

ADMINISTRATIVE SERVICES OBSERVATION CHECK LIST

Visit Information

Site:	Observer:	Date:	Time:
--------------	------------------	--------------	--------------

Custodial Areas	N/A	Y	N	Comments
Office Windows Clean				
Classroom Windows Clean				
Walkways clean & free of trash				
Cobwebs removed				
Office/Classroom floors clean				
Classroom sinks clean				
Restrooms Clean				
Restroom – soap, toilet paper, towels available				
Overall Appearance	N/A <input type="checkbox"/> (poor) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> (good)			

Cafeteria	N/A	Y	N	Comments
Floor Clean				
Tables Wiped				
Kitchen (Counter, appliances, etc. clean)				
Food – good appearance & taste				
Trash Cans cleaned/maintained				
Overall Appearance	N/A <input type="checkbox"/> (poor) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> (good)			

Grounds/Playground Equipment	N/A	Y	N	Comments
Grass cut				
Grass edged				
Grass green				
Site front flower beds planted with flowers				
Site front flower beds weed free				
Playground appearance neat				
Playground equipment maintained				
Play field level and free of gopher mounds				
Grounds free of trash				
Trees pruned properly				
Weeds controlled				
Sprinklers working				
Overall Appearance	N/A <input type="checkbox"/> (poor) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> (good)			

Maintenance	N/A	Y	N	Comments
Paint in good repair				
Interior walls clean, dry, in good repair				
Exterior walls clean, dry, in good repair				
Fencing in good repair				
Pavement/Walkway in good repair				
Overall building appearance is good				
Overall Appearance	N/A <input type="checkbox"/> (poor) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> (good)			