Annexure - School Infrastructure & Maintenance Pre-Summer Review

School Name: _____
Academic Year: _____
Inspection Date: _____
Inspection Conducted By: _____
Next Review Date: _____

1. Classroom Infrastructure Review

S. No.	Item Checked	Total Units	Condition (Good / Repair / Replace)	Remarks	Action Required
1	Classroom Furniture (Desks/Benches)				
2	Teacher Tables & Chairs				
3	Classroom Boards (White/Smart/Green)				
4	Fans / Air Circulation				
5	Lights / Electrical Fittings				
6	Projector / Smart Board				
7	Curtains / Blinds				
8	Door Locks & Windows				

2. Electrical System Inspection

S. No.	Area	Wiring Condition	Switch Boards	Backup Power	Remarks	Action Required
1	Classrooms					
2	Labs					
3	Library					
4	Office Area					
5	Corridors / Staircases					

3. Laboratories & Equipment

S. No.	Lab Name	Equipment Condition	Safety Equipment	Inventory Updated	Repair Needed
1	Science Lab				
2	Computer Lab				
3	Mathematics Lab				
4	Language Lab				

4. Washroom & Sanitation Review

S. No.	Area	Cleanliness	Water Supply	Plumbing Condition	Repairs Required
1	Boys Washrooms				
2	Girls Washrooms				
3	Staff Washrooms				
4	Drinking Water Area				

5. Safety & Security Inspection

S. No.	Item	Status (Working/Not Working)	Last Checked	Remarks	Action Required
1	Fire Extinguishers				
2	Fire Alarm System				
3	Emergency Exit Signage				
4	CCTV Cameras				
5	Boundary Wall / Gates				

6. Library & Resource Room

S. No.	Item	Status	Remarks	Action Required
1	Bookshelves Condition			
2	Reading Tables / Chairs			
3	Computer Systems			
4	Catalog System Updated			

7. Sports Infrastructure

S. No.	Facility	Condition	Repair Needed	Remarks
1	Playground			
2	Indoor Sports Equipment			
3	Outdoor Sports Equipment			
4	Storage Area			

8. Summer Maintenance Plan

S. No.	Repair Work Required	Location	Responsible Person	Deadline	Status
1					
2					
3					

9. Budget Estimate for Repairs

S. No.	Work Description	Estimated Cost	Approved By	Remarks
1				
2				
3				

10. Final Compliance Note

Major Observations:

_____

_____

Action Plan Before School Reopens:

_____

_____

_____

Prepared By: _____
Maintenance Incharge: _____
Principal / Head of School: _____