

ENVIRONMENTAL SCAN CHECKLIST

Signed Parent and Photo Permission slip

Reviewed safety protocols

Assigned teams

Determined the area to scan

Determined the type of scan (physical location, advertising, media)

Generated a list or map

Gathered supplies (clipboards, scan forms, tablet/iPad, pens, etc.)

Conducted pre-scan briefing

Saved emergency contact numbers

Shared scan intention letter with retailers

Conducted post-scan briefing

Shared scan results