

## FACILITATING AN EFFECTIVE CENTER WALKTHROUGH

The purpose of the walkthrough is to correct any eyesores, policies, procedures, or violations before they become an issue. This method of prevention is being proactive to address any visible center issues.

### Who Facilitates Walkthroughs?

Walkthroughs should be conducted by school leaders daily. However, staff members can join leaders on walkthroughs to promote a culture of shared/collective responsibility. Staff who are in the process of being trained as school leaders should be actively involved in daily walkthroughs.

- All staff should be aware of the purpose for and process of daily walkthroughs. Walkthroughs are not intended to be a “gotcha” for staff; rather, they are intended to help all school staff and leaders maintain a safe, clean, and healthy setting.

### The Figure 8 Walkthrough

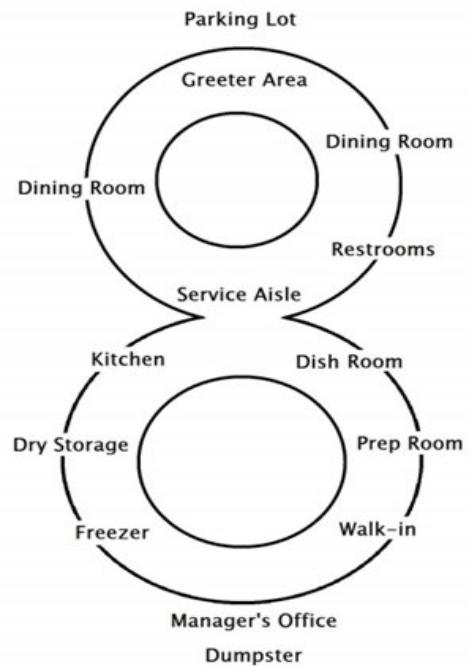
Create a Figure 8 Diagram for your school with EIGHT inspection points. Use the sample provided as a guide, personalizing your walkthrough path to match the layout of your center and its interior and exterior areas.

#### First initial walkthrough:

- School leaders walk the school together using their Figure 8 map and stop to *discuss and document* any eyesores or policy/procedure violations.
- As you observe the issues, you either correct them on the spot or delegate them out to other staff members to quickly fix.
- This first process could take anywhere from 15 minutes to one hour to complete.
- Reflect on the map you used and revise, as needed, to allow you to walk the school and truly assess facility needs.

#### Daily Walkthroughs:

- Repeat the process **daily** to ensure follow through (make sure all identified areas of need are corrected/remedied) and maintain consistent, proactive facilities management



#### Helpful Tips:

- Arrive early to work, prior to your shift, to correctly do the walkthrough.
- Daily walkthroughs will be easy to manage as long as you address issues from the start.
- Maintain every area in the center by delegating “side work” for both the teachers and assistants and have them be accountable. Examples of side work include:
  - Emptying trash cans and diaper trash cans throughout the day;
  - Wiping down tables;
  - Checking hallways for clutter and debris and removing;
  - Wiping down bathroom sinks and checking toilet paper;
  - Picking up debris/trash around front entrance and in playground.

### The Five Senses Checklist

Another effective tool for assessing your center's physical environment is the Five Senses Checklist.

This checklist can be incorporated into your Figure 8 Walk-Through very easily. As you walk your Figure 8, use your senses to help identify potential "eyesores" or violations.

#### *Sample Template for a Five Senses Walk-Through*

Item	Sight	Sound	Feel	Smell	Taste
Parking Lot					
Entryway					
Preschool room					
Toddler Room					
Infant Room					
Kitchen					
School-Age Room					
Bathrooms					
Hallways					
Front Office					
Playground					
<b>ADDITIONAL NOTES</b>					
<b>NEXT STEPS/ACTION ITEMS</b>					

Date \_\_\_\_\_

Name/Signature of Staff Member \_\_\_\_\_