

Back to School

Students and staff aren't the only ones returning from summer break! School facilities have also been on break. Mechanical equipment (HVAC), water fountains, other systems and classrooms may need some attention prior to building up to full-time use for the school year. This spotlight focuses on some of those areas that may not immediately come to mind when thinking of returning to school and planning for classroom configurations and decor.

- **HVAC Vents/Filters**
 - The end of summer is a great opportunity to check on HVAC intake, vents and filters – make sure nothing is blocking or critters haven't moved in
 - Use a damp cloth to remove dust build up from the vents
 - If build up is excessive, place a work order to have the vents thoroughly cleaned
 - Check to see if filters also need to be replaced
- **Check Ceiling Tiles for Leaks**
 - As the AC units in classrooms resume operations, condensation from damaged pipes may begin to drip onto classroom ceiling tiles
 - In the first couple of days with the AC running, lookout for condensation buildup and report it immediately to custodial/maintenance
- **Sediment build up in water systems**
 - If your classroom has faucets or drinking fountains, sediment build up may have occurred during the summer break
 - This results in water that appears brown and often gives off a metallic test
 - Any faucets/fountains that have been idle for an extended period of time should be flushed – be sure to use a bucket to collect the runoff (this water can be recycled to water plants!)
- **Flooring**
 - As the classroom is prepared for the return of students, check the flooring for trip hazards
 - Tiled surfaces should have no elevations, major cracks or loose tiles
 - Carpets should be uniform with no major tears, curled edges or wrinkles
 - Additionally, refrain from installing residential throw down carpets in your classroom – these types of carpets tend to curl at the corners due to extensive wear creating tripping hazards
- **Classroom Layout**
 - When setting up classrooms, be sure to keep all exit paths clear
 - Refrain from blocking/covering electrical panels and fire extinguishers
 - Keep computer/projector power cords out of aisles and walkways

