Department of General Services DCPS SY25-26 School Opening Facility Readiness Checklist

DGS is committed to supporting the District's mission to ensure schools are safe, healthy, and comfortable environments for students and staff. Completing this checklist is crucial to ensuring facilities meet the highest standards of functionality and accessibility. **Responses to this checklist will be used to review summer readiness efforts and plan for future maintenance needs.**

* Required

* This form will record your name, please fill your name.

School and Responder Information

1. School Name *

2. Responder Name *

3. Responder Title *

4. Responder Email *

5. Date *

School Tours with DC Councilmembers

DGS and DCPS hosted several school tours across the District this summer to walk with Councilmembers and school representatives (DSL/MSLs, Principals and Building Managers) to review the progress of DGS school readiness efforts. Each tour was approximately 1 hour and reviewed ongoing and upcoming work, specifically the Principal priorities that were submitted earlier in the year.

6. Did your school participate in a school tour with Council where DGS was present or led the tour?

- ◯ Yes
- ◯ No
- ◯ I do not know
- ◯ Other

7. **Planning:** School tours are sometimes scheduled quickly and require flexibility from the staff. When DGS schedules tours, we consult with DCPS to plan for blockout dates and teacher/principal engagements.

	Disagree	Partially Agree	Agree
My school team was well-prepared for the tour (considering communication from DGS staff or Councilmember representative).	◯	◯	◯
I had appropriate communication from DGS staff that this year's summer readiness effort will continue throughout September after school starts.	◯	◯	◯

8. School Tours: Please add comments if desired.

HVAC Operational Readiness Baseline

No Facility Wide HVAC Outages. Contingency plans are in place for isolated disruptions.

9. **HVAC:** please indicate how much you agree or disagree with the following statements.

	Disagree	Partially Agree	Agree
My school's HVAC system is functioning at a facility-wide level.	◯	◯	◯
If there are isolated HVAC problems, contingencies are in place for temp. control.	◯	◯	◯

10. HVAC: Please add comments if desired.

Plumbing Operational Readiness Baseline

No open emergency work orders. Plumbing maintenance needs are not impacting instruction.

11. **Plumbing:** please indicate how much you agree or disagree with the following statements. *

	Disagree	Partially Agree	Agree
There are no open emergency or high priority work orders for Toilets or Urinals.	◯	◯	◯
There are no open emergency or high priority work orders for Sinks.	◯	◯	◯
All of my school's bathrooms are functional for student use (as it pertains to Plumbing).	◯	◯	◯

12. Plumbing: Please add comments if desired.

Electrical Operational Readiness Baseline

No open emergency work orders. Lighting maintenance needs are not impacting instruction or programming. Lighting maintenance needs are not creating security concerns.

13. **Electrical:** please indicate how much you agree or disagree with the following statements. *

	Disagree	Partially Agree	Agree
There are no open emergency or high priority work orders for Lighting.	◯	◯	◯
Interior Lighting works properly at my school.	◯	◯	◯
Exterior Lighting works properly at my school.	◯	◯	◯

14. Electrical: Please add comments if desired.

Environmental Operational Readiness Baseline

No open emergency work orders. Instruction is not being interrupted as a result of pest control issues.

15. **Environmental:** please indicate how much you agree or disagree with the following statements. *

	Disagree	Partially Agree	Agree
There are no open emergency or high priority work orders for pest control.	◯	◯	◯
Instruction is not being interrupted as a result of pest control issues.	◯	◯	◯
There are no open emergency or high priority work orders for mold related issues.	◯	◯	◯

16. Environmental: Please add comments if desired.

ADA Compliance Operational Readiness Baseline

All floors and levels are accessible to all students.

17. **ADA Compliance:** please indicate how much you agree or disagree with the following statements. *

	Disagree	Partially Agree	Agree
All floors and levels are accessible to all students.	◯	◯	◯
There are no open emergency or high priority work orders for elevators.	◯	◯	◯

18. ADA Compliance: Please add comments if desired.

Salesforce Operational Readiness Baseline

All principals and key operations staff have access and training in Salesforce.

19. **Salesforce:** please indicate how much you agree or disagree with the following statements. *

	Disagree	Partially Agree	Agree
Principals and all operations staff receive Salesforce notification emails.	◯	◯	◯
Key operations staff are trained in Salesforce and Work Order management.	◯	◯	◯

20. Salesforce: Please add comments if desired.

Comments

Please provide any additional comments you would like to share.

21. Comments (please submit "N/A" if you have no comments to add): *

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