FACILITY MANAGER · PRINT & WALK-THROUGH

Back-to-School Matting Checklist

Walk every door before the first bell. Use this sheet to document, prioritize, and order replacements with enough lead time for installation during in-service week.

INSPECTED BY	BUILDING / CAMPUS	DATE OF WALK-THROUGH

INSPECT & DOCUMENT

- 01 ☐ Walk every exterior entrance on campus **(all 10–20+ doors)**.
- 02 ☐ Inspect every mat for **curled edges, flat fibers, cracked backing, and odor**.
- 03 ☐ Replace any mat showing warning signs — **do not start the year with failing mats**.
- 04 ☐ Document mat conditions with photos before the school year starts.

VERIFY ZONE COVERAGE

- 05 ☐ Verify main entrance has **full 3-zone coverage**.
  Outdoor scraper → WaterHog → interior/logo mat.
- 06 ☐ Verify every **secondary entrance** has at least an outdoor scraper + WaterHog.
- 07 ☐ Check **cafeteria mats** — entrance, serving line, and dish room.
- 08 ☐ Check **gymnasium entrance mats** at every door.

ORDER & SCHEDULE

- 09 ☐ Order **CleanShield restroom mats** for the full school year (monthly rotation).
- 10 ☐ Consider a **logo mat** for the main entrance and/or gymnasium lobby.
- 11 ☐ Stage **backup mats** for highest-traffic entrances (rainy season rotation).
- 12 ☐ Establish a cleaning schedule: **daily vacuum, weekly deep clean, monthly inspection**.
- 13 ☐ Submit matting budget request with **floor protection and liability reduction** framing.

NOTES · MATS TO RE-ORDER · DOORS FLAGGED

Need a second opinion on the spec?

A mat specialist can walk your building with you, photo-document each zone, and quote replacement mats with lead time. No charge for site assessments.

TALK TO A MAT SPECIALIST

954-751-9800

unclemats.com