

Instructions

- 1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
- 2. Keep the Background Information and make a copy of the checklist for future reference.
- 3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

Building and Grounds Maintenance Checklist

Name:	
School:	
Room or Area: Date Completed:	
Signature:	

1. BUILDING MAINTENANCE SUPPLIES

••		Yes	No	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control	🗅		
1b.	Reviewed supply labels	🗅		
1c.	Ensured that air from chemical and trash storage areas vents to			
	the outdoors	🗅		
1d.	Stored chemical products and supplies in sealed, clearly labeled			
	containers	🗅		
1e.	Researched and selected the safest products available	🗖		
1f.	Ensured that supplies are being used according to manufacturers'			
	instructions	🗖		
1g.	Ensured that chemicals, chemical-containing wastes, and containers are			
	disposed of according to manufacturers' instructions	🗖		
1h.	Substituted less- or non-hazardous materials (where possible)	🗖		
1i.	Scheduled work involving odorous or hazardous chemicals for periods			
	when the school is unoccupied	🗖		
1j.	Ventilated affected areas during and after the use of odorous or			
	hazardous chemicals	🗖		

2. GROUNDS MAINTENANCE SUPPLIES

2a.	Stored grounds maintenance supplies in appropriate area(s) \Box	
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	
2c.	Established and followed procedures to minimize exposure to fumes	
	from supplies	
2d.	Reviewed and followed manufacturers' guidelines for maintenance	
2e.	Replaced portable gas cans with low-emission cans	
2f.	Stored chemical products and supplies in sealed, clearly-labeled	
	containers	
2g.	Ensured that chemicals, chemical-containing wastes, and containers are	
1	disposed of according to manufacturers' instructions	

3. DUST CONTROL

3a.	Installed and maintained barrier mats for entrances \Box	
3b.	Used high efficiency vacuum bags	
3c.	Used proper dusting techniques	
3d.	Wrapped feather dusters with a dust cloth	
3e.	Cleaned air return grilles and air supply vents	

4. FLOOR CLEANING

4.	FLOOR CLEANING	Yes	No	N/A
4a	. Established and followed schedule for vacuuming and mopping floors	🗅		
4b	. Cleaned spills on floors promptly (as necessary)	🗖		
4c	. Performed restorative maintenance (as necessary)	🗖		

5. DRAIN TRAPS

5a.	Poured water down floor drains once per week (about 1 quart of water)	
5b.	Ran water in sinks at least once per week (about 2 cups of water)	
5c.	Flushed toilets once each week (if not used regularly) \Box	

6. MOISTURE, LEAKS, AND SPILLS

6a.	Checked for moldy odors	
6b.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	
6c.	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	
6d.	Checked that windows, windowsills, and window frames are free of condensate	
6e.	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate	
6f.	Ensured the following areas are free from signs of leaks and water damage:	
	Indoor areas near known roof or wall leaks	
	Walls around leaky or broken windows	
	Floors and ceilings under plumbing	
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes	

7. COMBUSTION APPLIANCES

7a.	Checked for odors from combustion appliances \Box	
7b.	Checked appliances for backdrafting (using chemical smoke) \Box	
7c.	Inspected exhaust components for leaks, disconnections, or deterioration \dots	
7d.	Inspected flue components for corrosion and soot \Box	

8. PEST CONTROL

8a	Completed the	Integrated Pest	Management	Checklist		
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