

Property Checklist for Schools

For reopening schools after COVID-19 Alert Level 4

Once the COVID-19 alert level has been reduced and you are able to access your school site again, we recommend checking all school buildings and grounds before opening to ensure the safety of students and staff. Schools should use the following list as a prompt.

A separate list is available [on our website](#) for contractors who are looking to resume work on their construction sites at schools.

Check these items immediately

Complete these checks before any students and most staff return. We recommend following [all public health guidelines](#) while checking the school and completing any necessary repairs, which means limiting the number of people on site and maintaining physical distance. If it's not possible to address all health and safety issues, or to adequately isolate unsafe areas, then we recommend not opening your school until you are certain it is safe.

For further guidance, please work with your Property Advisor to decide the best course of action.

Check complete	What you need to check	Is any follow up required?	Expected timeframe to complete follow up	Notes on follow up actions to take
Site-wide				
	Is there any evidence of pests or vermin present in or around the school?	Y / N		
	Any signs of damage or vandalism, including broken windows?	Y / N		Suggested action: Board any broken windows and organize replacement. If asbestos containing materials have been damaged, follow health and safety guidelines.
	Are all work sites, including mobile plant and equipment, still properly isolated (fenced)?	Y / N		Suggested action: It is the contractor's responsibility to ensure their sites are secure.
	General cleaning has been completed?	Y / N		There is no specific action you need to take for COVID-19 in regard to cleaning prior to re-opening. Once staff and then students are on site regularly (at least daily) cleaning of surfaces

			<p>is recommended alongside your usual cleaning schedule.</p> <p>There is some information about cleaning surfaces on the COVID-govt.nz website.</p> <p>There's no need to hire a specialty service to conduct a deep clean.</p>
	Check feasibility of physical distancing in classrooms and other areas?	Y / N	<p>Suggested action: Ensure you follow the public health guidelines appropriate to the current alert level. Consider alternate seating arrangements (staggered and offset) to maintain distance in classrooms. Children/young people to sit in same place every day. Maintain physical distance during breaks. Staggered entry times into classes to minimise gatherings of children and parents. Limit numbers in staff room at the same time. We will be providing further information to support physical distancing.</p>
	Building Warrant of Fitness (BWOFF) owner's inspections have been completed, as normally required, and recorded in the Compliance Manual and on Argest's online portal	Y / N	<p>Suggested action: Complete this month's monthly owner's inspections as you re-enter the building after the alert level is reduced and resume all usual daily inspections as they would normally occur. Quarterly, six-monthly, or annual inspections that were due to be completed by an IQP during Alert Level 4 will be prioritised by Argest.</p>
Exterior and grounds			
	Are school grounds safe for students and free of rubbish or any hazards such as broken glass?	Y / N	
	Trees are trimmed and any dead or unsafe trees are removed along with deadfall? Are any trees coming into contact with overhead utilities?	Y / N	

	Footpaths, car parks and other hardstand are free of lichen and other markings which may cause slips, trips and falls? No broken glass or rubbish?	Y / N		
	Perimeter fence and other fencing are functional with no breaches?	Y / N		Suggested action: Fencing required for learning support needs must be repaired.
	Storm water items (traps, culverts, sumps and drains) are free of debris and excessive pooling? Gutters and downpipes are intact, secured and not blocked?	Y / N		
Buildings				
	Any compromised roofing?	Y / N		Suggested action: Patch repair and extract water, possible air testing.
	External doors can be secured?	Y / N		
	All fire routes clear and fire doors operating? Smoke detectors have been dusted? Thoroughfares are free of debris and other slip, trip or fall hazards?	Y / N		
	Windows opened to allow for ventilation?	Y / N		Suggested action: Leave windows open wherever possible while cleaning and other checks are being done.
	Are there any buildings known to be leaky or not weathertight?	Y / N		Suggested action: Improve ventilation, have air testing done, bring in air scrubbers
Systems				
Water				
	Test water quality , if self-supplying?	Y / N		
	Arrange septic tank emptying as required?	Y / N		

Is water supply sufficient, if school is in drought conditions?	Y / N		
Water heater for handwashing has been turned back on and is working effectively?	Y / N		
Sink and toilets are not leaking or blocked? Taps and water fountains have been run to flush water, and toilets have been flushed?	Y / N		

Accessibility

Are lifts working effectively and certification up to date?	Y / N		Suggested action: Lifts required for accessibility must be functional.
Are any adjustable height change tables (if applicable) working effectively?	Y / N		

Emergency

Sprinkler system is operational, with no leaks?	Y / N		
Emergency lighting and fire signage is operating normally and checks are up to date?	Y / N		Suggested action: Schools should only test system if they normally do so. Newer systems which require testing by an independent qualified professional (IQP), should be tested 6 monthly, as normally required.

Heating and electrical

Heating and cooling systems are working effectively? Filters cleaned, if applicable? All certifications are up to date, as required?	Y / N		Suggested Action: If work to replace the boiler has been paused during Level 4, organize a generator and alternative heating.
Powerboard is operating and has no signs of damage?	Y / N		

All lights are operating, any signs of damage to switches or fittings?	Y / N		
Electrical equipment tested and safe? Portable and semi-portable electrical requirement have a current PAT testing record?	Y / N		
Building management system (if applicable) is operating normally?	Y / N		
IT system is operating normally?	Y / N		

Check these items after any immediate hazards have been addressed

These checks and follow ups may be ongoing once your school is open to students and staff. You may already check these items regularly, as part of your [general maintenance](#) practices.

Check complete	What you need to check	Is any follow up required?	Expected timeframe to complete follow up	Notes on follow up actions to take
Site-wide				
	Address any open Work Requirement Notices (WRN) ?	Y / N		Suggested action: Remedial works for any open WRNs should be completed as soon as possible. If your BWOFF was not able to be renewed due to the lockdown, this will not prevent the school from opening.
	Has the school's risk register and hazardous substance register been updated? Has the asbestos management plan been reviewed?	Y / N		
Exterior and grounds				
	Have normal grounds maintenance contracts resumed?	Y / N		
	The school grounds are free of excess weeds and generally tidy?	Y / N		

Gates are functional with working locks (where necessary)?	Y / N		
Playing fields are fit for purpose? Advise if they should be closed for weather.	Y / N		

Buildings

Building cladding has no damage and markings? Windows and doors can be secured?	Y / N		
Internal doors, including bathroom cubicles, are level and functioning correctly, including locks?	Y / N		
Are all chemicals clearly labelled and secured in a locked room or cabinet?	Y / N		

Pool

This only applies if there is [a pool on site](#), and if it will be open for use.

The water filtration system is functioning properly?	Y / N		
The filter is free of debris?	Y / N		
The water quality is assessed as within acceptable limits?	Y / N		
The pool structure is free of damage and debris?	Y / N		