- z) ☐ Provide information signage.
- aa) ☐ Lock out elevator, if present.
- bb) ☐ Facility shall be kept clean and orderly for walk through potential sale tours.