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Building and Grounds Maintenance Checklist

Name:	Darien School District		
School:	Darien High School		
Room or	· Area:	Date Completed:	01/31/2024
Signature	e: Joseph Trevino		

1.	BUILDING MAINTENANCE SUPPLIES	Voc	No	N/A
la.	Developed appropriate procedures and stocked supplies for spill control			
	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.				
	disposed of according to manufacturers' instructions			
1h.		. 🛂		
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	. 🗷	_	_
-3.	hazardous chemicals	. 🛭		
2.	GROUNDS MAINTENANCE SUPPLIES			
2a.	Stored grounds maintenance supplies in appropriate area(s)	. 🔽		
2b.				
_	instructions	. 🛂		
2c.	Established and followed procedures to minimize exposure to fumes from supplies			
2d	Reviewed and followed manufacturers' guidelines for maintenance			
	Replaced portable gas cans with low-emission cans			
2f.	Stored chemical products and supplies in sealed, clearly-labeled	. –	_	_
	containers	. 🔽		
2g.				
	disposed of according to manufacturers' instructions	. 🔽		
3	DUST CONTROL			
	Installed and maintained barrier mats for entrances			
	Used high efficiency vacuum bags			
	Used proper dusting techniques			
	Wrapped feather dusters with a dust cloth			

4.	FLOOR CLEANING Yes	s N	o	N/A	
4a. 4b. 4c.	Established and followed schedule for vacuuming and mopping floors		ם ם		
5.	DRAIN TRAPS				R I R
5b.	Poured water down floor drains once per week (about 1 quart of water) ☑ Ran water in sinks at least once per week (about 2 cups of water)		ב		
5c.	Flushed toilets once each week (if not used regularly))		
6.	MOISTURE, LEAKS, AND SPILLS				
	Checked for moldy odors		ב		
60.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)		ב		
6c.	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)		ב		
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		_	_	
6f.	free of condensate		_		
	Indoor areas near known roof or wall leaks □		ב		
	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		ב		
7b.	Checked appliances for backdrafting (using chemical smoke) ✓		ב		
7c.	Inspected exhaust components for leaks, disconnections, or deterioration \blacksquare		ב		
7d.	Inspected flue components for corrosion and soot $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		ב		
8.	PEST CONTROL				
8a.	Completed the Integrated Pest Management Checklist		ב		



Food Service Checklist

Name:	Darien School District		
School:	Dairen High School		
Room or Area:		Date Completed:	01/31/2024
Signatur	e: Joseph Trevino		

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1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas			
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning			
1d.	Determined that gas appliances function properly			
	Verified that gas appliances are vented outdoors			
	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used			
_	Ensured that kitchen is clean after use	☑		
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑		
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☑		
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑		
2.	FOOD HANDLING AND STORAGE			
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)			
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces			
20	Ensured that food preparation, cooking, and storage practices are sanitary			
	Disposed of food scraps properly and removed crumbs			
	Cleaned counters with soap and water or a disinfectant (according to school policy)		_	
2f.	Swept and wet mopped floors			
3.	WASTE MANAGEMENT			
	Selected and placed waste in appropriate containers			
	Ensured that containers' lids are securely closed	☑		
	Separated food waste and food-contaminated items from other wastes, if possible			
	Stored waste containers in a well-ventilated area	☑		
•	vents, operable windows, and food service doors in relation to prevailing winds)	☑		

4. DELIVERIES

	Yes	INO	IN/P
4a.	Instructed vendors to avoid idling their engines during deliveries \square		
4b.	Posted a sign prohibiting vehicles from idling their engines in		
	receiving areas	abla	
4c.	Ensured that doors or air barriers are closed between receiving area		
	and kitchen		





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 as well as a
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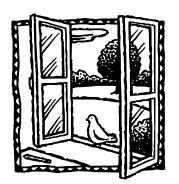
Ventilation Checklist

Darien School District

INS	ame:			
Sc	hool: Darien High School			
_	nit Ventilator/AHU No:			_
Ro	oom or Area: Date Completed:			_
	gnature: Joseph Trevino			_
L				
1.	OUTDOOR AIR INTAKES			
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)		lo 🗆	N/A
1b.	Ensured that the ventilation system was on and operating in "occupied" mode	1 [_	
AC	TIVITY 1: OBSTRUCTIONS			
	Ensured that outdoor air intakes are clear of obstructions, debris, clogs,		_	
1d.	or covers	(_	Ц
	frequently block an intake)	1		
AC	TIVITY 2: POLLUTANT SOURCES			
1e.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	1 [_	
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from			
	air-conditioning cooling towers)	1		
lg.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)) [_	
	TIVITY 3: AIRFLOW Obtained chemical smoke (or a small piece of tissue paper or light plastic) ✓		_	
	Confirmed that outdoor air is entering the intake appropriately		_	
2.	SYSTEM CLEANLINESS			
AC	TIVITY 4: AIR FILTERS			
	Replaced filters per maintenance schedule	1		
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)			
2c	Vacuumed filter areas before installing new filters		_	
	Confirmed proper fit of filters to prevent air from bypassing (flowing	•		_
2 -	around) the air filter		_	
∠e.	Confirmed proper installation of filters (correct direction for airflow)			

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS 2f. Ensured that drain pans slant toward the drain (to prevent water from Yes No N/A accumulating) 2g. Cleaned drain pans.... 2h. Checked drain pans for mold and mildew **ACTIVITY 6: COILS** 2i. Ensured that heating and cooling coils are clean ✓ **ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS** 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean **ACTIVITY 8: MECHANICAL ROOMS** 21. Checked mechanical room for unsanitary conditions, leaks, and spills 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies 3. CONTROLS FOR OUTDOOR AIR SUPPLY 3a. Ensured that air dampers are at least partially open (minimum position) ✓ 3b. Ensured that minimum position provides adequate outdoor air for occupants **ACTIVITY 9: CONTROLS INFORMATION** 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) **ACTIVITY 10: CLOCKS, TIMERS, SWITCHES** 3e. Set time clocks appropriately...... ☑ 3f. Ensured that settings fit the actual schedule of building use (including **ACTIVITY 11: CONTROL COMPONENTS** 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)..... 3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions) **ACTIVITY 12: OUTDOOR AIR DAMPERS** 3k. Ensured that the outdoor air damper is visible for inspection...... 31. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range



NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.



3.	CONTROLS FOR OUTDOOR AIR SUPPLY (continued)			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	Yes ☑	No □	N/
3o.	Checked that the outdoor air damper opens (at least partially with no delay when the air handler is turned on)	_	_
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room		_	_
	thermostat is set to 85°F			
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimu position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F			
3r.	If the outdoor air damper does not move, confirmed the following items: • The damper actuator links to the damper shaft, and any linkage set			
	screws or bolts are tight			
	Moving parts are free of impediments (e.g., rust, corrosion)			
	 Electrical wire or pneumatic tubing connects to the damper actuator The outside air thermostat(s) is functioning properly (e.g., in the right 			
	location, calibrated correctly)	🔽		
	ceed to Activities 13–16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			
OR		🗷	_	_
	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was			
•	tripped)	☑		u
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	🛭		
clos	TE: HVAC systems with water coils need protection from the cold. The freezeste the outdoor air damper and disconnect the supply air when tripped. The type is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3 v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	🔽		
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	🗹		
NO	TE: The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight	☑		
<i>3</i> Z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	🛭		
load Dry	TE: Economizers use varying amounts of cool outdoor air to assist with the d of the room or rooms. There are two types of economizers, dry-bulb and env-bulb economizers vary the amount of outdoor air based on outdoor temper. Lenthalpy economizers vary the amount of outdoor air based on outdoor tempers.	nthalp rature	oy. 2,	

and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

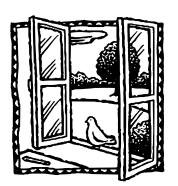
3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied Yes No N/A hours (even when room thermostat is satisfied)...... NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply. 4. AIR DISTRIBUTION **ACTIVITY 17: AIR DISTRIBUTION** 4a. Ensured that supply and return air pathways in the existing ventilation system 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies. 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows) NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents. 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply....... 4f. Modified existing HVAC systems to incorporate any room or zone layout 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities 4i. Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals **ACTIVITY 18: PRESSURIZATION IN BUILDINGS** NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity. 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, 5. EXHAUST SYSTEMS **ACTIVITY 19: EXHAUST FAN OPERATION** 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ✓ If fans are running but air is not flowing toward the exhaust intake, check for the following:

• Inoperable dampers

· Broken fan belt

Obstructed, leaky, or disconnected ductwork Undersized or improperly installed fan





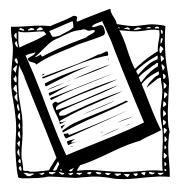
5. EXHAUST SYSTEMS (continued)

ACTIVITY 20: EXHAUST AIRFLOW

NOTE: Prevent migration of indoor contaminants from areas such as bathroo	oms, kitchens,
and labs by keeping them under negative pressure (as compared to surroundi	ng spaces).
5b. Checked (using chemical smoke) that air is drawn into the room from	Yes No

5b.	Checked (using chemical smoke) that air is drawn into the room from adjacent spaces		No	N/A
	nd outside the room with the door slightly open while checking airflow high door opening (see "How to Measure Airflow").	and i	low ii	n
5c.	Ensured that air is flowing toward the exhaust intake	🗹		
	CTIVITY 21: EXHAUST DUCTWORK Checked that the exhaust ductwork downstream of the exhaust fan (which under positive pressure) is sealed and in good condition			
6.	QUANTITY OF OUTDOOR AIR			
AC	TIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATION	ONS		
NO	TE: Refer to "How to Measure Airflow" for techniques.			
6a.	Measured the quantity of outdoor air supplied (22a) to each ventilation unit	🔽		
6b.	Calculated the number of occupants served (22b) by the ventilation unit under consideration	🔽		
6c.	Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	🗹		
AC	TIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTIT	IES		
6d.	Compared the existing outdoor air per person (22c) to the recommended levels in Table 1			
6e.	Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet	•	_	_

the recommended levels in Table 1



Walkthrough Inspection Checklist

Name:	Darien School District		
School:	Darien High School		
Room or	Area:	Date Completed:	01/31/2024
Signatur	e: Joseph Trevino		

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1. 6	GROUND LEVEL	Yes	No	N/A
1a. E	Ensured that ventilation units operate properly			
1b. E	Ensured there are no obstructions blocking air intakes			
1c. (Checked for nests and droppings near outdoor air intakes			
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes			
	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)			
	Ensured that vehicles avoid idling near outdoor air intakes			
1g. N	Minimized pesticide application	☑		
	Ensured that there is proper drainage away from the building (including coof downspouts)			
	Ensured that sprinklers spray away from the building and outdoor air intakes			
3	Ensured that walk-off mats are used at exterior entrances and that hey are cleaned regularly			
2. F	ROOF			
While	e on the roof, consider inspecting the HVAC units (use the Ventilation Che	ecklis	t).	
2b. C 2c. C 2d. H 2e. H 2f. C	Ensured that the roof is in good condition Checked for evidence of water ponding Checked that ventilation units operate properly (air flows in) Ensured that exhaust fans operate properly (air flows out) Ensured that air intakes remain open, even at minimum setting Checked for nests and droppings near outdoor air intakes			
	Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes			
3. <i>A</i>	ATTIC			
	Checked for evidence of roof and plumbing leaks			V
4. 6	GENERAL CONSIDERATIONS			
	Ensured that temperature and humidity are maintained within acceptable ranges	☑		
	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors			
	Checked for signs of mold and mildew growth		_	

4.	GENERAL CONSIDERATIONS (continued)	s No	n l	N/A
4e.				
4f.	Danian Oakaal District)	
4g.	Noted and reviewed all concerns from school occupants)	
5.	BATHROOMS AND GENERAL PLUMBING			
	Ensured that bathrooms and restrooms have operating exhaust fans)	
	Water is poured down floor drains once per week (approx. 1 quart of water) ✓)	
	Water is poured into sinks at least once per week (about 2 cups of water) ✓)	
	Toilets are flushed at least once per week)	
6.	MAINTENANCE SUPPLIES			
6a.	Ensured that chemicals are used only with adequate ventilation and when			
	building is unoccupied)	
6b.	Ensured that vents in chemical and trash storage areas are operating			
	properly		_	
	Ensured that portable fuel containers are properly closed)	
6d.	Ensured that power equipment, like snowblowers and lawn mowers, have			
	been serviced and maintained according to manufacturers' guidelines)	
7.	COMBUSTION APPLIANCES			
7a.	Checked for combustion gas and fuel odors)	
	Ensured that combustion appliances have flues or exhaust hoods)	
7c.	Checked for leaks, disconnections, and deterioration)	
	Ensured there is no soot on inside or outside of flue components		1	
8.	OTHER			
8a.	Checked for peeling and flaking paint (if the building was built before			
	1980, this could be a lead hazard))	
8b.	Determined date of last radon test)	



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Waste Management Checklist

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School:	Darien High School		
Room or	Area:	Date Completed:	01/31/24
Signature	: Joseph Trevino		

1.	WASTE MANAGEMENT	Yes	No	N/A
1a.	Ensured that waste containers are appropriate for use (for example,			•
	food waste containers should have lids)	. 🔽		
1b.	Ensured that waste containers are lined	. 🔽		
1c.	Ensured that waste from art, science, vocational classes, etc., are			
	handled separately	. 🔽		
1d.	Labeled recycling bins clearly	. 🔽		
1e.	Ensured number of bins and dumpsters is adequate	. 🔽		
1f.	Ensured appropriate location of dumpsters (i.e., away from air intakes,			
	doors, and operable windows in relation to prevailing winds)	. 🔽		
1g.	Ensured waste containers are emptied regularly	. 🔽		
1h.	Ensured appropriate waste removal schedule	. 🔽		
1i.	Ensured waste is stored in a well-ventilated room	. 🔽		
1j.	Ensured any exhaust fans in the room are operating properly	. 🔽		
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin	. 🔽		
	, , ,			



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Integrated Pest Management Checklist

Darien School District

	sheel. Darien High School			
Sc		2024		
Ro	oom or Area: Date Completed: 01/31/	2024		
Si	gnature:			
1.	OFFICIAL POLICY STATEMENT	Yes	No	N/A
1a.	Developed or located the school's official policy statement for integra pest management (IPM)			
2.	DESIGNATING PEST MANAGEMENT ROLES			
	Assigned and trained a qualified person to be the pest manager			
	Involved decision makers in the IPM program Educated students and staff (the occupants of the building) about IPM			
	and asked them to keep their areas clean and free of clutter	☑		
	at home			
2e. 2f.	Developed a program to educate and train all IPM participants Included language about IPM into contracts with pest management	☑		
۷1,	professionals	☑		
3.	SETTING PEST MANAGEMENT OBJECTIVES			
3a.				
	preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)			
3b.	Set appropriate pest management objectives for school grounds (such	as		
	providing safe playing areas and the best athletic surfaces possible)	☑		
4.	INSPECTING, IDENTIFYING, AND MONITORING			
4a.	Inspected all buildings and grounds for pest evidence, entry points,			
41	food, water, and harborage sites			
	Identified potential pest habitats in buildings and grounds Pinpointed the source of any current pest problems			
	Monitored to determine the extent of pest problems and to estimate pe		_	_
	populations			
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems			
4f.	Established a monitoring program that consists of routine inspections		_	_
	estimate pest population levels and identify evidence of pests and potential habitat	2 1		

5. SETTING ACTION THRESHOLDS Yes No N/A 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring 5b. Determined how many pests the school buildings, grounds, and 5c. Set action thresholds 6. PREVENTIVE STRATEGIES **INDOOR SITES** 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Entryways • Classrooms • Gymnasiums • Locker rooms • Offices • Staff lounges • Bathrooms • Food preparation and serving areas • Rooms with extensive plumbing • Maintenance areas • Other **OUTDOOR SITES** 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Playgrounds • Parking lots. • Lawns and athletic fields..... • Teaching gardens or greenhouses. • Loading docks • Dumpsters • Areas with ornamental shrubs and trees • Other 7. PESTICIDE USE AND STORAGE 7a. Explored alternative pest management methods before concluding that 7b. Ensured that pest management professionals integrate IPM into their pest management methods 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species.......





7. PESTICIDE USE AND STORAGE (con

	• • •			
ħ.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yes ☑	No	N/A
i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals			
j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	☑		
k.	Ensured that parents are notified of upcoming pesticide applications through letters	☑		
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	☑		
	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑		
'n.	Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate			
7 _	the environment			
	Ensured that flammable liquids are stored away from ignition sources Ensured that pesticides are stored in their original containers and all lids			_
l a	are securely fastened	☑	_	
q.	ventilation system	☑		
3.	EVALUATING RESULTS AND RECORD KEEPING			
Ba.	Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑		
ßb.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained			
ßc.	Ensured that each log book contains the following items:			
	Copy of the pest management plan			
	• Service schedules for maintenance of buildings and grounds			
	 Current EPA-registered labels Current Material Safety Data Sheets (MSDS) for each pesticide project 			
	Pest surveillance data sheets			
	Diagram noting the location of pest activity, traps, and bait stations			



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 response requires
 further attention.)
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Building and Grounds Maintenance Checklist

Name:	Darien School District		
School:	Middlesex Middle School		
Room or	Area:	Date Completed:	01/31/2024
Signature	e: Joseph Trevino		

1.	BUILDING MAINTENANCE SUPPLIES	Yes	No	NI/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	☑		
1 f.	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. 1i.	Substituted less- or non-hazardous materials (where possible)	☑		
11.	when the school is unoccupied	☑		
1j.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	🗹		
2.	GROUNDS MAINTENANCE SUPPLIES			
	Stored grounds maintenance supplies in appropriate area(s)	🔽		
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			
	Replaced portable gas cans with low-emission cans			
2f.	Stored chemical products and supplies in sealed, clearly-labeled		_	
2g.	Ensured that chemicals, chemical-containing wastes, and containers are	☑		
-6.	disposed of according to manufacturers' instructions	🔽		
3.	DUST CONTROL			
	Installed and maintained barrier mats for entrances			
	Used high efficiency vacuum bags			
	Used proper dusting techniques			
	Wrapped feather dusters with a dust cloth			
36	Cleaned air return grilles and air supply yents	N		

4.	FLOOR CLEANING Yes	No	N/A
4a.	Established and followed schedule for vacuuming and mopping floors		
	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) 🗷		
	Ran water in sinks at least once per week (about 2 cups of water)		
5c.	Flushed toilets once each week (if not used regularly)		
6.	MOISTURE, LEAKS, AND SPILLS		
6a.	Checked for moldy odors ☑		
6b.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may		
6c	indicate periodic leaks)		
oc.	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		
7b.	Checked appliances for backdrafting (using chemical smoke) ✓		
7c.	Inspected exhaust components for leaks, disconnections, or deterioration $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		
7d.	Inspected flue components for corrosion and soot \square		
8.	PEST CONTROL		
8a	Completed the Integrated Pest Management Checklist		

NOTES Multiple locations of discolored ceiling tiles and reports of leaky ceilings



Food Service Checklist

Name:	Darien School District		
School:	Middlesex Middle School		
	Area:	Date Completed:	01/31/2024
Signature	e: Joseph Trevino		

Instructions

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1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas			
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning			
1d.	Determined that gas appliances function properly			
	Verified that gas appliances are vented outdoors			
	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used			
_	Ensured that kitchen is clean after use	☑		
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑		
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☑		
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑		
2.	FOOD HANDLING AND STORAGE			
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)			
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces			
20	Ensured that food preparation, cooking, and storage practices are sanitary			
	Disposed of food scraps properly and removed crumbs			
	Cleaned counters with soap and water or a disinfectant (according to school policy)		_	
2f.	Swept and wet mopped floors			
3.	WASTE MANAGEMENT			
	Selected and placed waste in appropriate containers			
	Ensured that containers' lids are securely closed	☑		
	Separated food waste and food-contaminated items from other wastes, if possible			
	Stored waste containers in a well-ventilated area	☑		
•	vents, operable windows, and food service doors in relation to prevailing winds)	☑		

4. DELIVERIES

	Yes	INO	IN/P
4a.	Instructed vendors to avoid idling their engines during deliveries \square		
4b.	Posted a sign prohibiting vehicles from idling their engines in		
	receiving areas	abla	
4c.	Ensured that doors or air barriers are closed between receiving area		
	and kitchen		





- 1. Read the IAQ

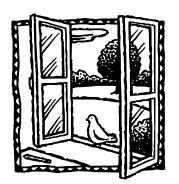
 Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 this checklist for
 each ventilation
 unit in your school,
 as well as a
 copy for future
 reference.
- 3. Complete the Checklist.
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 "no," or
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 item. (A "no"
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Ventilation Checklist

Na	nme: Darien School District		
Sc	hool: Middlesex Middle School		
	nit Ventilator/AHU No:		
	01/31/2024		
	oom of Area: Date Completed:		_
Sig	gnature: Joseph Trevino		
1.	OUTDOOR AIR INTAKES		
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)		N/A
1b.	Ensured that the ventilation system was on and operating in "occupied" mode		
	TIVITY 1: OBSTRUCTIONS		
1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers		
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)		
AC	TIVITY 2: POLLUTANT SOURCES		
	Checked ground-level intakes for pollutant sources (dumpsters, loading		
1 £	docks, and bus-idling areas)		
11.	toilet, or laboratory exhaust fans; puddles; and mist from		
	air-conditioning cooling towers)		
1g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)		
AC	TIVITY 3: AIRFLOW		
1h.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)		
1i.	Confirmed that outdoor air is entering the intake appropriately		
2.	SYSTEM CLEANLINESS		
AC	TIVITY 4: AIR FILTERS		
	Replaced filters per maintenance schedule		
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)		
2c.	Vacuumed filter areas before installing new filters		
	Confirmed proper fit of filters to prevent air from bypassing (flowing	_	_
_	around) the air filter		
2e.	Confirmed proper installation of filters (correct direction for airflow) ✓		

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS 2f. Ensured that drain pans slant toward the drain (to prevent water from Yes No N/A accumulating) 2g. Cleaned drain pans.... 2h. Checked drain pans for mold and mildew **ACTIVITY 6: COILS** 2i. Ensured that heating and cooling coils are clean ✓ **ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS** 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean **ACTIVITY 8: MECHANICAL ROOMS** 21. Checked mechanical room for unsanitary conditions, leaks, and spills 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies 3. CONTROLS FOR OUTDOOR AIR SUPPLY 3a. Ensured that air dampers are at least partially open (minimum position) ✓ 3b. Ensured that minimum position provides adequate outdoor air for occupants **ACTIVITY 9: CONTROLS INFORMATION** 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) **ACTIVITY 10: CLOCKS, TIMERS, SWITCHES** 3e. Set time clocks appropriately...... ☑ 3f. Ensured that settings fit the actual schedule of building use (including **ACTIVITY 11: CONTROL COMPONENTS** 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)..... 3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions) **ACTIVITY 12: OUTDOOR AIR DAMPERS** 3k. Ensured that the outdoor air damper is visible for inspection...... 31. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range



NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.



3.	CONTROLS FOR OUTDOOR AIR SUPPLY (continued)			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	Yes ☑	No □	N/
3o.	Checked that the outdoor air damper opens (at least partially with no delay when the air handler is turned on)	_	_
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room		_	_
	thermostat is set to 85°F			
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimu position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F			
3r.	If the outdoor air damper does not move, confirmed the following items: • The damper actuator links to the damper shaft, and any linkage set			
	screws or bolts are tight			
	Moving parts are free of impediments (e.g., rust, corrosion)			
	 Electrical wire or pneumatic tubing connects to the damper actuator The outside air thermostat(s) is functioning properly (e.g., in the right 			
	location, calibrated correctly)	🔽		
	ceed to Activities 13–16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			
OR		🗷	_	_
	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was			
•	tripped)	☑		u
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	🛭		
clos	TE: HVAC systems with water coils need protection from the cold. The freezeste the outdoor air damper and disconnect the supply air when tripped. The type is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3 v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	🔽		
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	🗹		
NO	TE: The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight	☑		
<i>3</i> Z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	🛭		
load Dry	TE: Economizers use varying amounts of cool outdoor air to assist with the d of the room or rooms. There are two types of economizers, dry-bulb and env-bulb economizers vary the amount of outdoor air based on outdoor temper. Lenthalpy economizers vary the amount of outdoor air based on outdoor tempers.	nthalp rature	oy. 2,	

and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

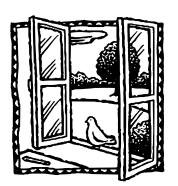
3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied Yes No N/A hours (even when room thermostat is satisfied)...... NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply. 4. AIR DISTRIBUTION **ACTIVITY 17: AIR DISTRIBUTION** 4a. Ensured that supply and return air pathways in the existing ventilation system 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies. 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows) NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents. 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply....... 4f. Modified existing HVAC systems to incorporate any room or zone layout 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities 4i. Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals **ACTIVITY 18: PRESSURIZATION IN BUILDINGS** NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity. 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, 5. EXHAUST SYSTEMS **ACTIVITY 19: EXHAUST FAN OPERATION** 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ✓ If fans are running but air is not flowing toward the exhaust intake, check for the following:

• Inoperable dampers

· Broken fan belt

Obstructed, leaky, or disconnected ductwork Undersized or improperly installed fan





5. EXHAUST SYSTEMS (continued)

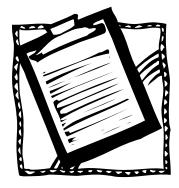
ACTIVITY 20: EXHAUST AIRFLOW

NOTE: Prevent migration of indoor contaminants from areas such as bathrooms, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

5b. Checked (using chemical smoke) that air is drawn into the room from Yes No I

5b.	Checked (using chemical smoke) that air is drawn into the room from adjacent spaces		No	N/
	nd outside the room with the door slightly open while checking airflow high door opening (see "How to Measure Airflow").	and l	low ii	n
5c.	Ensured that air is flowing toward the exhaust intake	🗹		
	CTIVITY 21: EXHAUST DUCTWORK Checked that the exhaust ductwork downstream of the exhaust fan (which under positive pressure) is sealed and in good condition			
6.	QUANTITY OF OUTDOOR AIR			
AC	TIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATION	NS		
NO	TE: Refer to "How to Measure Airflow" for techniques.			
6a.	Measured the quantity of outdoor air supplied (22a) to each ventilation unit	🔽		
6b.	Calculated the number of occupants served (22b) by the ventilation unit under consideration	🔽		
6c.	Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	☑		
AC	TIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTIT	ES		
6d.	Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	🔽		
6e.	Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet			

the recommended levels in Table 1.....



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Walkthrough Inspection Checklist

Name:	Darien School District		
School:	Middlesex Middle School		
Room or		Date Completed:	01/31/2024
Signature	e: Joseph Trevino		

1.	GROUND LEVEL	Yes	No	N/A
1a.	Ensured that ventilation units operate properly			Ū
1b.	Ensured there are no obstructions blocking air intakes			
	Checked for nests and droppings near outdoor air intakes	☑		
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes	2		
1e.	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)			
1f.	Ensured that vehicles avoid idling near outdoor air intakes			
_	Minimized pesticide application	☑		
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	2		
1i.	Ensured that sprinklers spray away from the building and outdoor			
	air intakes	☑		
lj.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	2		
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Che	ecklis	t).	
2b. 2c. 2d. 2e. 2f.	Ensured that the roof is in good condition Checked for evidence of water ponding Checked that ventilation units operate properly (air flows in) Ensured that exhaust fans operate properly (air flows out) Ensured that air intakes remain open, even at minimum setting Checked for nests and droppings near outdoor air intakes Ensured that air from plumbing stacks and exhaust outlets flows away			
25.	from outdoor air intakes	☑		
3.	ATTIC			
3a.	Checked for evidence of roof and plumbing leaks	🗖		×
3b.	Checked for birds and animal nests	🗖		×
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within acceptable ranges			
4b.	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors			
44	Checked for signs of mold and mildery growth			

4.	GENERAL CONSIDERATIONS (continued)	No	N/A
4e.			
4f.	Checked for evidence of pests and obvious food sources		
4g.	Noted and reviewed all concerns from school occupants		
5.	BATHROOMS AND GENERAL PLUMBING		
	Ensured that bathrooms and restrooms have operating exhaust fans		
	Water is poured down floor drains once per week (approx. 1 quart of water)		
	Water is poured into sinks at least once per week (about 2 cups of water) ☑		
	Toilets are flushed at least once per week		
6.	MAINTENANCE SUPPLIES		
6a.	Ensured that chemicals are used only with adequate ventilation and when		
	building is unoccupied		
6b.	Ensured that vents in chemical and trash storage areas are operating		
	properly		
	Ensured that portable fuel containers are properly closed \square		
6d.	Ensured that power equipment, like snowblowers and lawn mowers, have		
	been serviced and maintained according to manufacturers' guidelines		
7.	COMBUSTION APPLIANCES		
7a.	Checked for combustion gas and fuel odors ✓		
	Ensured that combustion appliances have flues or exhaust hoods		
7c.	Checked for leaks, disconnections, and deterioration		
	Ensured there is no soot on inside or outside of flue components $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		
8.	OTHER		
8a.	Checked for peeling and flaking paint (if the building was built before		
	1980, this could be a lead hazard)		
8b.	Determined date of last radon test		



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Waste Management Checklist

	Darien Schools District		
School:	Middlesex Middle School		
Room or	Area:	Date Completed:	01/31/24
Signatur	e: Joseph Trevino		

1.	WASTE MANAGEMENT	s	No	N/A
1a.	Ensured that waste containers are appropriate for use (for example,			_
	food waste containers should have lids)	ì		
1b.	Ensured that waste containers are lined	i		
1c.	Ensured that waste from art, science, vocational classes, etc., are			
	handled separately	i		
1d.	Labeled recycling bins clearly	ı		
1e.	Ensured number of bins and dumpsters is adequate	i		
1f.	Ensured appropriate location of dumpsters (i.e., away from air intakes,			
	doors, and operable windows in relation to prevailing winds)	i		
1g.	Ensured waste containers are emptied regularly	i		
1h.	Ensured appropriate waste removal schedule	i		
1i.	Ensured waste is stored in a well-ventilated room	i		
1j.	Ensured any exhaust fans in the room are operating properly	ı		
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin 🔽	ı		



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Integrated Pest Management Checklist

Darien School District

Name:

Sc	hool: Middlesex Middle Scho	ool				
Ro	oom or Area:	Date Completed:	01/31/2024			
Si	gnature:					
1.	OFFICIAL POLICY STATE	MENT	v	/oc	No	NI/
la.	Developed or located the school's pest management (IPM)		or integrated			
2.	DESIGNATING PEST MA	NAGEMENT ROLES	S			
	Assigned and trained a qualified p	=				
	Involved decision makers in the IP Educated students and staff (the or			☑		
	and asked them to keep their areas Encouraged parents to learn about	clean and free of clutter. IPM practices and implen	nent them			
) _e	at home					
2f.	1 1 0	contracts with pest manag	gement		<u> </u>	_
3.	SETTING PEST MANAGE	MENT OBJECTIVE	S			
3a.	Set appropriate pest management of preventing pests from interfering v	with students' learning env	ironment	_		_
3h	and preserving the integrity of the Set appropriate pest management			⊿		
,0.	providing safe playing areas and the			Ø		
4.	INSPECTING, IDENTIFYING	NG, AND MONITOR	RING			
4a.	Inspected all buildings and ground food, water, and harborage sites			[2]		
1b.	Identified potential pest habitats in					
lс.	Pinpointed the source of any curre	ent pest problems	[☑		
4d.	Monitored to determine the extent populations			☑		
1e.	Developed plans to modify habitat sanitation efforts) to prevent or res			2		
4f.	Established a monitoring program estimate pest population levels and	that consists of routine ins	spections to			
	potential habitat	•		\square		

5. SETTING ACTION THRESHOLDS Yes No N/A 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring 5b. Determined how many pests the school buildings, grounds, and 5c. Set action thresholds 6. PREVENTIVE STRATEGIES **INDOOR SITES** 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Entryways • Classrooms • Gymnasiums • Locker rooms • Offices • Staff lounges • Bathrooms • Food preparation and serving areas • Rooms with extensive plumbing • Maintenance areas • Other **OUTDOOR SITES** 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Playgrounds • Parking lots. • Lawns and athletic fields..... • Teaching gardens or greenhouses. • Loading docks • Dumpsters • Areas with ornamental shrubs and trees • Other 7. PESTICIDE USE AND STORAGE 7a. Explored alternative pest management methods before concluding that 7b. Ensured that pest management professionals integrate IPM into their pest management methods 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species.......





7. PESTICIDE USE AND STORAGE (con

	• • •			
ħ.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yes ☑	No	N/A
i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals			
j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	☑		
k.	Ensured that parents are notified of upcoming pesticide applications through letters	☑		
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	☑		
	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑		
'n.	Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate			
7 _	the environment			
	Ensured that flammable liquids are stored away from ignition sources Ensured that pesticides are stored in their original containers and all lids			_
l a	are securely fastened	☑	_	
q.	ventilation system	☑		
3.	EVALUATING RESULTS AND RECORD KEEPING			
Ba.	Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑		
ßb.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained			
ßc.	Ensured that each log book contains the following items:			
	Copy of the pest management plan			
	• Service schedules for maintenance of buildings and grounds			
	 Current EPA-registered labels Current Material Safety Data Sheets (MSDS) for each pesticide project 			
	Pest surveillance data sheets			
	Diagram noting the location of pest activity, traps, and bait stations			



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Building and Grounds Maintenance Checklist

Name:	Darien School District		
School:	Hindley Elementary Scho	ool	
Room or	Area:	Date Completed:	01/29/2024
Signatur	Joseph Trevino	•	
Signatur			

1.	BUILDING MAINTENANCE SUPPLIES	_	No	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control			
	Reviewed supply labels			
1c.	Ensured that air from chemical and trash storage areas vents to the outdoors	2		
1d.	Stored chemical products and supplies in sealed, clearly labeled containers	2		
1e.	Researched and selected the safest products available	2		
1f.	Ensured that supplies are being used according to manufacturers' instructions	2		
1g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions			
1h.	T	2		
1i.	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied	2		
1j.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	2		
2.	GROUNDS MAINTENANCE SUPPLIES			
2a.	Stored grounds maintenance supplies in appropriate area(s)	2		
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	2		
2c.	Established and followed procedures to minimize exposure to fumes from supplies	2		
2d.	Reviewed and followed manufacturers' guidelines for maintenance			
2e.	Replaced portable gas cans with low-emission cans	2		
2f.	containers	2		
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	2		
3.	DUST CONTROL			
3a.				
3b.				
	Used proper dusting techniques			
	Wrapped feather dusters with a dust cloth			
3e.	Cleaned air return grilles and air supply vents	⊿		

4.	FLOOR CLEANING Yes	s N	0	N/A	
4a. 4b. 4c.	Established and followed schedule for vacuuming and mopping floors				Z
5.	DRAIN TRAPS				
5b.	Poured water down floor drains once per week (about 1 quart of water)			0	
5c.	Flushed toilets once each week (if not used regularly)	Ĺ	_		
6.	MOISTURE, LEAKS, AND SPILLS				
	Checked for moldy odors		ב		
66.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)		ב		
	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)		ב		
6d.	Checked that windows, windowsills, and window frames are free of condensate		ב		
	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate		ם		
6f.	Ensured the following areas are free from signs of leaks and water damage: Indoor areas near known roof or wall leaks	Г	_		
	Walls around leaky or broken windows.		_		
	Floors and ceilings under plumbing				
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes □		ב		
7.	COMBUSTION APPLIANCES				
7a.	Checked for odors from combustion appliances		ב		
7b.	Checked appliances for backdrafting (using chemical smoke) ✓		ב		
	Inspected exhaust components for leaks, disconnections, or deterioration $\mbox{\ensuremath{\sl Q}}$				
7d.	Inspected flue components for corrosion and soot				
8.	PEST CONTROL				
8a.	Completed the Integrated Pest Management Checklist		ב		



Food Service Checklist

Name:	Darien School District		
School:	Hindley Elementary School		
		Date Completed:	01/29/2024
Signature	e: Joseph Trevino	-	

Instructions

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1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas			
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning			
1d.	Determined that gas appliances function properly			
	Verified that gas appliances are vented outdoors			
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used			
_	Ensured that kitchen is clean after use	☑		
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑		
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	 		
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑		
2.	FOOD HANDLING AND STORAGE			
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)			
2b.	Stored leftovers in well-sealed containers with no traces of food on outsid surfaces			
2c.	Ensured that food preparation, cooking, and storage practices are sanitary			
	Disposed of food scraps properly and removed crumbs			
	Cleaned counters with soap and water or a disinfectant (according to school policy)			
2f.	Swept and wet mopped floors	☑		
3.	WASTE MANAGEMENT			
3a.	Selected and placed waste in appropriate containers	☑		
	Ensured that containers' lids are securely closed	☑		
	Separated food waste and food-contaminated items from other wastes, if possible			
3d.	Stored waste containers in a well-ventilated area	☑		
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑		

4. DELIVERIES

	Yes	INO	IN/A
4a.	Instructed vendors to avoid idling their engines during deliveries \square		
4b.	Posted a sign prohibiting vehicles from idling their engines in		
	receiving areas	abla	
4c.	Ensured that doors or air barriers are closed between receiving area		
	and kitchen		



NOTES Walk-in refrigerator had signs of mold on condensate ruturn insultation



- 1. Read the *IAQ*Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 this checklist for
 each ventilation
 unit in your school,
 as well as a
 copy for future
 reference.
- 3. Complete the Checklist.
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 "no," or
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 item. (A "no"
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 attention.)
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Ventilation Checklist

Na	Darien School District			
	Hindley Elementary School			
	nit Ventilator/AHU No:			
Ro	pom or Area: Date Completed: $01/29/2024$			
Sig	gnature: Joseph Trevino			
	V			
1.	OUTDOOR AIR INTAKES			
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)		No □	N/A
1b.	Ensured that the ventilation system was on and operating in "occupied" mode	. 🖸		
AC	TIVITY 1: OBSTRUCTIONS			
1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	. 🔽		
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	. 🖸		
۸.	TIVITY 2: POLLUTANT SOURCES			
_	Checked ground-level intakes for pollutant sources (dumpsters, loading			
	docks, and bus-idling areas)	\(\rightarrow\)		
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen,			
	toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	\(\overline{\ov		
1g.	Resolved any problems with pollutant sources located near outdoor air			
	intakes (e.g., relocated dumpster or extended exhaust pipe)	\		
AC	TIVITY 3: AIRFLOW			
	Obtained chemical smoke (or a small piece of tissue paper or light plastic)			
l 1.	Confirmed that outdoor air is entering the intake appropriately	. 🗹		Ц
2 .	SYSTEM CLEANLINESS			
AC	TIVITY 4: AIR FILTERS			
	Replaced filters per maintenance schedule	. 🔽		
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	. 🖸		
2c.	Vacuumed filter areas before installing new filters			
	Confirmed proper fit of filters to prevent air from bypassing (flowing		_	_
2e	around) the air filter			
20.	commission of finers (correct uncerton for annow)	-	_	_

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS 2f. Ensured that drain pans slant toward the drain (to prevent water from Yes No N/A accumulating) 2g. Cleaned drain pans.... 2h. Checked drain pans for mold and mildew **ACTIVITY 6: COILS** 2i. Ensured that heating and cooling coils are clean **ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS** 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean **ACTIVITY 8: MECHANICAL ROOMS** 21. Checked mechanical room for unsanitary conditions, leaks, and spills 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies 3. CONTROLS FOR OUTDOOR AIR SUPPLY 3a. Ensured that air dampers are at least partially open (minimum position) ✓ 3b. Ensured that minimum position provides adequate outdoor air for occupants **ACTIVITY 9: CONTROLS INFORMATION** 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) **ACTIVITY 10: CLOCKS, TIMERS, SWITCHES** 3e. Set time clocks appropriately...... ☑ 3f. Ensured that settings fit the actual schedule of building use (including **ACTIVITY 11: CONTROL COMPONENTS** 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting V 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)...... ☑ 3j. Set the line pressure at each thermostat and damper actuator at the proper **ACTIVITY 12: OUTDOOR AIR DAMPERS** 3k. Ensured that the outdoor air damper is visible for inspection...... 31. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range



NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.

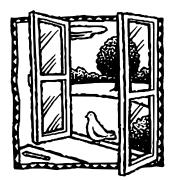


3.	CONTROLS FOR OUTDOOR AIR SUPPLY (continued)			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	Yes ☑	No □	N/
3o.	Checked that the outdoor air damper opens (at least partially with no delay when the air handler is turned on)	_	_
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room		_	_
	thermostat is set to 85°F			
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimu position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F			
3r.	If the outdoor air damper does not move, confirmed the following items: • The damper actuator links to the damper shaft, and any linkage set			
	screws or bolts are tight			
	Moving parts are free of impediments (e.g., rust, corrosion)			
	 Electrical wire or pneumatic tubing connects to the damper actuator The outside air thermostat(s) is functioning properly (e.g., in the right 			
	location, calibrated correctly)	🔽		
	ceed to Activities 13–16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			
OR		🗷	_	_
	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was			
•	tripped)	☑		u
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	🛭		
clos	TE: HVAC systems with water coils need protection from the cold. The freezeste the outdoor air damper and disconnect the supply air when tripped. The type is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3 v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	🔽		
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	🗹		
NO	TE: The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight	☑		
<i>3</i> Z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	🛭		
load Dry	TE: Economizers use varying amounts of cool outdoor air to assist with the d of the room or rooms. There are two types of economizers, dry-bulb and env-bulb economizers vary the amount of outdoor air based on outdoor temper. Lenthalpy economizers vary the amount of outdoor air based on outdoor temper.	nthalp rature	oy. 2,	

and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied Yes No N/A hours (even when room thermostat is satisfied)...... NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply. 4. AIR DISTRIBUTION **ACTIVITY 17: AIR DISTRIBUTION** 4a. Ensured that supply and return air pathways in the existing ventilation system 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning....... Ø NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies. 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows) NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents. 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply....... 4f. Modified existing HVAC systems to incorporate any room or zone layout 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents 4h. Ensured that unit ventilators are quiet enough to accommodate classroom 4i. Ensured that classrooms are free of uncomfortable drafts produced by air **ACTIVITY 18: PRESSURIZATION IN BUILDINGS** NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity. 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, Ø 5. EXHAUST SYSTEMS **ACTIVITY 19: EXHAUST FAN OPERATION** 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ✓ If fans are running but air is not flowing toward the exhaust intake, check for the following:



• Undersized or improperly installed fan

· Obstructed, leaky, or disconnected ductwork

· Broken fan belt

• Inoperable dampers



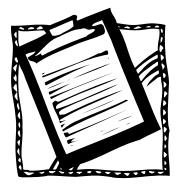
5. EXHAUST SYSTEMS (continued)

ACTIVITY 20: EXHAUST AIRFLOW

NOTE: Prevent migration of indoor contaminants from areas such as bathro	oms, kitchens
and labs by keeping them under negative pressure (as compared to surround	ing spaces).
5h Chacked (using chemical smoke) that air is drawn into the room from	Ves No

5b. Checked (using chemical smoke) that air is drawn into the room from Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see "How to Measure Airflow"). **ACTIVITY 21: EXHAUST DUCTWORK** 5d. Checked that the exhaust ductwork downstream of the exhaust fan (which is 6. QUANTITY OF OUTDOOR AIR ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS NOTE: Refer to "How to Measure Airflow" for techniques. 6a. Measured the quantity of outdoor air supplied (22a) to each ventilation 6b. Calculated the number of occupants served (22b) by the ventilation unit 6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c) ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES 6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1.....

6e. Corrected problems with ventilation units that supplied inadequate



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Walkthrough Inspection Checklist

Name:	Darien School District		
School:	Hindley Elementary School		
Room or		Date Completed:	01/29/2024
Signatur	e: Joseph Trevino		

1.	GROUND LEVEL	Yes	No	N/A
1a.	Ensured that ventilation units operate properly			
	Ensured there are no obstructions blocking air intakes			
	Checked for nests and droppings near outdoor air intakes			
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes			
1e.	Checked potential sources of air contaminants near the building			
	(chimneys, stacks, industrial plants, exhaust from nearby buildings)			
1f.	Ensured that vehicles avoid idling near outdoor air intakes			
_	Minimized pesticide application	☑		
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)			
1i.	Ensured that sprinklers spray away from the building and outdoor	_		_
	air intakes	☑		
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly			
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Che	ecklist	t).	
2b. 2c. 2d. 2e. 2f.	Ensured that the roof is in good condition Checked for evidence of water ponding Checked that ventilation units operate properly (air flows in) Ensured that exhaust fans operate properly (air flows out) Ensured that air intakes remain open, even at minimum setting Checked for nests and droppings near outdoor air intakes Ensured that air from plumbing stacks and exhaust outlets flows away			
2g.	from outdoor air intakes			
3.	ATTIC			
	Checked for evidence of roof and plumbing leaks			×
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within acceptable ranges			
4h	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors		_	_
	Checked for signs of mold and mildew growth			

4.	GENERAL CONSIDERATIONS (continued)	No	N/A
4e.			
4f.	Checked for evidence of pests and obvious food sources		
4g.	Noted and reviewed all concerns from school occupants		
5.	BATHROOMS AND GENERAL PLUMBING		
	Ensured that bathrooms and restrooms have operating exhaust fans		
	Water is poured down floor drains once per week (approx. 1 quart of water)		
	Water is poured into sinks at least once per week (about 2 cups of water) ☑		
	Toilets are flushed at least once per week		
6.	MAINTENANCE SUPPLIES		
6a.	Ensured that chemicals are used only with adequate ventilation and when		
	building is unoccupied		
6b.	Ensured that vents in chemical and trash storage areas are operating		
	properly		
	Ensured that portable fuel containers are properly closed \square		
6d.	Ensured that power equipment, like snowblowers and lawn mowers, have		
	been serviced and maintained according to manufacturers' guidelines		
7.	COMBUSTION APPLIANCES		
7a.	Checked for combustion gas and fuel odors ✓		
	Ensured that combustion appliances have flues or exhaust hoods		
7c.	Checked for leaks, disconnections, and deterioration		
	Ensured there is no soot on inside or outside of flue components $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$		
8.	OTHER		
8a.	Checked for peeling and flaking paint (if the building was built before		
	1980, this could be a lead hazard)		
8b.	Determined date of last radon test		



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Waste Management Checklist

Name:	Darien School District		
School:	Hindley Elementary School		
Room or	Area:	Date Completed:	01/29/24
Signature	:: Joseph Trevino		

1.	WASTE MANAGEMENT	Yes	No	N/A
1a.	Ensured that waste containers are appropriate for use (for example,			,
	food waste containers should have lids)	. 🔽		
1b.	Ensured that waste containers are lined	. 🔽		
1c.	Ensured that waste from art, science, vocational classes, etc., are			
	handled separately	. 🔽		
1d.	Labeled recycling bins clearly	. 🗹		
1e.	Ensured number of bins and dumpsters is adequate	. 🔽		
1f.	Ensured appropriate location of dumpsters (i.e., away from air intakes,			
	doors, and operable windows in relation to prevailing winds)	. 🔽		
1g.	Ensured waste containers are emptied regularly	. 🔽		
1h.	Ensured appropriate waste removal schedule	. 🔽		
1i.	Ensured waste is stored in a well-ventilated room	. 🔽		
1j.	Ensured any exhaust fans in the room are operating properly	. 🛭		
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin	. 🛭		



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Integrated Pest Management Checklist

Darien School District

Name:

Sc	hool: Hindley Elementary School					
	oom or Area:	Date Completed:	01/29/2024			
Si	gnature:	_				
	5					
1.	OFFICIAL POLICY STATEMEN	IT	,	Voo	Na	N/A
1a.	Developed or located the school's officia		or integrated		NO	IN/
	pest management (IPM)			☑		
2.	DESIGNATING PEST MANAG	EMENT ROLE	S			
	Assigned and trained a qualified person					
	Involved decision makers in the IPM pro Educated students and staff (the occupar	_		☑		
	and asked them to keep their areas clean	and free of clutter.		V		
2 a .	Encouraged parents to learn about IPM 1 at home					
	Developed a program to educate and train			\(\lambda \)		
2f.	Included language about IPM into contraprofessionals					
3.	SETTING PEST MANAGEMEI	NT OBJECTIVE	S			
3a.						
	preventing pests from interfering with st	udents' learning env	ironment			
3b.	and preserving the integrity of the buildi Set appropriate pest management object:			Ⅵ		
	providing safe playing areas and the best			\square		
4.	INSPECTING, IDENTIFYING,	AND MONITOR	RING			
4a.	Inspected all buildings and grounds for p					
4h	food, water, and harborage sites					
	Pinpointed the source of any current pes					
	Monitored to determine the extent of perpopulations	st problems and to es	stimate pest			
4e.	Developed plans to modify habitat (for esanitation efforts) to prevent or resolve a			2		
4f.	Established a monitoring program that c	onsists of routine ins	spections to			
	estimate pest population levels and ident			\square		

5. SETTING ACTION THRESHOLDS Yes No N/A 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring 5b. Determined how many pests the school buildings, grounds, and 5c. Set action thresholds 6. PREVENTIVE STRATEGIES **INDOOR SITES** 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Entryways • Classrooms • Gymnasiums • Locker rooms • Offices • Staff lounges • Bathrooms • Food preparation and serving areas • Rooms with extensive plumbing • Maintenance areas • Other **OUTDOOR SITES** 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Playgrounds • Parking lots. • Lawns and athletic fields..... • Teaching gardens or greenhouses. • Loading docks • Dumpsters • Areas with ornamental shrubs and trees • Other 7. PESTICIDE USE AND STORAGE 7a. Explored alternative pest management methods before concluding that pesticides were necessary....... 7b. Ensured that pest management professionals integrate IPM into their pest management methods 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species.......





7. PESTICIDE USE AND STORAGE (cont.)

	runway of the box	Yes ☑	No □	N/.
7i. 	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	🗹		
7j. 	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	🗹		
	Ensured that parents are notified of upcoming pesticide applications through letters	🗹		
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	🖸		
7m.	Stored pesticides off site or in areas that are locked and accessible only to designated personnel			
7n.	Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	🖸		
7o.	Ensured that flammable liquids are stored away from ignition sources			
	Ensured that pesticides are stored in their original containers and all lids are securely fastened			
7q.	Ensured that air in the storage space cannot mix with the air in the central ventilation system	🖸		
8.	EVALUATING RESULTS AND RECORD KEEPING			
8a.	Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑		
8b.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	l		
8c.	Ensured that each log book contains the following items:			
	Copy of the pest management plan Service schedules for maintenance of buildings and grounds			
	Current EPA-registered labels			
	• Current Material Safety Data Sheets (MSDS) for each pesticide project			
	 Pest surveillance data sheets Diagram noting the location of pest activity, traps, and bait stations 			



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- 4. Return the checklist portion of this document to the IAQ Coordinator.

Building and Grounds Maintenance Checklist

Name:	Darien School District			
School:	Holmes Elementary Scho	ool		
Room or	Area:	Date Completed:	01/30/2024	
Signatur	Soseph Trevino			

1.	BUILDING MAINTENANCE SUPPLIES	Voc	No	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control			
	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			
	Ensured that supplies are being used according to manufacturers' instructions			
1g.	Ensured that chemicals, chemical-containing wastes, and containers are			
1 h	disposed of according to manufacturers' instructions			
111. 11.	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)	. 🛭		
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	🔽		
2c.	Established and followed procedures to minimize exposure to fumes			
2.1	from supplies			
	Reviewed and followed manufacturers' guidelines for maintenance			
26. 2f.		. 🗷		_
21.	containers	. 🛭		
2g.	Ensured that chemicals, chemical-containing wastes, and containers are	_	_	_
	disposed of according to manufacturers' instructions	. 🛂		
3.	DUST CONTROL			
3a.	Installed and maintained barrier mats for entrances	. 🛭		
3b.	Used high efficiency vacuum bags	. 🛭		
3c.	Used proper dusting techniques	. 🛭		
	Wrapped feather dusters with a dust cloth			
3e.	Cleaned air return grilles and air supply vents	. 🛭		

4.	FLOOR CLEANING Yes	s N	0	N/A	
4a. 4b. 4c.	Established and followed schedule for vacuuming and mopping floors				Z
5.	DRAIN TRAPS				
5b.	Poured water down floor drains once per week (about 1 quart of water)			0	
5c.	Flushed toilets once each week (if not used regularly)	Ĺ	_		
6.	MOISTURE, LEAKS, AND SPILLS				
	Checked for moldy odors		ב		
66.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)		ב		
	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)		ב		
6d.	Checked that windows, windowsills, and window frames are free of condensate		ב		
	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate		ם		
6f.	Ensured the following areas are free from signs of leaks and water damage: Indoor areas near known roof or wall leaks	Г	_		
	Walls around leaky or broken windows.		_		
	Floors and ceilings under plumbing		ב		
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes □		ב		
7.	COMBUSTION APPLIANCES				
7a.	Checked for odors from combustion appliances		ב		
7b.	Checked appliances for backdrafting (using chemical smoke) ✓		ב		
	Inspected exhaust components for leaks, disconnections, or deterioration $\ensuremath{\mbox{\sc d}}$				
7d.	Inspected flue components for corrosion and soot				
8.	PEST CONTROL				
8a.	Completed the Integrated Pest Management Checklist		ב		



Food Service Checklist

Name:	Darien School District		
School:	Holmes Elementary School		
		Date Completed:	01/30/2024
Signatur	e: Joseph Trevino		

Instructions

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1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas			
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning			
1d.	Determined that gas appliances function properly			
1e.	Verified that gas appliances are vented outdoors	☑		
	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used			
_	Ensured that kitchen is clean after use	☑		
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑		
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☑		
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑		
2.	FOOD HANDLING AND STORAGE			
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)			
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces			
2c	Ensured that food preparation, cooking, and storage practices are sanitary			
	Disposed of food scraps properly and removed crumbs			
	Cleaned counters with soap and water or a disinfectant (according to school policy)		_	_
2f.	Swept and wet mopped floors			
3.	WASTE MANAGEMENT			
3a.	Selected and placed waste in appropriate containers	☑		
	Ensured that containers' lids are securely closed	☑		
	Separated food waste and food-contaminated items from other wastes, if possible			
	Stored waste containers in a well-ventilated area	☑		
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑		

4. DELIVERIES

	Te:	i ino	IN/A
4a.	Instructed vendors to avoid idling their engines during deliveries		
4b.	Posted a sign prohibiting vehicles from idling their engines in		
	receiving areas	ℴ	
4c.	Ensured that doors or air barriers are closed between receiving area		
	and kitchen		





- 1. Read the IAQ

 Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
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 this checklist for
 each ventilation
 unit in your school,
 as well as a
 copy for future
 reference.
- 3. Complete the Checklist.
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 "no," or
 "not applicable"
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 item. (A "no"
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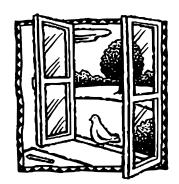
Ventilation Checklist

Darien School District

INS				
Sc	hool: Holmes Elementary School	_		
Ur	nit Ventilator/AHU No:			
	gnature: Joseph Trevino Date Completed: 01/30/2024			
1.	OUTDOOR AIR INTAKES			
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)		No	N/A
1b.	Ensured that the ventilation system was on and operating in "occupied" mode			
AC	TIVITY 1: OBSTRUCTIONS			
	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	3		
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	3		
AC	TIVITY 2: POLLUTANT SOURCES			
	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	3		
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from	a		П
1g.	air-conditioning cooling towers)	3	_	_
	intakes (e.g., relocated dumpster or extended exhaust pipe)	3		
	TIVITY 3: AIRFLOW			
	Obtained chemical smoke (or a small piece of tissue paper or light plastic) Confirmed that outdoor air is entering the intake appropriately			
2.	SYSTEM CLEANLINESS			
AC	TIVITY 4: AIR FILTERS			
	Replaced filters per maintenance schedule	3		
20.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	2		
	Vacuumed filter areas before installing new filters	3		
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter	2		
2e.	Confirmed proper installation of filters (correct direction for airflow)			

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS 2f. Ensured that drain pans slant toward the drain (to prevent water from Yes No N/A accumulating) 2g. Cleaned drain pans.... 2h. Checked drain pans for mold and mildew **ACTIVITY 6: COILS** 2i. Ensured that heating and cooling coils are clean ✓ **ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS** 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean 2k. Ensured that ducts are clean **ACTIVITY 8: MECHANICAL ROOMS** 21. Checked mechanical room for unsanitary conditions, leaks, and spills 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies 3. CONTROLS FOR OUTDOOR AIR SUPPLY 3a. Ensured that air dampers are at least partially open (minimum position) ✓ 3b. Ensured that minimum position provides adequate outdoor air for occupants **ACTIVITY 9: CONTROLS INFORMATION** 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) **ACTIVITY 10: CLOCKS, TIMERS, SWITCHES** 3e. Set time clocks appropriately...... ☑ 3f. Ensured that settings fit the actual schedule of building use (including **ACTIVITY 11: CONTROL COMPONENTS** 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)..... 3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions) **ACTIVITY 12: OUTDOOR AIR DAMPERS** 3k. Ensured that the outdoor air damper is visible for inspection....... 31. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range



NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.



3.	CONTROLS FOR OUTDOOR AIR SUPPLY (continued)			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	Yes ☑	No □	N/
3o.	Checked that the outdoor air damper opens (at least partially with no delay when the air handler is turned on)	_	_
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room		_	_
	thermostat is set to 85°F			
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimu position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F			
3r.	If the outdoor air damper does not move, confirmed the following items: • The damper actuator links to the damper shaft, and any linkage set			
	screws or bolts are tight			
	Moving parts are free of impediments (e.g., rust, corrosion)			
	 Electrical wire or pneumatic tubing connects to the damper actuator The outside air thermostat(s) is functioning properly (e.g., in the right 			
	location, calibrated correctly)	🔽		
	ceed to Activities 13–16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			
OR		🗷	_	_
	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was			
•	tripped)	☑		u
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	🛭		
clos	TE: HVAC systems with water coils need protection from the cold. The freezeste the outdoor air damper and disconnect the supply air when tripped. The type is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3 v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	🔽		
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	🗹		
NO	TE: The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight	☑		
<i>3</i> Z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	🛭		
load Dry	TE: Economizers use varying amounts of cool outdoor air to assist with the d of the room or rooms. There are two types of economizers, dry-bulb and env-bulb economizers vary the amount of outdoor air based on outdoor temper. Lenthalpy economizers vary the amount of outdoor air based on outdoor temper.	nthalp rature	oy. 2,	

and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

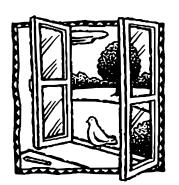
3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied Yes No N/A hours (even when room thermostat is satisfied)...... NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply. 4. AIR DISTRIBUTION **ACTIVITY 17: AIR DISTRIBUTION** 4a. Ensured that supply and return air pathways in the existing ventilation system 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning....... \square NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies. 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows) NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents. 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply....... 4f. Modified existing HVAC systems to incorporate any room or zone layout 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities 4i. Ensured that classrooms are free of uncomfortable drafts produced by air **ACTIVITY 18: PRESSURIZATION IN BUILDINGS** NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity. 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, 5. EXHAUST SYSTEMS **ACTIVITY 19: EXHAUST FAN OPERATION** 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ✓ If fans are running but air is not flowing toward the exhaust intake, check for the following:

• Inoperable dampers

· Broken fan belt

Obstructed, leaky, or disconnected ductworkUndersized or improperly installed fan





5. EXHAUST SYSTEMS (continued)

ACTIVITY 20: EXHAUST AIRFLOW

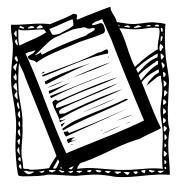
and labs by keeping them under negative pressure (as compared to surrounding space	ces).	
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	No	N/A
Stand outside the room with the door slightly open while checking airflow high and the door opening (see "How to Measure Airflow").	low ii	n
5c. Ensured that air is flowing toward the exhaust intake ✓		
ACTIVITY 21: EXHAUST DUCTWORK 5d. Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition		
ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS		
NOTE: Refer to "How to Measure Airflow" for techniques.		
6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit		
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration ✓		
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c) ✓		

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES 6d. Compared the existing outdoor air per person (22c) to the recommended

6e. Corrected problems with ventilation units that supplied inadequate

levels in Table 1.....

NOTE: Prevent migration of indoor contaminants from areas such as bathrooms, kitchens,



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Walkthrough Inspection Checklist

Name:	Darien School District		
School:	Holmes Elementary School		
Room or		Date Completed:	01/30/2024
Signatur	e: Joseph Trevino		

1.	GROUND LEVEL	Yes	No	N/A
1a.	Ensured that ventilation units operate properly			Ō
1b.	Ensured there are no obstructions blocking air intakes	☑		
	Checked for nests and droppings near outdoor air intakes			
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes	2		
1e.	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)	2		
1f.	Ensured that vehicles avoid idling near outdoor air intakes			
_	Minimized pesticide application	य		
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	2		
1i.	Ensured that sprinklers spray away from the building and outdoor			
	air intakes	☑		
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	2		
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Che	ecklis	t).	
2b. 2c. 2d. 2e. 2f.	Ensured that the roof is in good condition			
C	from outdoor air intakes	☑		
3.	ATTIC			
3a.	Checked for evidence of roof and plumbing leaks	2		
3b.	Checked for birds and animal nests	☑		
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within acceptable ranges	2		
4b.	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors			
	Checked for signs of mold and mildery growth			

4. GENERAL CONSIDERATIONS (continued)	Voc	Na	N/A
4e. Checked for signs of water damage			
4f. Checked for evidence of pests and obvious food sources			
4g. Noted and reviewed all concerns from school occupants	2		
5. BATHROOMS AND GENERAL PLUMBING			
5a. Ensured that bathrooms and restrooms have operating exhaust fans5b. Ensured proper drain trap maintenance:			
Water is poured down floor drains once per week (approx. 1 quart of wat			
Water is poured into sinks at least once per week (about 2 cups of water)			
Toilets are flushed at least once per week			
6. MAINTENANCE SUPPLIES			
6a. Ensured that chemicals are used only with adequate ventilation and when			
building is unoccupied	☑		
6b. Ensured that vents in chemical and trash storage areas are operating			
properly			
6c. Ensured that portable fuel containers are properly closed			
6d. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines			
been serviced and maintained according to manufacturers guidennes	¥1	_	_
7. COMBUSTION APPLIANCES			
7a. Checked for combustion gas and fuel odors			
7b. Ensured that combustion appliances have flues or exhaust hoods			
7c. Checked for leaks, disconnections, and deterioration			
7d. Ensured there is no soot on inside or outside of flue components			
8. OTHER			
8a. Checked for peeling and flaking paint (if the building was built before			
1980, this could be a lead hazard)			
8b. Determined date of last radon test			

NOTES Paint on Library ceiling peeling



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Waste Management Checklist

Name:	Darien School District			
School:	Holmes Elementary School			
Room or	Area:	Date Completed:	01/30/24	
Signature	e: Joseph Trevino			_

1.	WASTE MANAGEMENT Ye	s N	No	N/A
1a.	Ensured that waste containers are appropriate for use (for example,			,
	food waste containers should have lids)			
1b.	Ensured that waste containers are lined			
1c.	Ensured that waste from art, science, vocational classes, etc., are			
	handled separately			
1d.	Labeled recycling bins clearly			
1e.	Ensured number of bins and dumpsters is adequate			
1f.	Ensured appropriate location of dumpsters (i.e., away from air intakes,			
	doors, and operable windows in relation to prevailing winds)			
1g.	Ensured waste containers are emptied regularly			
1h.	Ensured appropriate waste removal schedule			
1i.	Ensured waste is stored in a well-ventilated room			
1j.	Ensured any exhaust fans in the room are operating properly			
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin			



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Integrated Pest Management Checklist

Darien School District

Name:

So	chool: Holmes Elementary School			
	oom or Area: Date Completed:01/30/2024	1		_
Si	gnature:			
1.	OFFICIAL POLICY STATEMENT	Yes	No	N/A
1a.	Developed or located the school's official policy statement for integrated pest management (IPM)	🔽		
2.	DESIGNATING PEST MANAGEMENT ROLES			
	Assigned and trained a qualified person to be the pest manager			
	Involved decision makers in the IPM program			
2d.	and asked them to keep their areas clean and free of clutter Encouraged parents to learn about IPM practices and implement them	🔽		
2e	at home Developed a program to educate and train all IPM participants			
2f.			_	
3.	SETTING PEST MANAGEMENT OBJECTIVES			
3a.				
	preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)	🗹		
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)	🗹		
4.	INSPECTING, IDENTIFYING, AND MONITORING			
4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	D)		
4b.	Identified potential pest habitats in buildings and grounds			
4c.	Pinpointed the source of any current pest problems	🔽		
4d.	Monitored to determine the extent of pest problems and to estimate pest populations	🖸		
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	🗹		
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and		_	_
	potential habitat	🔽		

5. SETTING ACTION THRESHOLDS Yes No N/A 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring 5b. Determined how many pests the school buildings, grounds, and 5c. Set action thresholds 6. PREVENTIVE STRATEGIES **INDOOR SITES** 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Entryways • Classrooms • Gymnasiums • Locker rooms • Offices • Staff lounges • Bathrooms • Food preparation and serving areas • Rooms with extensive plumbing • Maintenance areas • Other **OUTDOOR SITES** 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Playgrounds • Parking lots. • Lawns and athletic fields..... • Teaching gardens or greenhouses. • Loading docks • Dumpsters • Areas with ornamental shrubs and trees • Other 7. PESTICIDE USE AND STORAGE 7a. Explored alternative pest management methods before concluding that pesticides were necessary....... 7b. Ensured that pest management professionals integrate IPM into their pest management methods 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species.......





7. PESTICIDE USE AND STORAGE (con

	• • •			
ħ.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yes ☑	No	N/A
i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals			
j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	☑		
k.	Ensured that parents are notified of upcoming pesticide applications through letters	☑		
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	☑		
	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑		
'n.	Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate			
7 ~	the environment			
	Ensured that flammable liquids are stored away from ignition sources Ensured that pesticides are stored in their original containers and all lids			_
l a	are securely fastened	☑	_	
q.	ventilation system	☑		
3.	EVALUATING RESULTS AND RECORD KEEPING			
Ba.	Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑		
ßb.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained			
ßc.	Ensured that each log book contains the following items:			
	Copy of the pest management plan			
	Service schedules for maintenance of buildings and grounds Compart EDA registered labels			
	 Current EPA-registered labels Current Material Safety Data Sheets (MSDS) for each pesticide project 			
	Pest surveillance data sheets			
	Diagram noting the location of pest activity, traps, and bait stations			



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- 4. Return the checklist portion of this document to the IAQ Coordinator.

Building and Grounds Maintenance Checklist

School: Royle Elementary School Room or Area: Date Completed: 01/30/2024 Signature: Joseph Trevino	Name:	Darien School District		
Room or Area: Date Completed: 01/30/2024 Signature: Joseph Trevino	School:	Royle Elementary School	l	
Signature: Joseph Trevino			Date Completed:	01/30/2024
	Signatur	e: Joseph Trevino	, ,	

1.	BUILDING MAINTENANCE SUPPLIES	Voc	No	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control			
	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			
16	Researched and selected the safest products available			
	Ensured that supplies are being used according to manufacturers'	🗷	_	_
11.	instructions	☑		
1g.	Ensured that chemicals, chemical-containing wastes, and containers are			
Ü	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)	☑		
2b.	Ensured that supplies are used and stored according to manufacturers' instructions			
2c.	Established and followed procedures to minimize exposure to fumes			
	from supplies			
	Reviewed and followed manufacturers' guidelines for maintenance			
	Replaced portable gas cans with low-emission cans	☑		
2f.	1 11 /			_
2	containers	☑		
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	☑		
3.	DUST CONTROL			
3a	Installed and maintained barrier mats for entrances	M		
	Used high efficiency vacuum bags			
	Used proper dusting techniques			
	Wrapped feather dusters with a dust cloth			
	Cleaned air return grilles and air supply vents			

4.	FLOOR CLEANING	Ves	Nο	N/A
4a.	Established and followed schedule for vacuuming and mopping floors			
	Cleaned spills on floors promptly (as necessary)			
	Performed restorative maintenance (as necessary)			
5.	DRAIN TRAPS			
5a	Poured water down floor drains once per week (about 1 quart of water)	D.		
	Ran water in sinks at least once per week (about 2 cups of water)			
	Flushed toilets once each week (if not used regularly)			
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,			
64	locker rooms, and bathrooms)	☑	_	_
ou.	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	🔽		
	Checked appliances for backdrafting (using chemical smoke)			
	Inspected exhaust components for leaks, disconnections, or deterioration			
	Inspected flue components for corrosion and soot			
8.	PEST CONTROL			
8a.	Completed the Integrated Pest Management Checklist			

NOTES Band portable had a musky smell



Food Service Checklist

Name:	Darien School District		
School:	Royle Elementary School		
	Area:	Date Completed:	01/30/2024
Signatur	e: Joseph Trevino		

Instructions

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1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas			
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning			
1d.	Determined that gas appliances function properly			
	Verified that gas appliances are vented outdoors			
1f.	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used			
_	Ensured that kitchen is clean after use	☑		
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑		
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	 		
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑		
2.	FOOD HANDLING AND STORAGE			
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)			
2b.	Stored leftovers in well-sealed containers with no traces of food on outsid surfaces			
2c.	Ensured that food preparation, cooking, and storage practices are sanitary			
	Disposed of food scraps properly and removed crumbs			
	Cleaned counters with soap and water or a disinfectant (according to school policy)			
2f.	Swept and wet mopped floors			
3.	WASTE MANAGEMENT			
3a.	Selected and placed waste in appropriate containers	☑		
	Ensured that containers' lids are securely closed	☑		
	Separated food waste and food-contaminated items from other wastes, if possible			
3d.	Stored waste containers in a well-ventilated area	☑		
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑		

4. DELIVERIES

	Te:	i ino	IN/A
4a.	Instructed vendors to avoid idling their engines during deliveries		
4b.	Posted a sign prohibiting vehicles from idling their engines in		
	receiving areas	ℴ	
4c.	Ensured that doors or air barriers are closed between receiving area		
	and kitchen		





- 1. Read the IAQ

 Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 this checklist for
 each ventilation
 unit in your school,
 as well as a
 copy 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.

Ventilation Checklist

Darien School District

INE	ine:			
Sc	hool: Royle Elementary School			
	nit Ventilator/AHU No:			
Ro	oom or Area: Date Completed:			
	gnature: Joseph Trevino			
1.	OUTDOOR AIR INTAKES			
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)		No	N/A
1b.	Ensured that the ventilation system was on and operating in "occupied"			
	mode	4		ч
AC	TIVITY 1: OBSTRUCTIONS			
1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	a		
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves	4	_	_
	frequently block an intake)	2		
AC	TIVITY 2: POLLUTANT SOURCES			
	Checked ground-level intakes for pollutant sources (dumpsters, loading			
	docks, and bus-idling areas)	2		
lf.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from			
	air-conditioning cooling towers)	2		
1g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	a		
	makes (e.g., relocated dumpster of extended exhaust pipe)	4	_	_
	TIVITY 3: AIRFLOW			
	Obtained chemical smoke (or a small piece of tissue paper or light plastic) Confirmed that outdoor air is entering the intake appropriately			
11.	Confirmed that outdoor an is entering the intake appropriately	4	_	_
2.	SYSTEM CLEANLINESS			
AC	TIVITY 4: AIR FILTERS			
	Replaced filters per maintenance schedule	2		
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	2		
2c.	Vacuumed filter areas before installing new filters			
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing	.		
2e.	around) the air filter			
	r · r · · · · · · · · · · · · · · · · ·		_	_

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS 2f. Ensured that drain pans slant toward the drain (to prevent water from Yes No N/A accumulating) 2g. Cleaned drain pans.... 2h. Checked drain pans for mold and mildew **ACTIVITY 6: COILS** 2i. Ensured that heating and cooling coils are clean **ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS** 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean 2k. Ensured that ducts are clean **ACTIVITY 8: MECHANICAL ROOMS** 21. Checked mechanical room for unsanitary conditions, leaks, and spills 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies 3. CONTROLS FOR OUTDOOR AIR SUPPLY 3a. Ensured that air dampers are at least partially open (minimum position) ✓ 3b. Ensured that minimum position provides adequate outdoor air for occupants **ACTIVITY 9: CONTROLS INFORMATION** 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) **ACTIVITY 10: CLOCKS, TIMERS, SWITCHES** 3e. Set time clocks appropriately...... ☑ 3f. Ensured that settings fit the actual schedule of building use (including **ACTIVITY 11: CONTROL COMPONENTS** 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting \square 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)...... ☑ 3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions) ☑ **ACTIVITY 12: OUTDOOR AIR DAMPERS** 3k. Ensured that the outdoor air damper is visible for inspection....... 31. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range



NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.



3.	CONTROLS FOR OUTDOOR AIR SUPPLY (continued)			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	Yes ☑	No □	N/
3o.	Checked that the outdoor air damper opens (at least partially with no delay when the air handler is turned on)	_	_
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room		_	_
	thermostat is set to 85°F			
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimu position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F			
3r.	If the outdoor air damper does not move, confirmed the following items: • The damper actuator links to the damper shaft, and any linkage set			
	screws or bolts are tight			
	Moving parts are free of impediments (e.g., rust, corrosion)			
	 Electrical wire or pneumatic tubing connects to the damper actuator The outside air thermostat(s) is functioning properly (e.g., in the right 			
	location, calibrated correctly)	🔽		
	ceed to Activities 13–16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			
OR		🗷	_	_
	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was			
•	tripped)	☑		u
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	🛭		
clos	TE: HVAC systems with water coils need protection from the cold. The freezeste the outdoor air damper and disconnect the supply air when tripped. The type is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3 v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	🔽		
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	🗹		
NO	TE: The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight	☑		
<i>3</i> Z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	🛭		
load Dry	TE: Economizers use varying amounts of cool outdoor air to assist with the d of the room or rooms. There are two types of economizers, dry-bulb and env-bulb economizers vary the amount of outdoor air based on outdoor temper. Lenthalpy economizers vary the amount of outdoor air based on outdoor temper.	nthalp rature	oy. 2,	

and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

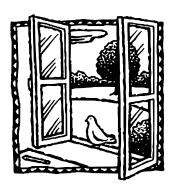
3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied Yes No N/A hours (even when room thermostat is satisfied)...... NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply. 4. AIR DISTRIBUTION **ACTIVITY 17: AIR DISTRIBUTION** 4a. Ensured that supply and return air pathways in the existing ventilation system 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning....... \square NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies. 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows) NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents. 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply....... 4f. Modified existing HVAC systems to incorporate any room or zone layout 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities 4i. Ensured that classrooms are free of uncomfortable drafts produced by air **ACTIVITY 18: PRESSURIZATION IN BUILDINGS** NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity. 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, \square 5. EXHAUST SYSTEMS **ACTIVITY 19: EXHAUST FAN OPERATION** 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ✓ If fans are running but air is not flowing toward the exhaust intake, check for the following:

• Inoperable dampers

· Broken fan belt

Obstructed, leaky, or disconnected ductworkUndersized or improperly installed fan





5. EXHAUST SYSTEMS (continued)

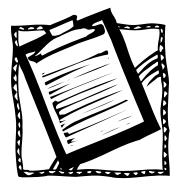
ACTIVITY 20: EXHAUST AIRFLOW

NOTE: Prevent migration of indoor contaminants from areas such as bathrooms, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

5b. Checked (using chemical smoke) that air is drawn into the room from Yes No I

5b.	Checked (using chemical smoke) that air is drawn into the room from adjacent spaces		No	N/
	nd outside the room with the door slightly open while checking airflow high door opening (see "How to Measure Airflow").	and l	low ii	n
5c.	Ensured that air is flowing toward the exhaust intake	🗹		
	CTIVITY 21: EXHAUST DUCTWORK Checked that the exhaust ductwork downstream of the exhaust fan (which under positive pressure) is sealed and in good condition			
6.	QUANTITY OF OUTDOOR AIR			
AC	TIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATION	NS		
NO	TE: Refer to "How to Measure Airflow" for techniques.			
6a.	Measured the quantity of outdoor air supplied (22a) to each ventilation unit	🔽		
6b.	Calculated the number of occupants served (22b) by the ventilation unit under consideration	🔽		
6c.	Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	☑		
AC	TIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTIT	ES		
6d.	Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	🔽		
6e.	Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet			

the recommended levels in Table 1.....



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Walkthrough Inspection Checklist

Name:	Darien School District		
School:	Royle Elementary School		
Room or		Date Completed:	01/30/2024
Signatur	e: Joseph Trevino		

1.	GROUND LEVEL	Yes	No	N/A
1a.	Ensured that ventilation units operate properly			
	Ensured there are no obstructions blocking air intakes			
	Checked for nests and droppings near outdoor air intakes			
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes			
1e.	Checked potential sources of air contaminants near the building			
	(chimneys, stacks, industrial plants, exhaust from nearby buildings)			
1f.	Ensured that vehicles avoid idling near outdoor air intakes			
_	Minimized pesticide application	2		
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)			
1i.	Ensured that sprinklers spray away from the building and outdoor			
	air intakes	☑		
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly			
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Che	ecklist	t).	
2b. 2c. 2d. 2e. 2f.	Ensured that the roof is in good condition Checked for evidence of water ponding Checked that ventilation units operate properly (air flows in) Ensured that exhaust fans operate properly (air flows out) Ensured that air intakes remain open, even at minimum setting Checked for nests and droppings near outdoor air intakes Ensured that air from plumbing stacks and exhaust outlets flows away			
zg.	from outdoor air intakes	☑		
3.	ATTIC			
	Checked for evidence of roof and plumbing leaks			
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within acceptable ranges			
4b.	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors			
	Checked for signs of mold and mildew growth			

4.	GENERAL CONSIDERATIONS (continued)	26	No	N/A
4e.	Checked for signs of water damage			
4f.	Checked for evidence of pests and obvious food sources	2		
4g.	Noted and reviewed all concerns from school occupants	2		
5.	BATHROOMS AND GENERAL PLUMBING			
	Ensured that bathrooms and restrooms have operating exhaust fans	2		
	Water is poured down floor drains once per week (approx. 1 quart of water)	2		
	Water is poured into sinks at least once per week (about 2 cups of water)	2		
	Toilets are flushed at least once per week	2		
6.	MAINTENANCE SUPPLIES			
6a.	Ensured that chemicals are used only with adequate ventilation and when			
	building is unoccupied	2		
6b.	Ensured that vents in chemical and trash storage areas are operating			
	properly	2		
6c.	Ensured that portable fuel containers are properly closed	2		
6d.	Ensured that power equipment, like snowblowers and lawn mowers, have			
	been serviced and maintained according to manufacturers' guidelines	2		
7.	COMBUSTION APPLIANCES			
7a.	Checked for combustion gas and fuel odors	2		
7b.	Ensured that combustion appliances have flues or exhaust hoods	2		
	Checked for leaks, disconnections, and deterioration			
	Ensured there is no soot on inside or outside of flue components			
8.	OTHER			
8a.	Checked for peeling and flaking paint (if the building was built before			
	1980, this could be a lead hazard)	1		
8b.	Determined date of last radon test			



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 attention.)
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- 4. Return the checklist portion of this document to the IAQ Coordinator.

Waste Management Checklist

Name: Dairen School District			
School: Royle Elementary School			
Room or Area:	Date Completed:	01/30/24	
Signature: Joseph Trevino			

1.	WASTE MANAGEMENT	s	No	N/A
1a.	Ensured that waste containers are appropriate for use (for example,			-
	food waste containers should have lids)	ì		
1b.	Ensured that waste containers are lined	i		
1c.	Ensured that waste from art, science, vocational classes, etc., are			
	handled separately	i		
1d.	Labeled recycling bins clearly	ì		
1e.	Ensured number of bins and dumpsters is adequate	ì		
1f.	Ensured appropriate location of dumpsters (i.e., away from air intakes,			
	doors, and operable windows in relation to prevailing winds)	i		
1g.	Ensured waste containers are emptied regularly	ı		
1h.	Ensured appropriate waste removal schedule	i		
1i.	Ensured waste is stored in a well-ventilated room	ì		
1j.	Ensured any exhaust fans in the room are operating properly	ì		
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin 🔽	ì		



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Integrated Pest Management Checklist

Darien School District

Name:

Sc	hool: Royle Elementary Sc	chool			
Ro	oom or Area:	Date Completed:	01/30/2024		
Si	gnature:				
1.	OFFICIAL POLICY STAT	EMENT	Va	es No	N/
la.	Developed or located the school pest management (IPM)	1 .	or integrated		
2.	DESIGNATING PEST MA	ANAGEMENT ROLES	S		
	Assigned and trained a qualified				
	Involved decision makers in the Educated students and staff (the			1 🗆	
	and asked them to keep their are	as clean and free of clutter.	☑	1 🗆	
d.	Encouraged parents to learn abo at home			a 🗆	
e.	Developed a program to educate				
f.		to contracts with pest manag	gement		
3.	SETTING PEST MANAG	SEMENT OBJECTIVE	S		
Ba.	Set appropriate pest managemen	at objectives for school build	ings (such as		
	preventing pests from interfering			1 🗆	
b.	and preserving the integrity of the Set appropriate pest management				u
	providing safe playing areas and			1 🗆	
1.	INSPECTING, IDENTIFY	ING, AND MONITOR	RING		
la.	Inspected all buildings and grou			. –	
h	food, water, and harborage sites Identified potential pest habitats				
	Pinpointed the source of any cur				
	Monitored to determine the exte populations	nt of pest problems and to es	stimate pest		
le.	Developed plans to modify habit sanitation efforts) to prevent or r			a 🗆	
₽f.	Established a monitoring prograestimate pest population levels a	m that consists of routine ins	spections to s and		_
	potential habitat		☑	1 🗆	

5. SETTING ACTION THRESHOLDS Yes No N/A 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring 5b. Determined how many pests the school buildings, grounds, and 5c. Set action thresholds 6. PREVENTIVE STRATEGIES **INDOOR SITES** 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Entryways • Classrooms • Gymnasiums • Locker rooms • Offices • Staff lounges • Bathrooms • Food preparation and serving areas • Rooms with extensive plumbing • Maintenance areas • Other **OUTDOOR SITES** 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Playgrounds • Parking lots. • Lawns and athletic fields..... • Teaching gardens or greenhouses. • Loading docks • Dumpsters • Areas with ornamental shrubs and trees • Other 7. PESTICIDE USE AND STORAGE 7a. Explored alternative pest management methods before concluding that 7b. Ensured that pest management professionals integrate IPM into their pest management methods 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species.......





7. PESTICIDE USE AND STORAGE (cont.)

ħ.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yes ☑	No □	N/A
i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	🗹		
	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	🗹		
k.	Ensured that parents are notified of upcoming pesticide applications through letters	🗹		
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	🗹		
m.	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	🖸		
'n.	Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate			
7 ₀	the environment			
	Ensured that pesticides are stored in their original containers and all lids are securely fastened			_
q.	Ensured that air in the storage space cannot mix with the air in the central ventilation system		_	_
2	EVALUATING RESULTS AND RECORD KEEPING			
	Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept			
ßb.	Ensured that pesticide records necessary to meet all state, local, and schoo board requirements are maintained			
ßc.	Ensured that each log book contains the following items:			
	 Copy of the pest management plan Service schedules for maintenance of buildings and grounds 			
	Current EPA-registered labels			_
	• Current Material Safety Data Sheets (MSDS) for each pesticide project			
	Pest surveillance data sheets			
	• Diagram noting the location of pest activity, traps, and bait stations	🗹		



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 - 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:	Darien School District		
School:	Tokeneke Elementary So	hool	
Room or	Area:	Date Completed:	01/29/2024
Signature	e: Joseph Trevino		

1.	BUILDING MAINTENANCE SUPPLIES	Voc	No	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control			
1b.	Reviewed supply labels	☑		
	Ensured that air from chemical and trash storage areas vents to the outdoors	☑		
Id.	Stored chemical products and supplies in sealed, clearly labeled containers	🖸		
	Researched and selected the safest products available	☑		
	Ensured that supplies are being used according to manufacturers' instructions	🗹		
1g.	Ensured that chemicals, chemical-containing wastes, and containers are			
1 h	disposed of according to manufacturers' instructions			
1 i.	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			
	Stored grounds maintenance supplies in appropriate area(s)	🔽		
	Ensured that supplies are used and stored according to manufacturers' instructions	🖸		
2c.	Established and followed procedures to minimize exposure to fumes from supplies	D)		
2d.	Reviewed and followed manufacturers' guidelines for maintenance			
	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 disposed of according to manufacturers' instructions	☑		
3.	DUST CONTROL			
	Installed and maintained barrier mats for entrances			
	Used high efficiency vacuum bags			
	Used proper dusting techniques			
	Wrapped feather dusters with a dust cloth			
50.	Creation an return grintes and an suppry veins	🗷	_	_

4.	FLOOR CLEANING Yes	s N	0	N/A	
4a. 4b. 4c.	Established and followed schedule for vacuuming and mopping floors				Z
5.	DRAIN TRAPS				
5b.	Poured water down floor drains once per week (about 1 quart of water)			0	
5c.	Flushed toilets once each week (if not used regularly)	Ĺ	_		
6.	MOISTURE, LEAKS, AND SPILLS				
	Checked for moldy odors		ב		
66.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)		ב		
	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)		ב		
6d.	Checked that windows, windowsills, and window frames are free of condensate		ב		
	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate		ם		
6f.	Ensured the following areas are free from signs of leaks and water damage: Indoor areas near known roof or wall leaks	Г	_		
	Walls around leaky or broken windows.		_		
	Floors and ceilings under plumbing		ב		
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes □		ב		
7.	COMBUSTION APPLIANCES				
7a.	Checked for odors from combustion appliances		ב		
7b.	Checked appliances for backdrafting (using chemical smoke) ✓		ב		
	Inspected exhaust components for leaks, disconnections, or deterioration $\ensuremath{\mbox{\sc d}}$				
7d.	Inspected flue components for corrosion and soot				
8.	PEST CONTROL				
8a.	Completed the Integrated Pest Management Checklist		ב		



Food Service Checklist

Name:	Darien School District		
School:	Tokeneke Elementary School	ol	
		Date Completed:	01/29/2024
Signature	e: Joseph Trevino		

Instructions

- 1. Read the *IAQ*Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
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- 3. Complete the Checklist.
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 "no," or
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 attention.)
 - Make comments in the "Notes" section as necessary.
- Return the checklist portion of this document to the IAQ Coordinator.

1. COOKING AREA

1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)		No	N/A
1b.	Checked for odors near cooking, preparation, and eating areas			
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning			
1d.	Determined that gas appliances function properly			
1e.	Verified that gas appliances are vented outdoors	☑		
	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used			
_	Ensured that kitchen is clean after use	☑		
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑		
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☑		
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑		
2.	FOOD HANDLING AND STORAGE			
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)			
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces			
2c	Ensured that food preparation, cooking, and storage practices are sanitary			
	Disposed of food scraps properly and removed crumbs			
	Cleaned counters with soap and water or a disinfectant (according to school policy)		_	_
2f.	Swept and wet mopped floors			
3.	WASTE MANAGEMENT			
	Selected and placed waste in appropriate containers			
	Ensured that containers' lids are securely closed	☑		
	Separated food waste and food-contaminated items from other wastes, if possible			
	Stored waste containers in a well-ventilated area	☑		
<i>3</i> e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑		

4. DELIVERIES

	Yes	INO	IN/P
4a.	Instructed vendors to avoid idling their engines during deliveries ✓		
4b.	Posted a sign prohibiting vehicles from idling their engines in		
	receiving areas	abla	
4c.	Ensured that doors or air barriers are closed between receiving area		
	and kitchen		





- 1. Read the IAQ Backgrounder and the Background Information for this checklist.
- 2. Keep the Background Information and make a copy of this checklist for each ventilation unit in your school, as well as a copy 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.

Ventilation Checklist

Darien School District

Na	me: Darien School District			
Sc	hool: Tokeneke Elementary School			
Ur	nit Ventilator/AHU No:			
Ro	oom or Area: Date Completed: 01/29/2024			
Sig	gnature: Joseph Trevino			
1.	OUTDOOR AIR INTAKES			
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)		No	N/A
1b.	Ensured that the ventilation system was on and operating in "occupied" mode			
AC	TIVITY 1: OBSTRUCTIONS			
1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	2		
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)			
AC	TIVITY 2: POLLUTANT SOURCES			
	Checked ground-level intakes for pollutant sources (dumpsters, loading	_		
1f.	docks, and bus-idling areas)	⊿	Ц	u
	toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	.		
1g.	Resolved any problems with pollutant sources located near outdoor air		_	_
	intakes (e.g., relocated dumpster or extended exhaust pipe)	2		
	TIVITY 3: AIRFLOW	_	_	_
	Obtained chemical smoke (or a small piece of tissue paper or light plastic) Confirmed that outdoor air is entering the intake appropriately			
	SYSTEM CLEANLINESS			
	TIVITY 4: AIR FILTERS Penload filters for maintenance schodule			
	Replaced filters per maintenance schedule		_	_
20	blowing downstream)			
	Confirmed proper fit of filters to prevent air from bypassing (flowing		J	J
2e.	around) the air filter			
		_	_	_

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS 2f. Ensured that drain pans slant toward the drain (to prevent water from Yes No N/A accumulating) 2g. Cleaned drain pans.... 2h. Checked drain pans for mold and mildew **ACTIVITY 6: COILS** 2i. Ensured that heating and cooling coils are clean **ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS** 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean **ACTIVITY 8: MECHANICAL ROOMS** 21. Checked mechanical room for unsanitary conditions, leaks, and spills 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies 3. CONTROLS FOR OUTDOOR AIR SUPPLY 3a. Ensured that air dampers are at least partially open (minimum position) ✓ 3b. Ensured that minimum position provides adequate outdoor air for occupants **ACTIVITY 9: CONTROLS INFORMATION** 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) **ACTIVITY 10: CLOCKS, TIMERS, SWITCHES** 3e. Set time clocks appropriately...... ☑ 3f. Ensured that settings fit the actual schedule of building use (including **ACTIVITY 11: CONTROL COMPONENTS** 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting V 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)...... Ø 3j. Set the line pressure at each thermostat and damper actuator at the proper **ACTIVITY 12: OUTDOOR AIR DAMPERS** 3k. Ensured that the outdoor air damper is visible for inspection...... 31. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range



NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.



3.	CONTROLS FOR OUTDOOR AIR SUPPLY (continued)			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	Yes ☑	No □	N/
3o.	Checked that the outdoor air damper opens (at least partially with no delay when the air handler is turned on)	_	_
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room		_	_
	thermostat is set to 85°F			
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimu position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F			
3r.	If the outdoor air damper does not move, confirmed the following items: • The damper actuator links to the damper shaft, and any linkage set			
	screws or bolts are tight			
	Moving parts are free of impediments (e.g., rust, corrosion)			
	 Electrical wire or pneumatic tubing connects to the damper actuator The outside air thermostat(s) is functioning properly (e.g., in the right 			
	location, calibrated correctly)	🔽		
	ceed to Activities 13–16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			
OR		🗷	_	_
	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was			
•	tripped)	☑		u
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	🛭		
clos	TE: HVAC systems with water coils need protection from the cold. The freezeste the outdoor air damper and disconnect the supply air when tripped. The type is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3 v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	🔽		
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	🗹		
NO	TE: The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight	☑		
<i>3</i> Z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	🛭		
load Dry	TE: Economizers use varying amounts of cool outdoor air to assist with the d of the room or rooms. There are two types of economizers, dry-bulb and env-bulb economizers vary the amount of outdoor air based on outdoor temper. Lenthalpy economizers vary the amount of outdoor air based on outdoor tempers.	nthalp rature	oy. 2,	

and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied Yes No N/A hours (even when room thermostat is satisfied)...... NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply. 4. AIR DISTRIBUTION **ACTIVITY 17: AIR DISTRIBUTION** 4a. Ensured that supply and return air pathways in the existing ventilation system 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning....... $\mathbf{\Delta}$ NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies. 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows) NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents. 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply....... 4f. Modified existing HVAC systems to incorporate any room or zone layout 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities 4i. Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals **ACTIVITY 18: PRESSURIZATION IN BUILDINGS** NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity. 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, V 5. EXHAUST SYSTEMS **ACTIVITY 19: EXHAUST FAN OPERATION** 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ✓ If fans are running but air is not flowing toward the exhaust intake, check for the following:



Broken fan belt

• Inoperable dampers

Obstructed, leaky, or disconnected ductworkUndersized or improperly installed fan



5. EXHAUST SYSTEMS (continued)

ACTIVITY 20: EXHAUST AIRFLOW

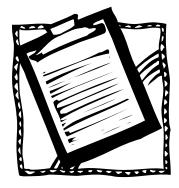
and labs by keeping them under negative pressure (as compared to surrounding sp	ac	es).	
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces		No □	N/A
Stand outside the room with the door slightly open while checking airflow high and the door opening (see "How to Measure Airflow").	d l	ow ii	n
5c. Ensured that air is flowing toward the exhaust intake	ì		
ACTIVITY 21: EXHAUST DUCTWORK 5d. Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition			
ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS	3		
NOTE: Refer to "How to Measure Airflow" for techniques.			
6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	ì		
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	ì		
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c) ✓	ì		

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES 6d. Compared the existing outdoor air per person (22c) to the recommended

6e. Corrected problems with ventilation units that supplied inadequate

levels in Table 1.....

NOTE: Prevent migration of indoor contaminants from areas such as bathrooms, kitchens,



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Walkthrough Inspection Checklist

Name:	Darien School District		
School:	Tokeneke Elementary Scho	ool	
Room or	Area:	Date Completed:	01/29/2024
Signature	e: Joseph Trevino		

1.	GROUND LEVEL	Yes	No	N/A
	Ensured that ventilation units operate properly			
	Ensured there are no obstructions blocking air intakes			
	Checked for nests and droppings near outdoor air intakes	☑		
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes	2		
1e.	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)	2		
1f.	Ensured that vehicles avoid idling near outdoor air intakes			
_	Minimized pesticide application	☑		
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	2		
1i.	Ensured that sprinklers spray away from the building and outdoor			
	air intakes	☑		
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly			
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Che	ecklist	t).	
2b. 2c. 2d. 2e. 2f.	Ensured that the roof is in good condition			
_	from outdoor air intakes	☑		
3.	ATTIC			
	Checked for evidence of roof and plumbing leaks			×
3b.	Checked for birds and animal nests	🗖		×
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within acceptable ranges	a		
4b.	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors			
44	Checked for signs of mold and mildery growth			

4.	GENERAL CONSIDERATIONS (continued)	No	N/A
4e.	Checked for signs of water damage		
4f.	Checked for evidence of pests and obvious food asigneschool District		
	Noted and reviewed all concerns from school occupants		
5.	BATHROOMS AND GENERAL PLUMBING		
	Ensured that bathrooms and restrooms have operating exhaust fans		
	Water is poured down floor drains once per week (approx. 1 quart of water) ☑		
	Water is poured into sinks at least once per week (about 2 cups of water) •		
	Toilets are flushed at least once per week		
6.	MAINTENANCE SUPPLIES		
6a.	Ensured that chemicals are used only with adequate ventilation and when		
	building is unoccupied		
6b.	Ensured that vents in chemical and trash storage areas are operating		
	properly		
	Ensured that portable fuel containers are properly closed \square		
6d.	Ensured that power equipment, like snowblowers and lawn mowers, have		
	been serviced and maintained according to manufacturers' guidelines		
7.	COMBUSTION APPLIANCES		
7a.	Checked for combustion gas and fuel odors		
7b.	Ensured that combustion appliances have flues or exhaust hoods		
	Checked for leaks, disconnections, and deterioration		
	Ensured there is no soot on inside or outside of flue components \square		
8.	OTHER		
8a.	Checked for peeling and flaking paint (if the building was built before		
- u.	1980, this could be a lead hazard)		
8b.	Determined date of last radon test		
	=	_	_



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- 3. Complete the Checklist.
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 "no," or
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 response
 requires further
 attention.)
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- 4. Return the checklist portion of this document to the IAQ Coordinator.

Waste Management Checklist

Name:	Darien School District		
School:	Tokeneke Elementary School	ol	
	Area:	Date Completed:	01/29/24
Signature	e: Joseph Trevino		

1.	WASTE MANAGEMENT	'es	No	N/A
1a.	Ensured that waste containers are appropriate for use (for example,			•
	food waste containers should have lids)	\square		
1b.	Ensured that waste containers are lined	\square		
1c.	Ensured that waste from art, science, vocational classes, etc., are			
	handled separately	\square		
1d.	Labeled recycling bins clearly	\square		
1e.	Ensured number of bins and dumpsters is adequate	\square		
1f.	Ensured appropriate location of dumpsters (i.e., away from air intakes,			
	doors, and operable windows in relation to prevailing winds)	\square		
1g.	Ensured waste containers are emptied regularly	\square		
1h.	Ensured appropriate waste removal schedule	\square		
1i.	Ensured waste is stored in a well-ventilated room	\square		
1j.	Ensured any exhaust fans in the room are operating properly	\square		
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin	\square		



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- 3. Complete the Checklist.
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 "no," or
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- 4. Return the checklist portion of this document to the IAQ Coordinator.

Integrated Pest Management Checklist

Darien School District

Name:

Sc	hool: Tokeneke Elementary School			
	oom or Area: Date Completed:01/29/2024	1		_
Si	gnature:			
1.	OFFICIAL POLICY STATEMENT	Yes	No	N/A
1a.	Developed or located the school's official policy statement for integrated pest management (IPM)	☑		
2.	DESIGNATING PEST MANAGEMENT ROLES			
	Assigned and trained a qualified person to be the pest manager			
	Involved decision makers in the IPM program			
2d.	and asked them to keep their areas clean and free of clutter	☑		
2e.	at home			
2f.				
3.	SETTING PEST MANAGEMENT OBJECTIVES			
3a.	Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment			
	and preserving the integrity of the building structure)	🗹		
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)	☑		
4.	INSPECTING, IDENTIFYING, AND MONITORING			
4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	D)		
4b.	Identified potential pest habitats in buildings and grounds			
4c.	Pinpointed the source of any current pest problems	☑		
4d.	Monitored to determine the extent of pest problems and to estimate pest populations	🗹		
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	🖸		
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and			
	potential habitat	🛭		

5. SETTING ACTION THRESHOLDS Yes No N/A 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring 5b. Determined how many pests the school buildings, grounds, and 5c. Set action thresholds 6. PREVENTIVE STRATEGIES **INDOOR SITES** 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Entryways • Classrooms • Gymnasiums • Locker rooms • Offices • Staff lounges • Bathrooms • Food preparation and serving areas • Rooms with extensive plumbing • Maintenance areas • Other **OUTDOOR SITES** 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas: • Playgrounds • Parking lots. • Lawns and athletic fields..... • Teaching gardens or greenhouses. • Loading docks • Dumpsters • Areas with ornamental shrubs and trees • Other 7. PESTICIDE USE AND STORAGE 7a. Explored alternative pest management methods before concluding that 7b. Ensured that pest management professionals integrate IPM into their pest management methods 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species.......





7. PESTICIDE USE AND STORAGE (con

	• • •			
ħ.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yes ☑	No	N/A
i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals			
j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	☑		
k.	Ensured that parents are notified of upcoming pesticide applications through letters	☑		
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	☑		
	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑		
'n.	Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate			
7 ~	the environment			
	Ensured that flammable liquids are stored away from ignition sources Ensured that pesticides are stored in their original containers and all lids			_
l a	are securely fastened	☑	_	
q.	ventilation system	☑		
3.	EVALUATING RESULTS AND RECORD KEEPING			
Ba.	Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑		
ßb.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained			
ßc.	Ensured that each log book contains the following items:			
	Copy of the pest management plan			
	• Service schedules for maintenance of buildings and grounds			
	 Current EPA-registered labels Current Material Safety Data Sheets (MSDS) for each pesticide project 			
	Pest surveillance data sheets			
	Diagram noting the location of pest activity, traps, and bait stations			