



# LAUSD

## Maintenance & Operations

### School Site Storm Preparation Checklist



#### Plant Manager Preparation

- ☐ Keep school grounds clear of trash and debris that may clog storm drains.
- ☐ Ensure storm drain catch basins are free of trash and debris.
- ☐ Clean rain gutters and downspouts on single story buildings.
- ☐ Submit service calls for loose or missing gutter and/or downspout brackets.
- ☐ Submit service calls for building components that are a concern for water intrusion.
- ☐ Identify areas that may require sandbags prior to rainfall.
- ☐ Routinely check rooftops for clogged drains during rainstorms.
- ☐ Routinely check vacant areas for water intrusion.
- ☐ Routinely check the perimeter of buildings to look for standing water.
- ☐ Routinely check trees for instability or broken branches that could be a safety concern.
- ☐ Ensure personnel have appropriate rain gear in good working condition:
  - ☐ Waterproof rain coat w/hood. ☐ Waterproof pants. ☐ Waterproof boots.
- ☐ Have sufficient supplies on site to manage water intrusion.
  - ☐ Push brooms.
  - ☐ Mops.
  - ☐ Squeegees.
  - ☐ Towels and rags.
  - ☐ Plastic trash bags.
  - ☐ Plastic trash cans to catch water.
  - ☐ Portable fans to dry out damp areas.

*Return this document to your CPM no later than 10/31/2015. Note on this form or attach a separate sheet to identify any areas in which you need assistance.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date