


TO: Randy R. Shaver, Ed.D.  
FROM: Julie Hinds   
DATE: February 7, 2011  
RE: Quarterly Inspections of Facilities

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Per your request, I will begin providing a copy of the Quarterly Inspection of Facilities Report for the board. Inspections will be performed by a member of the district team along with a site representative. The district team is made up of Marvin Nickels, Director of Maintenance; Trent Pannell, Director of Central Supply; and myself along with a staff member at each site as designated by the principal or director.

Attached you'll find a description of the process used for the inspections, a summary of the overall appearance of each site during the third quarter inspections, and a detailed report showing the findings at each site.

# **INSTRUCTIONS FOR BI-ANNUAL CLEANLINESS INSPECTION**

- **PURPOSE:**

The purpose of this inspection is one part of the action plan to accomplish Strategic Goal #5 to provide a high-quality environment that is essential to the educational success of students. This inspection will determine the level of cleanliness at a school site and target areas that need improvement.

- **PROCESS:**

Each site will be inspected quarterly. The inspections will be at random. The designee will conduct this inspection with the Site Administrator or designee. Each inspector will use the School Site Cleanliness Inspection Form.

The inspection will include but is not limited to the following:

- Outside Grounds
- Buildings
- Main Entrance
- Hallways
- One set of Boys and Girls Restrooms
- Two Classrooms at random
- Cafeteria/Gym/Media Center
- Custodial Room
- Supply Room

- **FOLLOW UP AND CORRECTION:**

The Site Administrator and Designated Inspector will use this inspection to identify and correct deficiencies in site cleanliness. They will jointly address all deficiencies and design a plan for follow up, to ensure satisfactory corrections have been made.

TUPELO PUBLIC SCHOOL DISTRICT  
 QUARTERLY FACILITIES INSPECTION REPORT  
 OVERALL SITE CONDITIONS SUMMARY SHEET

QUARTER: Third Quarter of 2010-2011 School Year

U - Unsatisfactory  
 N - Needs Improvement  
 S - Satisfactory  
 E - Exceeds Standards

	U	N	S	E
<b>Schools:</b>				
Carver Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Church Street Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fillmore Center	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joyner Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
King Early Childhood Education Center	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lawhon Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lawndale Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Milam Elementary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parkway Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pierce Street Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rankin Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thomas Street Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tupelo High School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tupelo Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Support Sites:</b>				
Central Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Central Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Nutrition Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation Bus Shop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>