

School _____

Team Member(s) _____

Building Location _____

Date ___/___/___ Time _____ #Present _____

SET Project Coordinator Checklist

The SET Project Coordinator is responsible for management of the Team, including collection of information from members, setting meeting dates, and other administrative duties. This checklist is meant to be used as a management tool.

Please write a date next to those items, which have been completed.

Item	Date Completed
Sent Letter to Principal with PTA's approval	_____
Met with Principal	_____
Obtained facility map(s) and made copies	_____
Using map(s), number each room included in the walk-through	_____
Solicited members for Team	_____
Met with Team and reviewed Procedures	_____
Reviewed Pest Problem Log	_____
Reviewed Pest Management Log	_____
Prepared Paperwork needed (photocopy checklists, Maps) * DO NOT WRITE ON ORIGINALS *	_____
Held Team training	_____
Performed walk-through	_____
SET Checklists received from other Team members	_____
Walk-through completed	_____
Checklists Reviewed	_____
Data compiled into list	_____
List of observations distributed:	_____
<input type="checkbox"/> Principal	
<input type="checkbox"/> PTA President	
<input type="checkbox"/> Safety and Insurance Office	
<input type="checkbox"/> County PTA Council	
SET Project Performance assessed	_____
Team's membership, checklists and procedures updated, as appropriate	_____
Next date for walk-through set	_____
File checklists and notes for future reference	_____