**Duty Officer Check List**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be checked off and initialed by the Duty Officer after each time the building is used. Note: Department heads shall ensure that their areas are maintained and lights turned off and doors are locked.

All equipment and materials put away: \_\_\_\_\_\_\_\_\_\_

All waste baskets emptied: \_\_\_\_\_\_\_\_\_\_

Tables and chairs put away neatly: \_\_\_\_\_\_\_\_\_\_

Classrooms returned to original condition: \_\_\_\_\_\_\_\_\_\_

All doors locked: \_\_\_\_\_\_\_\_\_\_

* Back foyer door right side \_\_\_\_\_\_\_\_\_\_
* Back foyer door left side \_\_\_\_\_\_\_\_\_\_
* Rear gym doors (2) \_\_\_\_\_\_\_\_\_\_
* Back hallway door \_\_\_\_\_\_\_\_\_\_
* Side door \_\_\_\_\_\_\_\_\_\_
* Chapel front doors (2) \_\_\_\_\_\_\_\_\_\_
* Chapel side door \_\_\_\_\_\_\_\_\_\_
* Front entrance \_\_\_\_\_\_\_\_\_\_

All windows closed: \_\_\_\_\_\_\_\_\_\_

* Classrooms (3) \_\_\_\_\_\_\_\_\_\_
* Downstairs bathrooms \_\_\_\_\_\_\_\_\_\_
* Upstairs bathroom \_\_\_\_\_\_\_\_\_\_
* Hallway \_\_\_\_\_\_\_\_\_\_
* Side window \_\_\_\_\_\_\_\_\_\_
* Chapel windows (3) \_\_\_\_\_\_\_\_\_\_
* Training office \_\_\_\_\_\_\_\_\_\_
* Main office \_\_\_\_\_\_\_\_\_\_

Lights turned off: \_\_\_\_\_\_\_\_\_\_

* Gym \_\_\_\_\_\_\_\_\_\_
* Back foyer \_\_\_\_\_\_\_\_\_\_
* Classrooms \_\_\_\_\_\_\_\_\_\_
* Training office \_\_\_\_\_\_\_\_\_\_
* Main office \_\_\_\_\_\_\_\_\_\_
* Hallway \_\_\_\_\_\_\_\_\_\_
* Chapel \_\_\_\_\_\_\_\_\_\_
* Front hallway \_\_\_\_\_\_\_\_\_\_

Comments by Duty Officer: