

FACILITIES

GEORGIA SCHOOL ADMINISTRATORS' RESTROOM CHECKLIST

Following is the Georgia School Administrators' Restroom Checklist developed with Dr. Tom Keating, of Project CLEAN, Phi Delta Kappa International, the Georgia Association of Educational Leaders and Bobrick Washroom Equipment, Inc.

Reviewing Restroom Conditions

- ❑ 1. Design, use and review cleanliness and maintenance schedules with custodians.
- ❑ 2. Make a checklist to record specific problems, such as water leakage or insecure mountings.
- ❑ 3. Review the condition of walls, ceilings and floors regularly.
- ❑ 4. Adopt a "four senses" restroom assessment technique using sound, smell, touch and sight.
- ❑ 5. Establish a specific work order system for repairs of faucets, urinals, commodes, drain traps, exhaust systems, lighting, toilet seats, mirrors, waste receptacles, public address and fire alarm systems, and soap, paper towel and tissue dispensers.
- ❑ 6. Write a restroom standard and checklist for your school's restrooms.
- ❑ 7. If any restrooms are locked, review the reasons. Collect graffiti and vandalism data by location, gender and date, and then develop an improvement plan for each location.
- ❑ 8. Review washroom products to assist architectural, construction and maintenance decision makers in selecting the most durable products.
- ❑ 9. Adopt a school-wide philosophy of cleanliness and graffiti removal. Remember that more light is better, color improves atmosphere and that many, if not most, of your students will respond with positive behavior to improved restrooms.
- ❑ 7. Work with students, custodians, maintenance and design experts on the most appropriate placement of soap, towel and tissue dispensers, as well as sanitary product receptacles.
- ❑ 8. Ensure that sanitary product receptacles are available in each stall when age appropriate (about grades 5-12).
- ❑ 9. Establish a restitution practice for restroom items vandalized by students.
- ❑ 10. Use the best affordable grade and ply of toilet tissue and paper towels.
- ❑ 11. Negotiate with vendors and school district purchasers for the most durable and effective supplies and dispensers, not necessarily the latest, most novel or least expensive.
- ❑ 9. Arrange for clubs, organizations and teams to clean, paint and decorate restrooms under adult sponsorship.
- ❑ 10. Consider posting large sheets of paper for appropriate graffiti in a public place.

Supplies

- ❑ 1. Check the condition and supply of toilet paper, soap and towels.
- ❑ 2. Require custodians to check regularly and restock restroom supplies. (Some districts have hourly restroom inspections.)
- ❑ 3. Require that waste receptacles and sanitary product receptacles be emptied regularly and restocked with plastic bags and liners.
- ❑ 4. Require custodians to post and use a checklist as they inspect restrooms.
- ❑ 5. Encourage students to report needed or damaged supplies and dispensers.
- ❑ 6. Record data on vandalized towel, soap and toilet paper dispensers.

Graffiti

- ❑ 1. Adopt a school procedure requiring that graffiti be removed by the end of each day. Clean, spray or paint over marks as soon as they are noticed.
- ❑ 2. Address more difficult scratchiti (graffiti with a sharp object, such as a knife or key) as soon as possible. Process work orders quickly and try to get scratches removed within a five day workweek.
- ❑ 3. Use effective graffiti removal products to eliminate bleeding or ghosting. Determine types of markers and surfaces, and then match the most effective removal products to the problem areas.
- ❑ 4. Take pictures of words and numbers for documentation if appropriate.
- ❑ 5. Check and enforce your student code of conduct regarding defacing or damaging school property. Reference "restrooms," throughout appropriate code sections.
- ❑ 6. Establish a practice of restitution consistent with district policy for the cost of removing graffiti.
- ❑ 7. Track costs of removing graffiti through time to assess the effectiveness of your anti graffiti campaign. Publish results and use financial savings for restroom improvement and custodian training.
- ❑ 8. Ask teachers, for example, in social studies classes, to discuss issues of graffiti on public property, including in school restrooms.
- ❑ 1. Establish and meet regularly with a restroom improvement committee that includes students, an administrator, a teacher and a custodian. Work on specific projects. (Some high schools have given trained student committees the authority to write work orders on restroom conditions.)
- ❑ 2. Review appropriate restroom signage — for example, "Gentlemen" and "Ladies" or "Men" and "Women" will be seen more positively than "Boys" and "Girls" by high school students.
- ❑ 3. Enlist students, with help from art and health teachers, to design, laminate, post and monitor signs dealing with hand washing, flushing, towel placement and respect for others.
- ❑ 4. Review the health curriculum and where appropriate incorporate restroom issues into performance standards for health, physical education, science, math, language arts and social studies.
- ❑ 5. Use school newsletters, public address announcements, posters, school newspaper articles, bulletin boards, library materials and exhibits to highlight restroom issues.
- ❑ 6. Include specific references to restrooms in appropriate sections of your student code of conduct. (Example: "Students are expected to help keep restrooms clean and safe.")
- ❑ 7. Design a facilities survey on restrooms and administer it to a class or the entire school.
- ❑ 8. Encourage each PTA/PTO, school council and student council to have a restroom improvement committee.
- ❑ 9. Include restroom issues in a school wellness policy required by the 2006 school year under the National School Lunch Act.