

2015 END OF YEAR CHECK OUT

Check out must be completed on or before **June 26th**. After June 26th all campuses will be closed so we can begin moving furniture, boxes, and technology.

Walls and Ceilings are Clear

- All walls and ceilings must be clear including removal of all tape and staples.

Technology is Accessible

- All district owned technology should be left in your room.
- Any small portable technology stored in your room (including clickers, doc cams, projectors, remotes etc.) should be placed together on the teacher desk or similar visible surface.

Keys Labeled with Key Tags and Returned

- Interior and exterior building keys are labeled with your bldg and room # and turned in.
- Locking file cabinet keys are placed in an envelope and securely taped to the top of the file cabinet.
- Locking wall cabinet keys are placed in an envelope, labeled with the room number, and taped to the inside door of the cabinet.

Personal Items are Removed

- The district will move personal items that are properly labeled BUT the district will assume NO liability for loss or damage to personal items. It is recommended that all personal items be taken home for the summer. Personal items may include large or small furniture, equipment, large decor, anything you personally bought and wouldn't want damaged or disposed of. NOTE: Any unlabeled personal items left behind will be disposed of.

Boxes are Packed and Stacked and Labeled

KNOW YOUR LIMITS. LIFT SAFELY. AVOID LIFTING AND STACKING BOXES THAT ARE TOO HEAVY.

- Each and every box is taped and has a label on it's SIDE showing it's intended location. All boxes require labeling even if you are moving within the same building. Please collect your labels from building the secretaries.
 - Intended Location WPS= RED Label
 - Intended Location WIS = ORANGE Label
 - Intended Location WMS = YELLOW Label
 - Intended Location WHS = GREEN Label
 - Intended for Surplus = WHITE Label

- ❑ All boxes are stacked in the middle of the classroom. Note: Boxes left in cabinets or tucked under counters could be overlooked. All overlooked boxes will be taken to a central location and you will need to collect them upon your return.
- ❑ Each box has a label on it's SIDE. Each label must include the following information.

Reminder: If you have major maintenance that needs to be addressed, submit it via [School Dude](#)

As soon as your campus is transitioned and ready for your return you will get an email notifying you. Until then, enjoy your well deserved vacation.