



St. Louis Public Schools District

New Principal Operations Building Walk-Through Checklist

Welcome to the 2025-2026 School Year!

📍 School: _____ Date: _____

👤 Principal: _____ Operations Contact: _____

Transportation

- ☐ Review designated student drop-off and pick-up areas
- ☐ Confirm bus loading/unloading areas and traffic flow patterns
- ☐ Confirm supervision coverage during arrival and dismissal
- ☐ Review procedures for late buses and bus incidents
- ☐ Review student transportation lists and route assignments
- ☐ Special transportation needs (SPED, field trips, etc.)
- ☐ Transportation department contact information

Food & Nutrition Services

- ☐ Review breakfast & lunch schedules
- ☐ Discuss "Breakfast Beyond the Bell" (if applicable)
- ☐ Discuss compliance with USDA and health inspection procedures
- ☐ Understand cafeteria protocols & supervision expectations
- ☐ Meal count and ordering procedures
- ☐ Procedures for students with allergies / dietary restrictions
- ☐ Food Service department contact information



Facilities

- ☐ Provide master keys and building entry protocols
- ☐ Procedures for work orders & repairs
- ☐ Connect with Assigned Custodial Zone Manager for Building
- ☐ Review daily cleaning schedules and procedures
- ☐ Identify utility shut offs (water, gas, electric)
- ☐ Identify custodial closet locations and storage
- ☐ Review process for requesting furniture/equipment moves using the **Electronic SD-107 Form**
- ☐ Review building use permits forms
- ☐ Facilities department contact information

Safety & Security


- ☐ Review drill schedule: tornado, fire, earthquake, intruder
- ☐ Review the school's Emergency Operations Plan (EOP) and reporting requirements
- ☐ Review building security systems (cameras, alarms, card access)
- ☐ Discuss visitor check-in/check-out procedures
- ☐ Ensure communication protocols for reporting incidents
- ☐ Safety & Security department contact information

Final Walkthrough Sign-Off

- ☐ All areas reviewed, and contact information provided
- ☐ Principal understands expectations and protocols for each operational area
- ☐ Follow-up actions and responsible parties documented

Signature – Principal: _____

Signature – COO/Designee: _____

 Additional Questions or Notes:
