



TO: BOE

FROM: John Converse - Facilities Manager

DATE: 12/30/24

RE: IAQ Checklists Summary

In April 2024 the district downloaded the Tools For School IAQ checklists. All the Head custodians/Maintenance staff and Head cooks were given the checklist and asked to do a walkthrough of their areas and log their findings to their associated checklist.

There were 6 checklists to be completed. A school walkthrough checklist, Waste management, Buildings and grounds maintenance, Integrated pest management, Ventilation and a Food service checklist. All 6 checklists had a series of questions to be answered with Yes, No or N/A. All checklists were carefully evaluated and the issues that were found were minor. All issues will be addressed.

The general cleanliness of the buildings is good, with the exception of food being brought throughout the building causing increased rodent infestation. Increasing the frequency of the exterminator seems to help manage it. The excess moisture in the buildings is managed in the buildings that have full air conditioning. The elementary schools are air conditioned in pockets and the other areas are managed with fans and dehumidifiers to help control the moisture. Roof leaks are addressed and ceiling tiles are replaced ASAP. Thermal Comfort is easier to maintain in our fully air conditioned buildings than our partially air conditioned buildings.



All HVAC/R equipment in the district have scheduled maintenance plans. These scheduled plans include: filter changing, adjusting minimum percentages of required outside air through the HVAC equipment, changing/adjusting belts, cleaning coils/condensate pans, cooling start-ups and heating start-ups depending on the season. Every piece of HVAC/R equipment is inspected at times through the year to verify its operation/cleanliness for top performance and any repairs will be made at that time the issue was found.

Each IAQ checklist can be reviewed at each individual school's website. All checklists can be viewed at the RSD17 website.

See below for direct links:

Burr:

<https://resources.finalsite.net/images/v1715801477/rsd17org/wdlaawbqz5p55lhrkcj/BESToolsforschoolschecklists42024.pdf>

KES:

<https://resources.finalsite.net/images/v1715801249/rsd17org/nwv47s9sxwrxada8urzm/KESToolsforschoolschecklists42024.pdf>

HKIMS:

<https://resources.finalsite.net/images/v1715801367/rsd17org/hh5ms9g5kjdzbgwzbcnd/HKIMSToolsforschoolChecklists42024.pdf>

HKHS:

<https://resources.finalsite.net/images/v1715801539/rsd17org/w6mosjg3if8k0dustw8j/HKHSToolsforSchoolchecklists42024.pdf>