



Start of Term Checklist

Keep on top of your Start of Term checks with our non-exhaustive list, put together by our team. A printable checklist of just some of the jobs you might need to work through as the new term begins.

Start of Term Checks (a non-exhaustive list!)

Area	Task	Comment	Completed by	Date
Departmental:	Issue stationery etc to teachers/classes.			
	Arrange technical induction of new staff (technicians, teachers, trainee teachers).			
Hygiene/Safety:	Check eyewash tubing/stations and replace if necessary.			
	Ensure plumbed eyewash stations are allowed to run for a few minutes (protection against legionella bacteria). This should be repeated as a weekly task.			
Chemical stores:	Check the integrity of the stores - take a buddy for safety in case of any hazardous spillages/fume build up.			
	Check ventilation is working (especially if you noted fume build up) - report to your site team if necessary.			
	Check for leaks from bottles.			
	Check the condition of bottles (see CLEAPSS guide GL246).			
	Identify any bottles with missing/illegible labels and remove.			
	Check for any excessive corrosion of metal shelving/cabinets.			
	Check levels of alcohols in spirit burners - top up if necessary.			
	Check any chemicals that require dry atmosphere (replace dessicant if necessary).			
Check any chemicals that require a damp atmosphere and re-dampen if necessary NOTE: If you have 2,4-dnph and you find it HAS dried out call CLEAPSS/SSERC for advice before removing (explosive hazard when dry).				

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Area	Task	Comment	Completed by	Date
Radioactive Materials:	Check store cupboards and radioactive stocks (locks still intact, all sources present).			
Gas/Electricity:	Check that gas supply is working at the shut off valves.			
	Check that electricity is working at the shut off valves.			
	Identify and add reminder for PAT testing date.			
	Check integrity of any gas cylinders, including the site security.			
Fridges and Freezers:	If you kept bacterial cultures over the holiday check them all now and make a plan to subculture them on.			
	Check all perishable goods in fridges for integrity, plan a re-stock if necessary.			
Other:	Check for any outstanding/missing deliveries.			
	Prepare any stock orders waiting from pre holiday.			