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- 2. Keep the
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     "no," or
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# Walkthrough Inspection Checklist

Name: PETEL DUDERSON	<u> </u>
School: Davie HAND	HIGH SCHOOL
Room or Area Roll DIM	Date Completed: 12- 13- 24
Signature:	

1.	GROUND LEVEL	Yes_N	Vo	N/A
la.	Ensured that ventilation units operate properly	☑ 🎾	$\Box$	
1b.	Ensured there are no obstructions blocking air intakes	Ⅵ_		
lc.	Checked for nests and droppings near outdoor air intakes	<b></b>		ū
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes	🗹		Ō
le.	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)			ū
1 f.	Ensured that vehicles avoid idling near outdoor air intakes		u	<u> </u>
	Minimized pesticide application	⊻	ш	Ţ
lh.	Ensured that there is proper drainage away from the building (including roof downspouts)	<b>d</b>		
1 i.	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	🗹		ū
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Ch	ecklist)		
2a.	Ensured that the roof is in good condition	<b>ॼ</b> ∕_		
2b.	Checked for evidence of water ponding	☑		ū
2c.	Checked that ventilation units operate properly (air flows in)	بر2	J	ū
2d.	Ensured that exhaust fans operate properly (air flows out)	⊻ ⁄	, 🗆	
2e.	Ensured that air iutakes remain open, even at minimum setting	ध∕		J
2f.	Checked for nests and droppings near outdoor air intakes	☑		
2g.	Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes	<b>v</b>	<u> </u>	Ō
<b>3</b> .	ATTIC			
3a.	Checked for evidence of roof and plumbing leaks	🛂		a
3Ь.	Checked for birds and animal nests	☑	a	Ō
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within acceptable ranges	<b>s</b>	, - 🗆	٥
4h	Ensured that nn obstructions exist in supply and exhaust vents	121	/ □	
4c	Checked for odors	☑	<u>/</u> a	
	Checked for signs of mold and mildew growth	_ /		J

	GENERAL CONSIDERATIONS (continued)	Yes /No	N/A
4e. 4f.	Checked for signs of water damage	<b>a</b> /	
		2	J
	BATHROOMS AND GENERAL PLUMBING	/	
5a. 5b.	Ensured that bathrooms and restrooms have operating exhaust fans Ensured proper drain trap maintenance:	,	
	Water is poured down floor drains once per week (approx. 1 quart of water	er) 🗹 🗀	J
	Water is poured into sinks at least once per week (about 2 cups of water).	ध∠⊔	
	Toilets are flushed at least once per week	127	
6.	MAINTENANCE SUPPLIES		
6a.	Ensured that chemicals are used only with adequate ventilation and when building is unoccupied		
65.	ten in the second of the secon		
60	Ensured that vents in chemical and trash storage areas are operating properly		ā
6d	Ensured that power equipment, like snowblowers and lawn mowers, have		
ou.	Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' gnidelines	च	٦
7.	COMBUSTION APPLIANCES	_	
7a.	Checked for combustion gas and fuel odors	ฮ ∕ □	
7h.	Ensured that combustion appliances have flues or exhaust hoods	🗹 🗸 🗀	
7c.	Checked for leaks, disconnections, and deterioration	⊌ ∕ ⊔	J
7d.	Ensured there is no soot on inside or outside of flue components	ਬ □	
8.	OTHER		
8a.	Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)	<b>a</b> /, a	⊐
8Ь.	Determined date of last radon test	🖬 🗖	
	-		



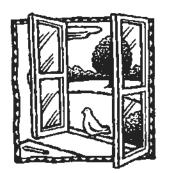
- Read the IAQ
   Backgrounder and the Background Information for this checklist.
- 2. Keep the
  Background
  Information and
  make a copy of
  this checklist for
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  unit in your school,
  as well as a
  copy for future
  reference.
- 3. Complete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

Name: PETER ANDERSON						
School: DAMER HOWN HIGH SCHOOL						
A						
Sint Ventimon/Title 110.	24.					
Room or Arean Build Date Completed: 17-13-	d.I	<u> </u>				
Signature:		ļ				
1. OUTDOOR AIR INTAKES						
la. Marked locations of all outdoor air intakes on a small floor plan (for	Yes No	N/A				
example, a fire escape floor plan)	527 ⊃	J				
1b. Ensured that the ventilation system was on and operating in "occupied" mode	ॼ ⊃	٦				
ACTIVITY 1: OBSTRUCTIONS						
1c. Ensured that outdoor air intakes are clear of obstructions, debris, clogs,	V n	_				
or covers	د ر ه					
frequently block an intake)	<b>y</b> ⊃					
ACTIVITY 2: POLLUTANT SOURCES						
le. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	<b> 2</b>	٦				
1f. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen,						
toilet, or laboratory exhaust fans; puddles; and mist from	1					
air-conditioning cooling towers)	.e	<b>–</b>				
lg. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	g ⊃	٥				
ACTIVITY 3: AIRFLOW	,					
1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic)	<b>ॼ</b> ∕ ⊐					
li. Confirmed that outdoor air is entering the intake appropriately	🗹 🗅					
2. SYSTEM CLEANLINESS						
ACTIVITY 4; AIR FILTERS						
2a. Replaced filters per maintenance schedule	<b>V</b> )					
2b. Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	<b>A</b>					
2c. Vacuumed filter areas before installing new filters	☑ ⊃					
2d. Confirmed proper fit of filters to prevent air from bypassing (flowing	1					
around) the air filter	. Z					
2e. Confirmed proper installation of filters (correct direction for airflow)	.M _	J				

## 2. SYSTEM CLEANLINESS (continued)

AC	TIVITY 5: DRAIN PANS			
	Ensured that drain pans slant toward the drain (to prevent water from accumulating)	Yes∕ ⊡	No □	
2g.	Cleaned drain pans	≰/	Ú	
2ħ.	Checked drain pans for mold and mildew	⊌	<u></u>	
	TIVITY 6: COILS	/		
2í.	Ensured that heating and cooling coils are clean	<b>\</b> ☑		
AC	TIVITY 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			
	TIVITY 8: MECHANICAL ROOMS	/	,	
21.	Checked mechanical room for unsanitary conditions, leaks, and spills	ਂ ਹ		
2m.	Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	1	Q	Q
	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	<b>v</b>		•
	TIVITY 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)	./		<u> </u>
AC	TIVITY 10: CLOCKS, TIMERS, SWITCHES	,		
37	Turned summer-winter switches to the correct position	ॼ॔		
3e.	Set time clocks appropriately	ॻ॔		
3f.	Ensured that settings fit the actual schedule of building usc (including night/weekend use)	/		
AC	TIVITY 11: CONTROL COMPONENTS			
3g.	Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting	🗆		
3h.	Checked that the line dryer prevents moisture buildup			Ū
3i.	Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you			al.
۵.	blow down the tank)	🖵		T
<i>3</i> ].	Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)	ω		<b>☑</b>
AC	TIVITY 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			۵
3m.	Ensured that air temperature in the indoor area(s) served by each			_
	outdoor air damper is within the normal operating range	⊻	u	ن .



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 (conti	nued)		
3n. Checked that the outdoor air damper fully closes within a few mir of shutting off appropriate air handler		io L	N/A
30. Checked that the outdoor air damper opens (at least partially with when the air handler is turned on	no delay) /	١	٦
3p. If in heating mode, checked that the outdoor air damper goes to it minimum position (without completely closing) when the room thermostat is set to 85°F.		_	<u></u>
3q. If in cooling mode, checked that the outdoor air damper goes to it position (without completely closing) when the room thermostat it to 60°F and mixed air thermostat is set to 45°F	is set	_	<u> </u>
<ul> <li>3r. If the outdoor air damper does not move, confirmed the following</li> <li>The damper actuator links to the damper shaft, and any linkage</li> </ul>	e set		7
screws or bolts are tight	,	_	_
<ul> <li>Moving parts are free of impediments (e.g., rust, corrosion)</li> </ul>			
Electrical wire or pneumatic tubing connects to the damper act	,		J
<ul> <li>The outside air thermostat(s) is functioning properly (e.g., in the location, calibrated correctly)</li> </ul>	_ ,	ب	٦
Proceed to Activities 13-16 if the damper seems to be operating prope	rly.		
ACTIVITY 13: FREEZE STATS			
3s. Disconnected power to controls (for automatic reset only) to test of across terminals	continuity		ü
OR			
3t. Confirmed (if applicable) that depressing the manual reset button red) trips the freeze stat (clicking sound indicates freeze stat was		_	-
tripped)		_	_
3u. Assessed the feasibility of replacing all manual reset freeze-stats automatic reset freeze-stats			J
NOTE: HVAC systems with water coils need protection from the cold. close the outdoor air damper and disconnect the supply air when tripp range is 35°F to 42°F.			
ACTIVITY 14: MIXED AIR THERMOSTATS			
3v. Ensured that the mixed air stat for heating mode is set no higher than 65°F	₹ :	_	Image: section of the content of the
3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting	₹	٦	٦
ACTIVITY 15: ECONOMIZERS			
3x. Confirmed proper economizer settings based on design specificat local practices	ions or	_	٦
NOTE. The dry-bulb is typically set at 65°F or lower.			
3y. Checked that sensor on the economizer is shielded from direct sur	alight 🗹 🗆	ن	
3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specification	/	_	_
NOTE: Economizers use varying amounts of cool outdoor air to assist load of the room or rooms. There are two types of economizers, dry-bu Dry-bulb economizers vary the amount of outdoor air based on outdoor and enthalpy economizers vary the amount of outdoor air based on out	with the cooling alb and enthalpy. or temperature,		

and enthalpy econo 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 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. perform as required 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 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, floor joints, pipe openings)..... 5. EXHAUST SYSTEMS

If fans are running but air is not flowing toward the exhaust intake, check for the following:

5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ..... 🗹

- · Inoperable dampers
- · Obstructed, leaky, or disconnected ductwork
- · Undersized or improperly installed fan

**ACTIVITY 19: EXHAUST FAN OPERATION** 

· Broken fan belt





## 5. EXHAUST SYSTEMS (continued)

#### ACTIVITY 20: EXHAUST AIRFLOW

NOTE: Prevent migration of indoor contaminants from areas such and labs by keeping them under negative pressure (as compared to 5b. Checked (using chemical smoke) that air is drawn into the room adjacent spaces	surrounding space on from Yes airflow high and lo	es). No  win	N/A □
Stand outside the room with the door slightly open while checking a the door opening (see "How to Measure Airflow").  5c. Ensured that air is flowing toward the exhaust intake	fan (which is	ow in	
the door opening (see "How to Measure Airflow").  5c. Ensured that air is flowing toward the exhaust intake	fan (which is	۵	<u> </u>
<ul> <li>ACTIVITY 21: EXHAUST DUCTWORK</li> <li>5d. Checked that the exhaust ductwork downstream of the exhaust under positive pressure) is sealed and in good condition</li></ul>	fan (which is	· .	<u>.</u>
<ul> <li>ACTIVITY 21: EXHAUST DUCTWORK</li> <li>5d. Checked that the exhaust ductwork downstream of the exhaust under positive pressure) is sealed and in good condition</li></ul>	fan (which is	, 	٦
ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CAR  NOTE: Refer to "How to Measure Airflow" for techniques.  6a. Measured the quantity of outdoor air supplied (22a) to each very unit	LCULATIONS		
NOTE: Refer to "How to Measure Airflow" for techniques.  6a. Measured the quantity of outdoor air supplied (22a) to each verunit	LCULATIONS		
6a. Measured the quantity of outdoor air supplied (22a) to each verunit  6b. Calculated the number of occupants served (22b) by the ventila under consideration  6c. Divided outdoor air supply (22a) by the number of occupants (			
6b. Calculated the number of occupants served (22b) by the ventila under consideration.			
under consideration	<b></b>		۵
- 6c Divided outdoor air supply (22a) by the number of occupants (	<b></b>	a	Q
determine the existing quantity of outdoor air supply per perso	27h) to 🕝		
ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR	QUANTITIES		
6d. Compared the existing outdoor air per person (22c) to the reconfevels in Table 1	mmended	3	Q
6e. Corrected problems with ventilation units that supplied inadequantities of outdoor air to ensure that outdoor air quantities (2 the recommended levels in Table 1			



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# Integrated Pest Management Checklist

PEREZ AMDERSON

Sc	hool: DAMEL HAM HIGH-SCHOOL		_	
	oom or Area: Building Date Completed: 12-113-	- 20	24	
31§ 	ghature			
_				
1.	OFFICIAL POLICY STATEMENT	Yes	No	N/
la.	Developed or located the school's official policy statement for integrated pest management (IPM)	ॼ॔	, 	
2.	DESIGNATING PEST MANAGEMENT ROLES		,	
2a.	Assigned and trained a qualified person to be the pest manager	ॼ॔	, 	٦
	Involved decision makers in the IPM program	∡		][
2c.	Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter	1	In	_
2d.	Encouraged parents to learn about IPM practices and implement them			
	at home	□	. ≰	
2e.	Developed a program to educate and train all IPM participants	☑		
2f.	Included language about IPM into contracts with pest management professionals		/ a	
	protessionals		_	
3.	SETTING PEST MANAGEMENT OBJECTIVES			
3a.	Set appropriate pest management objectives for school buildings (such as			
	preventing pests from interfering with students' learning environment	1	′ ¬	Г
3 h	and preserving the integrity of the building structure)	₹1	,	_
J D.	providing safe playing areas and the best athletic surfaces possible)	च	ت	Ţ
4	INSPECTING, IDENTIFYING, AND MONITORING			
	·		,	
4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	M		
4b.	Identified potential pest habitats in buildings and grounds	, <b>a</b>	<u>ַ</u>	
	Pinpointed the source of any current pest problems	⊄		
	Monitored to determine the extent of pest problems and to estimate pest populations	⊈	<b>'</b> ם	5
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	∡	<b>_</b>	C
4 <b>f</b> .		च∕	/_	C

5.	SETTING ACTION THRESHOLDS			
5a.	Evaluated all available data obtained through inspecting, identifying, and monitoring		'No □	N/A □
5Ъ.	Determined how many pests the school buildings, grounds, and occupants can tolerate		. ⊴∕	۵
5c.	Set action thresholds	₹		
6.	PREVENTIVE STRATEGIES			
INI	DOOR SITES			
6a.	Implemented appropriate strategies to prevent pests from inhabiting the f	ollowia	g are	as:
	• Entryways	₹,		
	• Classrooms	₹,		
	- Gymnasiums	☑,		
	• Locker rooms		$\Box$	
	• Offices	<del>प्र</del>	$\Box$	
	• Staff lounges	ॼ∕	$\Box$	
	• Bathrooms			
	• Food preparation and serving areas	घ∫		
	Rooms with extensive plumbing	<b>ॼ॔</b> ∕		
	Maintenance areas	<b>:</b> 2		<u> </u>
	• Other	🗅	ā	
ou	TDOOR SITES			
6b.	Implemented appropriate strategies to prevent pests from inhabiting the f			as:
	Playgrounds		, <u> </u>	
	Parking lots	🗹 <sub>j</sub>	J	
	Lawns and athletic fields		Э	
	Teaching gardens or greenhouses		. <u> </u>	
	Loading docks			
	• Dumpsters			
	Areas with ornamental shrubs and trees		J	7
	• Other		_	21
7.	PESTICIDE USE AND STORAGE			
7a.	Explored alternative pest management methods before concluding that pesticides were necessary	✓	٦	
7b.	Ensured that pest management professionals integrate IPM into their pest management methods	≰	, 	o o
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	<b>⊼</b> Į		
7d.	Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals	√	, 	a
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	☑	٦	ر د
7f.	Used protective clothing or equipment when applying pesticides	⊡	$\Box$	<b>a</b>
7g.	Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species	<b>s</b>		





7.	<b>PESTICIDE</b>	<b>USE</b>	AND	<b>STOR</b>	AGE	(cont.)
----	------------------	------------	-----	-------------	-----	---------

7h.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yeş∕ vi	No □	N/A
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	∀	٦	۵
7k.	Ensured that parents are notified of upcoming pesticide applications through letters		J	
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	☑	ū	۵
	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑	ū	
	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		<b>a</b>	<b>u</b>
7o.	Ensured that flammable liquids are stored away from ignition sources	☑	Э	
_	Ensured that posticides are stored in their original containers and all lids are securely fastened		ב	<b>5</b> 2∕
7q.	Ensured that air in the storage space cannot mix with the air in the central ventilation system	🗹		۵
8.	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	√	٦	o o
8b.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained		٦	
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	ॼ ॼ ॼ ॼ		
	• Diagram noting the location of pest activity, traps, and bait stations	👊	_	_

ALL PESTMANAGENENT IS HANDIOD THROUGH ONE CONTRACTOR,
PROFESSIONNEL EXTERMINATIONS.



## **Food Service Checklist**

Name: Perez Anosce
School: DAMIEL HOND HIER School
Room or Area Rulin We Date Completed: 12-13-24 Signature:
Signature: \tag{\tag{\tag{\tag{\tag{\tag{\tag{

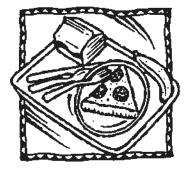
### Instructions

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#### 1. COOKING AREA

la.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	Yes	No □	N/A
1b.	Checked for odors near cooking, preparation, and eating areas	. 🗹	$\supset$	
1c. 1d.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	.d,	000	0 0
	Verified that gas appliances are vented outdoors	. ⊻	J	ч
lg.	Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used		<b>⊡</b>	<u> </u>
	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	. 🗹		
Ii. Ij.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	.≰	۵	
^,,.	stains, discoloration, and damp areas)	.12	⊡	J
2.	FOOD HANDLING AND STORAGE			
2a.	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)		۵	
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces		⊐	
	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)		ā	
2f.	Swept and wet mopped floors	. 14	J	J
3.	WASTE MANAGEMENT		,	
3a.	Selected and placed waste in appropriate containers		$\Box$	
3b.	Ensured that containers' lids are securely closed	.12		
3c.		رد.	₹	´ 🗖
	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)	. <b>T</b>	⊐	

4.	DELIVERIES	Yes/No	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries	ॼ □	
4b.	Posted a sign prohibiting vehicles from idling their engines in receiving areas	<b>T</b>	
4c.	Ensured that doors or air barriers are closed between receiving area and kitchen	<u>a</u>	





- Read the IAQ
   Backgrounder and
   the Background
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- Complete the Checklist.
  - Check the "yes,"
     "no," or
     "not applicable"
     box beside each
     item. (A "no"
     response requires
     further attention.)
  - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

# **Building and Grounds Maintenance Checklist**

Name: Peter Annersal	
School: DANIEL HOW HIGH SCHOOL	
Room or Area Building Date Completed: 12-13-24	
Signature:	
organizate.	

1.	BUILDING MAINTENANCE SUPPLIES	Yes-	Nο	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control.			
1 <b>b</b> .				
1c.	Ensured that air from chemical and trash storage areas vents to the outdoors	🗹	a	
1d.	Stored chemical products and supplies in sealed, clearly labeled containers	≰,	٦	
1e,	Researched and selected the safest products available	☑		
1f.	Ensured that supplies are being used according to manufacturers' instructions	🗹	۵	
1 g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	⊴∕	٦	
lh.	Substituted less- or non-hazardous materials (where possible)	ॼ॔		
1i.	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied	🗹	٥	
ij.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	ॼ॔	, 	
2.	GROUNDS MAINTENANCE SUPPLIES	,		
2a.	Stored grounds maintenance supplies in appropriate area(s)	≰		
2Ь.	Ensured that supplies are used and stored according to manufacturers' instructions	≰	o O	ā
2c.	Established and followed procedures to minimize exposure to fumes from supplies	🗹	ā	
2d.	Reviewed and followed manufacturers' guidelines for maintenance	☑		
2e.	Replaced portable gas cans with low-emission cans	□	Z	
2f.	Stored chemical products and supplies in scaled, clearly-labeled containers	₹	ū	
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	🗹	ā	۵
3.	DUST CONTROL	/		
3a.	Installed and maintained barrier mats for entrances	☑ ͵	J	
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	⊻		

<b>4</b> .	FLOOR CLEANING	Yes-	No I	N/A	
4b.	Established and followed schedule for vacuuming and mopping floors  Cleaned spills on floors promptly (as necessary)	‴র্ম ‴র্ম	J	ם ם ם	No.
<b>5</b> .	DRAIN TRAPS		,		
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)  Flushed toilets once each week (if not used regularly)	ॼ॔ /	ت ت ت	<u> </u>	
6.	MOISTURE, LEAKS, AND SPILLS	,	_		
	Checked for moldy odors		٦		
6b.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	ॼ॔	ָ _ם	۵	
6c.	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	🗹	, 	a .	
6d.	Checked that windows, windowsills, and window frames are free of condensate	₹	, 	۵	
	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	e: /			
	Indoor areas near known roof or wall leaks	₹Д_/			
	Walls around leaky or broken windows	🛂	_ <b>!</b> ∠⊡		
	Floors and ceilings under plumbing	<b>4</b>			
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	‴ব্			
8.	PEST CONTROL	/	,		
8a.	Completed the Integrated Pest Management Checklist	<b>⊠</b>	J		

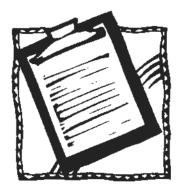


- Read the IAQ
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- Keep the Background Information and make a copy of the checklist for future reference.
- 3. Complete the Checklist.
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     "not applicable"
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     response
     requires further
     attention.)
  - Make comments in the "Notes" section as necessary.
- Return the checklist portion of this document to the IAQ Coordinator.

# **Waste Management Checklist**

Name: Peter Anderson			
School: Daniel Hand High	5CH201		
Room or Area: Build L	Date Completed:	12-13-24	
Signature: Add			
, - 3			

1.	WASTE MANAGEMENT	Yes	Νo	N/A
la.	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)		٦	
íb.	Ensured that waste containers are lined	☑		
lc.	Ensured that waste from art, science, vocational classes, etc., are handled scparately		. 🖪	Э
1d.	Labeled recycling bins clearly	ॼ॔_		
	Ensured number of bins and dumpsters is adequate			
lf.	Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)	<b>u</b>		٦
1g.	Ensured waste containers are emptied regularly	ॼ॔ ∕		
1h.	Ensured appropriate waste removal schedule	໔ /	. 🗆	
li.	Ensured waste is stored in a well-ventilated room	⊄∫	Ū	
lj.	Ensured any exhaust fans in the room are operating properly	☑,	/□	
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin			



- Read the IAQ
   Backgrounder and the Background Information for this checklist.
- Keep the Background Information and make a copy of the checklist for future reference.
- 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.
- Return the checklist portion of this document to the IAQ Coordinator.

# Walkthrough Inspection Checklist

Name: PER	e Anoreson				
School: UAL	Ten Polson	MIDDLE	Seltase_		
Room or Area:	BUILDIN	Date	Completed:	12-13-24	
Signature: Q	the state of the s				

1.	GROUND LEVEL	Yes_N	νo	N/A
la.	Ensured that ventilation units operate properly	⊠∕		
1b.	Ensured there are no obstructions blocking air intakes	छ		
1c.	Checked for nests and droppings near outdoor air intakes	ॼ॔		
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes	🗹		
le.	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)	⊌		٦
1 f.	Ensured that vehicles avoid idling near outdoor air intakes	<b>ॼ</b>		
1g.	Minimized pesticide application	☑		
Jh.	Ensured that there is proper drainage away from the building (including roof downspouts)	<b></b> ଏ		
1 i.	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	1		_
	they are cleaned regularly	₩	Ц	
2.	ROOF			
Whi	ile on the roof, consider inspecting the HVAC units (use the Ventilation Che	:cklist).		
2a.	Ensured that the roof is in good condition	ॼ॔ ्र		
2b.	Checked for evidence of water ponding	☑		
2c.	Checked that ventilation units operate properly (air flows in)			$\Box$
2d.	Ensured that exhaust fans operate properly (air flows out)			
	Ensured that air intakes remain open, even at minimum setting			
2ſ.	Checked for nests and droppings near outdoor air intakes			ā
	Ensured that air from plumbing stacks and exhaust outlets flows away	–	, –	_
£5.	from outdoor air intakes	☑	⊐	٦
3.	ATTIC		,	
3a.	Checked for evidence of roof and plumbing leaks	🔽		$\Box$
	Checked fur birds and animal nests			J
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within	/		
	acceptable ranges			ū
	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors			
4d.	Checked for signs of mold and mildew growth	<b>U</b>		

	GENERAL CONSIDERATIONS (continued)	Yes,∕No I	N/A
4e.	Checked for signs of water damage	<b>.</b>	
4f.	Checked for evidence of pests and obvious food sources	<b>⊡</b> /□	ココ
4g.	Checked for signs of water damage	<b>a</b> o	コ
5.	BATHROOMS AND GENERAL PLUMBING	,	
5a.	Ensured that bathrooms and restrooms have operating exhaust fans	മ് വ	ū
5b.	Ensured proper drain trap maintenance:	,	
	Water is poured down floor drains once per week (approx. 1 quart of wa	iter) 🗹 🗸 🗀	Ф
	Water is poured into sinks at least once per week (about 2 cups of water	·) <b>\_</b>	J
	Water is poured into sinks at least once per week (about 2 cups of water Toilets are flushed at least once per week	<b>&amp;</b> 🗅	J
6.	MAINTENANCE SUPPLIES		
6a.	Ensured that chemicals are used only with adequate ventilation and who	en /	_
	building is unoccupied	⊔	J
6b.	Ensured that vents in chemical and trash storage areas are operating properly  Ensured that portable fuel containers are properly closed		a
6c.	Ensured that portable fuel containers are properly closed	🗹 🗅	$\Box$
6d.	Ensured that power equipment, like snowblowers and lawn mowers, have	'e /	
	Ensured that power equipment, like snowblowers and lawn mowers, hav been serviced and maintained according to manufacturers' guidelines	<b>'</b>	J
7.	COMBUSTION APPLIANCES		
7a.	Checked for combustion gas and fuel odors	<b>.</b>	ū
7h	Ensured that combustion appliances have flues or exhaust hoods	.127 . 🗀	Ф
7c	Checked for leaks disconnections, and deterioration		J
7d.	Ensured there is no soot on inside or outside of flue components	<b>a</b> o	٦
8.	OTHER		
8a.	Checked for peeling and flaking paint (if the building was built before	/	
	1980 this could be a lead bazard)	<b>घ</b> ∕ः⊐	
8Ь.	Determined date of last radon test	🔽 🗆	



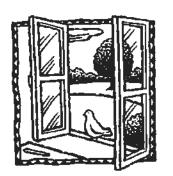
- Read the IAQ
   Backgrounder and
   the Background
   Information for
   this checklist.
- 2. Keep the
  Background
  Information and
  make a copy of
  this checklist for
  each ventilation
  unit in your school,
  as well as a
  copy for future
  reference.
- 3. Complete the Checklist.
  - Check 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**

Namo: Peter Avoural			
School: WALTER POLSON MIDDO IE SOLLER			
Unit Ventilator/AHU No:			_
Room or Area: Buildow Date Completed: (2-13-	24		— I
1. OUTDOOR AIR INTAKES			
la. Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)	Yes	-No	N/A
1b. Ensured that the ventilation system was on and operating in "occupied" mode	⊈	_ 	_ _
ACTIVITY 1: OBSTRUCTIONS			
lc. Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers			٦
ld. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	/	<u> </u>	٦
ACTIVITY 2: POLLUTANT SOURCES			
le. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	6		٦
If. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen,		_	_
toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)		٦	
Ig. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	/	, 	
ACTIVITY 3: AIRFLOW	,		
1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic)	ॼ॔		
li. Confirmed that outdoor air is entering the intake appropriately	<b>У</b> І	J	
2. SYSTEM CLEANLINESS			
ACTIVITY 4: AIR FILTERS			_
2a. Replaced filters per maintenance schedule	Va 		_
blowing downstream)	. <b>T</b>		
2c. Vacuumed filter areas before installing new filters	M ∕	, _	
around) the air filter		/ ]	<u> </u>

## 2. SYSTEM CLEANLINESS (continued)

	TIVITY 5: DRAIN PANS			
	Ensured that drain pans slant toward the drain (to prevent water from accumulating)	Ves∕ ॼ		
2g.	Cleaned drain pans	≰		
	Checked drain pans for mold and mildew			
	TIVITY 6: COILS	1		
2i.	Ensured that heating and cooling coils are clean	<b>⊻</b>	ū	
	TIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS			
,	Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean	⊈/		Ц
2k.	Ensured that ducts are clean	∀		۵
AC	TIVITY 8: MECHANICAL ROOMS	./		
21.	Checked mechanical room for unsanitary conditious, leaks, and spills	'☑		
2m.	Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies			٥
3.	CONTROLS FOR OUTDOOR AIR SUPPLY	/		
3a.	Ensured that air dampers are at least partially open (minimum position)	<b>v</b> S )	_ ا	Q
3Ь.	Ensured that minimum position provides adequate outdoor air for occupants	. /	۵	
AC	TIVITY 9: CONTROLS INFORMATION			
_	Obtained and reviewed all design inside/outside temperature and humidity	/		
50.	requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed)		_	۵
AC	TIVITY 10: CLOCKS, TIMERS, SWITCHES	/	-	
3d.	Turned summer-winter switches to the correct position	♥/	· 🗆	
JC.	Set time crocks appropriately	⊻		
3f.	Ensured that settings fit the actual schedule of building use (including night/weekend use)	घ∕	_ _	
AC	TIVITY 11: CONTROL COMPONENTS			
3g.	Ensured appropriate system pressure by testing line pressure at both the		/	
•	occupied (day) setting and the unoccupied (night) setting	···· –/	/ <b>[</b>	
3i.	compressor manufacturer's recommendation (for example, when you	1	/ 	
	blow down the tank)		/	_
3j.	Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)		_ _	
AC	TIVITY 12: OUTDOOR AIR DAMPERS	,		
3 k.	Ensured that the outdoor air damper is visible for inspection	☑		ū
	Ensured that the recirculating relief and/or exhaust dampers are visible for inspection	_/	<b>/</b>	
3.00	Ensured that air temperature in the indoor area(s) served by each	/	, _	
וווכ	outdoor air damper is within the normal operating range	<b>⊼</b>		Ξ



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 No	N/A
30.	Checked that the outdoor air damper opens (at least partially with no delay when the air handler is turned on	<b>प</b>	<u> </u>	٦
	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		, 	٦
	If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	<b>\</b>	J	٦
31.	<ul> <li>The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight</li></ul>		י,	000
	location, calibrated correctly)	🗹	J	J
Pro	ceed to Activities 13-16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
3s. OR	Disconnected power to controls (for automatic reset only) to test continuity across terminals		u	
3t.				٥
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 freez- te the outdoor air damper and disconnect the supply air when tripped. The t ge is 35°F to 42°F.			
AC'	TIVITY 14: MIXED AIR THERMOSTATS			
	Ensured that the mixed air stat for heating mode is set no higher than 65°F		<b>'</b>	٦
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting	⊭L	٦	Ŕ
	TIVITY 15: ECONOMIZERS  Confirmed proper economizer settings based on design specifications or local practices		٦	٦
NO:	TE: The dry-bulb is typically set at 65°F or lower.	,	,	
3 y.	Checked that sensor on the economizer is shielded from direct sunlight		Э	Ü
	Ensured that dampers operate properly (for outside air, return air, exhaust/relicf air, and recirculated air), per the design specifications		٦	٦
loau Dry and	TE: Economizers use varying amounts of cool outdoor air to assist with the lof the room or rooms. There are two types of economizers, dry-bulb and erbulb economizers vary the amount of outdoor air based on outdoor temper enthalpy economizers vary the amount of outdoor air based on outdoor ten humidity level.	athalp <sub>,</sub> rature,	v.	

## 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 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 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 from supply terminals ..... ACTIVITY 18: PRESSURIZATION IN BUILDINGS NOTE. To prevent infiltration of outdaar 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, floor joints, pipe openings) ...... 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

4 of 5



## 5. EXHAUST SYSTEMS (continued)

### **ACTIVITY 20: EXHAUST AIRFLOW**

NOTE: Prevent migration of indoor contaminants from areas such as bathroom and labs by keeping them under negative pressure (as compared to surrounding	ıs, kitci z space	hens es).	<b>5</b> ,
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	Yes ⊻	No □	N/A □
Stand outside the room with the door slightly open while checking airflow high the door opening (see "How to Measure Airflow").	ø		7
5c. Ensured that air is flowing toward the exhaust intake	<b>∀</b>		
ACTIVITY 21: EXHAUST DUCTWORK  5d. Checked that the exhaust ductwork downstream of the exhaust fan (which under positive pressure) is sealed and in good condition	is /	, 	J
6. QUANTITY OF OUTDOOR AIR ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATION			
NOTE: Refer to "How to Measure Airflow" for techniques.			
6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	≰	כ	۵
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	ॿ॔		۵
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	🗹	٦	a
ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTIT	IES		
6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	🗹	a	۵
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	🗅	<u> </u>	Ħ



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- 3. Complete the Checklist.
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  - Make comments in the "Notes" section as necessary.
- Return the checklist portion of this document to the IAQ Coordinator.

# Integrated Pest Management Checklist

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<sup>1</sup> N	ame: Kere Inchesau			_
So	chool: Unitre # Poison Miodie sated			
	oom or Area: Evicore Date Completed: 12.13-	24		_
	ignature: KAOCL			
1.	OFFICIAL POLICY STATEMENT	Yes	No	N/
la.	Developed or located the school's official policy statement for integrated pest management (IPM)	. ₹	⊐	
2.	DESIGNATING PEST MANAGEMENT ROLES		,	
2Ъ.	Assigned and trained a qualified person to be the pest manager	. 🗹 . 🗷		0
	Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter	. <b></b>	٦	, 🗆
2e.	at home	. 7	<u>a</u>	
2f.	Included language about IPM into contracts with pest management professionals	. 🗹	٦	
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)	.d	$\Box$	
3b.		/	ū	
4.	INSPECTING, IDENTIFYING, AND MONITORING			
	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	.⊌_		ū
	Identified potential pest habitats in buildings and grounds	.V		0
	Pinpointed the source of any current pest problems	. EU /		J
	populations	.⊻	$\supset$	
4e. 4f.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	.1	٦	۵
41.	estimate pest population levels and identify evidence of pests and potential habitat	. 🗹	<b>'</b>	

5.	SETTING ACTION THRESHOLDS			
5a.	Evaluated all available data obtained through inspecting, identifying, and monitoring		No □	N/A
	Determined how many pests the school buildings, grounds, and occupants can tolerate	a/	1	٦
5¢.	Set action thresholds	₹	_	
6.	PREVENTIVE STRATEGIES			
INI	DOOR SITES			
6a.	Implemented appropriate strategies to prevent pests from inhabiting the for	ollowia	g are	as:
	• Entryways	ॼ॔∕		
	• Classrooms	<b>घ</b> ∕		
	Gymnasiums	☑ ∕		
	• Locker rooms	ਤੀ ∕	$\Box$	
	• Offices	∡		
	• Staff lounges	ॼऺ∕	$\Box$	
	• Bathrooms		)	
	Food preparation and serving areas	<b>ॼ॔</b> ╭		
	Rooms with extensive plumbing	≰ ∕		
	Maintenance areas	<b>:</b> 🗹		<b>-</b> /
	• Other	🗅		<b>\(\alpha\)</b>
οU	TDOOR SITES			
	Implemented appropriate strategies to prevent pests from inhabiting the fe	ollowja	g are	as:
	• Playgrounds	₹	- 🗆	
	Parking lots	🗹 🗡		
	Lawns and athletic fields	☑ ╭	J	J
	• Teaching gardens or greenhouses	☑/		ū
	Loading docks	ध∕	$\Box$	
	• Dumpsters	☑ /	J	
	Areas with ornamental shrubs and trees	প্র	j	]/
	• Other	🗅		প্র
7.	PESTICIDE USE AND STORAGE			
7a.	Explored alternative pest management methods before concluding that	,		
	pesticides were necessary	☑		
	Ensured that pest management professionals integrate IPM into their pest management methods	र्य		
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	<b>∑</b> I		
	Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals	\		٦
7e.	Used spot-treatment (or bait, crack, and crevice applications) to apply			
	pesticides whenever possible and only treated the obviously infested	1	$\neg$	г
- C	plants in the area			<u> </u>
	Used protective clothing or equipment when applying pesticides	<b>.</b>	. <u> </u>	VZI
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.)
7h	Locked or fastened lids of all bait boxes and placed bait

7h.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yes∕ . ℤi	No ⊡	N/A
7i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	. <b>a</b>		
7j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	. ॼ॔	⊐	
7k.	Ensured that parents are notified of upcoming pesticide applications through letters	.vd	$\Box$	۵
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	. 🗹	ū	
m.	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	٦.	⊡	₩.
lo.	Ensured that flammable liquids are stored away from ignition sources	. 7		
p.	Ensured that pesticides are stored in their original containers and all lids are securely fastened	🗆		<b>1</b>
7q.	Ensured that air in the storage space cannot mix with the air in the central 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	. <u>.</u>	□	
ВС.	Ensured that each log book contains the following items:  Copy of the pest management plan	. <b>b</b>		
	Service schedules for maintenance of buildings and grounds      Current EPA-registered labels      Current Material Safety Data Sheets (MSDS) for each pesticide project	☑ ∕	יים יים ריים	000
	Pest surveillance data sheets     Diagram noting the location of pest activity, traps, and bait stations	ر تلاً	<u> </u>	0

ALL PESTMANAGENEUT IS HANDIOD THROUGH ONE CONTRACTOR,
PROFESIUMAL EXTERMINATEURS.



## **Food Service Checklist**

Name: Perese Mooresor
School: Worken Porson Missole School
Room or Area RADINE Date Completed: 12-13-24
Room or Aren Randon Date Completed: 12-13-24 Signature:
orginature.

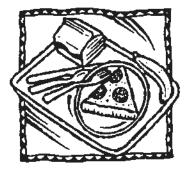
### Instructions

- Read the IAQ
   Backgrounder and the Background Information for this checklist.
- 2. Keep the
  Background
  Information and
  make a copy of
  the checklist for
  future reference.
- 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.

### 1. COOKING AREA

la.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	Yes/ سال	No □	N/A
1 b.	Checked for odors near cooking, preparation, and eating areas	≰	$\Box$	
lc.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	Ø,	⊡	
	Determined that gas appliances function properly			
	Verified that gas appliances are vented outdoors	ॼ॔		
	Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used		J	
_	Ensured that kitchen is clean after use	<b>V</b>	J	
	Checked for signs of microbiological growth in the kitchen, including the npper 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	<u>s</u>	_	_
lj.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	/	_ _	_
	FOOD HANDLING AND STORAGE  Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)		- Ti	9
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces	e /	_ 	_
2c.	Ensured that food preparation, cooking, and storage practices are sanitary		. 🗔	_
	Disposed of food scraps properly and removed crumbs			$\Box$
	Cleaned counters with soap and water or a disinfectant (according to school policy)	1	· 🗀	
2f.	Swept and wet mopped floors	🖬	<u>a</u>	
3.	WASTE MANAGEMENT	/	,	
3a.	Selected and placed waste in appropriate containers	ر که		
3Ь.	Ensured that containers' lids are securely closed	<b>a</b>		J
3c.	Separated food waste and food-contaminated items from other wastes, if possible	a,	4	<b>'</b> a
	Stored waste containers in a well-ventilated area	☑	Э	
	vents, operable windows, and food service doors in relation to prevailing winds)	🗹	a	٦

4.	DELIVERIES	Yes/N	0	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries	<b>g</b> 0		
4b.	Posted a sign prohibiting vehicles from idling their engines in receiving areas	🗹 🗆	ב	
4c.	Ensured that doors or air barriers are closed between receiving area and kitchen		_	





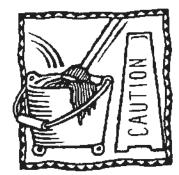
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     response requires
     further attention.)
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# **Building and Grounds Maintenance Checklist**

Name: RETUR Chipersay	
School: WALTER POLSON	MI DOIE ScHOOL
Room or Area Bulding	Date Completed: 12-13- 24

1.	BUILDING MAINTENANCE SUPPLIES	Yes	Nο	N/A
la.	Developed appropriate procedures and stocked supplies for spill control.	_		
1b.	Reviewed supply labels	🗹		
1 c.	Ensured that air from chemical and trash storage areas vents to the outdoors	🗹	а	
1d.	Stored chemical products and supplies in sealed, clearly labeled containers	≰	а	⊐
le.	Researched and selected the safest products available	ॼ॔		
lf.	instructions	<b>.</b>	ā	
1g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	₫	<u> </u>	٦
lh.		<b>v</b> Z	Ō	
1 i.	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied	<del>प</del>	່ ລ	
1j.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	<del>'</del>		
2.	GROUNDS MAINTENANCE SUPPLIES	,		
2a.	Stored grounds maintenance supplies in appropriate area(s)	<b>ज</b>	$\Box$	
	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	🗹	$\overline{\Box}$	, 🗖
	Replaced portable gas cans with low-emission cans		$\overline{\mathbf{Z}}$	
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	🗹	c	٦
3.	DUST CONTROL	/		
3a.	Installed and maintained barrier mats for entrances		J	
3Ь.	Used high efficiency vacuum bags			
3c.	Used proper dusting techniques	•		
	Wrapped feather dusters with a dust cloth		, <u> </u>	
3e.	Cleaned air return grilles and air supply vents	₹1		

4.	FLOOR CLEANING	Yes,-I	No I	N/A
4b.	Established and followed schedule for vacuuming and mopping floors  Cleaned spills on floors promptly (as necessary)	छ छ	_ _ _	0 0
		., 311	_	_
	DRAIN TRAPS	1		
5a.	Poured water down floor drains once per week (about 1 quart of water)	🗹		
5b.	Ran water in sinks at least once per weck (about 2 cups of water)	<u>v</u>		
5c.	Flushed toilets once each week (if not used regularly)	🗷	_	_
6.	MOISTURE, LEAKS, AND SPILLS	/		
6a.	Checked for moldy odors	🗹	⊐	J
	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	<u>a</u>		
6c.	Checked areas where moisture is commonly generated (e.g., kitchens,	×/	$\Box$	П
68	locker rooms, and bathrooms)	•	_	_
ou.	condensate	☑	Ç	
6e.	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate	ॼ॔	۵	a
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		<u> </u>	ū
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes	_	<u></u>	
7.	COMBUSTION APPLIANCES	/	,	
	Checked for odors from combustion appliances		$\Box$	
	Checked appliances for backdrafting (using chemical smoke)			
	Inspected exhaust components for leaks, disconnections, or deterioration	🛂 /		
/d,	Inspected flue components for corrosion and soot	2		u
8.	PEST CONTROL	/		
8a.	Completed the Integrated Pest Management Checklist	<b>প্র</b>	$\Box$	



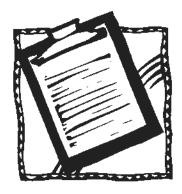


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# **Waste Management Checklist**

	Pepus Angerson
School:	: WALTER POISON MIDDIE SCHOOL
1	
Signatur	or Arcs: Box No. Date Completed: 12-13-24
) Signatur	

1.	WASTE MANAGEMENT	Yes	Ņο	N/A
la.	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)	🗹		٦
Ib.	Ensured that waste containers are lined	🗹		
lc.	Ensured that waste from art, science, vocational classes, etc., are handled separately		. 🗅	a
ld.	Labeled recycling bins clearly	ॼ॔_	$\Box$	
le.	Ensured number of bins and dumpsters is adequate	🗹		$\Box$
1 f.	Eusured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)	<b>a</b>		۵
1g.	Ensured waste containers are emptied regularly	🗹 _	. 🗆	
۱ħ.	Ensured appropriate waste removal schedule	ॼ॔∕	, 🗆	$\supset$
li.	Ensured waste is stored in a well-ventilated room	🗹	Ū	
1j.	Ensured any exhaust fans in the room are operating properly	ॼ॔	/ □	
1 <b>k</b> .	Checked waste storage areas for odors, contaminants, or signs of vermin $\ldots$	প্র	$\Box$	⊐



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     response
     requires further
     attention.)
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# **Walkthrough Inspection Checklist**

Name: Perez Auguesa)
School: DR ROBERT BROWN INTERMEDIATE SCHOOL
Room or Area: Personal Date Completed: December 13224
Signature:
Signature:

1.	GROUND LEVEL	Yes J	No P	N/A			
1a.	Ensured that ventilation units operate properly	🗹					
1b.	Ensured there are no obstructions blocking air intakes	<b>d</b>					
lc.	Checked for nests and droppings near outdoor air intakes	🗹					
	Determined that dumpsters are located away from doors, windows, and outdoor air intakes	/		٦			
le.	(chimneys, stacks, industrial plants, exhaust from nearby buildings)			<u> </u>			
1 f.	Ensured that vehicles avoid idling near outdoor air intakes	⊻					
1 g.	Minimized pesticide application	⊌					
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	ॼ॔	۵				
Ιi.	Ensured that sprinklers spray away from the building and outdoor air intakes	🗖		<b>2</b>			
lj.	Ensured that walk-off mats are used at exterior entrances and that	,					
٦.	they are cleaned regularly			J			
2. ROOF  While on the roof, consider inspecting the HVAC units (use the Ventilation Checklist).							
	Ensured that the roof is in good condition						
24.	Checked for evidence of water ponding	- <del>-</del>		_			
20.	Checked that ventilation units operate properly (air flows in)	<u> </u>					
2d.	Ensured that exhaust fans operate properly (air flows out)						
2c.	Ensured that air intakes remain open, even at minimum setting		_	ō			
2f	Checked for nests and droppings near outdoor air intakes		_	<u> </u>			
	Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes	_/		٦			
	ATTIC		-				
3a.	Checked for evidence of roof and plumbing leaks	ॼ∕					
3b.	Checked for birds and animal nests	<b>©</b> 1					
4.	GENERAL CONSIDERATIONS						
4a.	Ensured that temperature and humidity are maintained within acceptable ranges	🗹		٦			
4b.	Ensured that no obstructions exist in supply and exhaust vents			J			
	Checked for odors			J			
4d.	Checked for signs of mold and mildew growth	<b>©</b>		a l			

4e. Checked for signs of water damage	4.	GENERAL CONSIDERATIONS (continued)	Yes.∕No	N/A
4f. Checked for evidence of pests and obvious food sources	4e.	Checked for signs of water damage	<b>.</b> ⊠⁄_□	
5. BATHROOMS AND GENERAL PLUMBING  5a. Ensured that bathrooms and restrooms have operating exhaust fans	4f	Checked for evidence of nests and obvious food sources	ゼノロ	
5a. Ensured that bathrooms and restrooms have operating exhaust fans	4g.	Noted and reviewed all concerns from school occupants		Э
Sb. Ensured proper drain trap maintenance: Water is poored 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 (about 2 cups of water)  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  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  8a. OTHER  8a. Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)			,	
Water is poored 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 (about 2 cups of water)  6. MAINTENANCE SUPPLIES  6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied  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  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)	5a.	Ensured that bathrooms and restrooms have operating exhaust fans	<b>a</b> 🗅	
Water is poured into sinks at least once per week (about 2 cups of water)  Toilets are flushed at least once per week  6a. 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  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)	5b.	Ensured proper drain trap maintenance:	1	
6. MAINTENANCE SUPPLIES  6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied		Water is poored down floor drains once per week (approx. 1 quart of water	:r) <b>12</b>	_
6. MAINTENANCE SUPPLIES  6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied		Water is poured into sinks at least once per week (about 2 cups of water).	<b>थ</b>	
6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied		Toilets are flushed at least once per week	🛂 🗀	
building is unoccupied	6.	MAINTENANCE SUPPLIES		
6b. Ensured that vents in chemical and trash storage areas are operating properly	6a.	Ensured that chemicals are used only with adequate ventilation and when	/_	_
properly  6c. Ensured that portable fuel containers are properly closed		building is unoccupied	☑	
6d. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines		nronerly		
6d. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines	6c.	Ensured that portable fuel containers are properly closed	🗹 🗀	
7. COMBUSTION APPLIANCES  7a. Checked for combustion gas and fuel odors	6d.	Ensured that power equipment, like snowblowers and lawn mowers, have		
7. COMBUSTION APPLIANCES  7a. Checked for combustion gas and fuel odors		been serviced and maintained according to manufacturers' guidelines	'☑ □	
7b. Ensured that combustion appliances have flues or exhaust hoods	7.			
7b. Ensured that combustion appliances have flues or exhaust hoods	7a,	Checked for combustion gas and fuel odors	<b>.</b>	
7c. Checked for leaks, disconnections, and deterioration	7b.	Ensured that combustion appliances have flues or exhaust hoods		
<ul> <li>7d. Ensured there is no soot on inside or outside of flue components</li></ul>	7e.	Checked for leaks, disconnections, and deterioration	ध ∕ ⊔	
8a. Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)	7d.	Ensured there is no soot on inside or outside of flue components	<b></b> 🗅	
1980, this could be a lead hazard)	8.	OTHER		
1980, this could be a lead hazard)	8a.	Checked for peeling and flaking paint (if the building was built before	_/ _	_
8b. Determined date of last radon test		1980, this could be a lead hazard)	<u>a</u> _ 🗖	_
	86.	Determined date of last radon test	<b>D</b>	



- Read the IAQ
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  Background
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  unit in your school,
  as well as a
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- Complete the Checklist.
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## **Ventilation Checklist**

N:	ame: Perer Andersol	
1	chool: De Zosset Beaud Intermodités School	
	nit Ventilator/AHU No: ALL_	
Ro	oom or Area: Bulout Date Completed: 13.224	
1.	OUTDOOR AIR INTAKES	
1a.	Marked locations of all outdoor air intakes on a small floor plan (for	N/A
16.	example, a fire escape floor plan)  Ensured that the ventilation system was on and operating in "occupied" mode	۔
AC	CTIVITY 1: OBSTRUCTIONS	
lc.	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 iutake)	_
۸C	CTIVITY 2: POLLUTANT SOURCES	
le.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	ם
1 <b>f</b> .	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	٥
1 g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	
	CTIVITY 3: AIRFLOW	
1h. 1i.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)	0
2.	SYSTEM CLEANLINESS	
AC	CTIVITY 4: AIR FILTERS	
	Replaced filters per maintenance schedule	
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from	П
2c	blowing downstream)	]
	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter.	П
2e.	Confirmed proper installation of filters (correct direction for airflow)	٥

## 2. SYSTEM CLEANLINESS (continued) **ACTIVITY 5: DRAIN PANS** Yes/No N/A 2f. Ensured that drain pans slant toward the drain (to prevent water from accumulating) ...... 2g. Cleaned drain pans ...... **ACTIVITY 6: COILS** 2i. Ensured that heating and cooling coils are clean ...... **ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS** 2i. 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 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies ...... 3. CONTROLS FOR OUTDOOR AIR SUPPLY 3b. Ensured that minimum position provides adequate outdoor air 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 3d. Turned summer-winter switches to the correct position ...... 3e. Set time clocks appropriately ...... ✓ 3f. Ensured that settings fit the actual schedule of building use (including night/weekend use) ..... ACTIVITY 11: CONTROL COMPONENTS 3g. Ensured appropriate system pressure by testing line pressure at both the 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you 3j. Set the line pressure at each thermostat and damper actuator at the proper ACTIVITY 12: OUTDOOR AIR DAMPERS

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

outdoor air damper is within the normal operating range

3m, Ensured that air temperature in the indoor area(s) served by each





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 L	N/A □
30.	Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on		G	
	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.		_	Э
·	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	m <b>.</b>		
3r.	<ul> <li>If the outdoor air damper does not move, confirmed the following items:</li> <li>The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight</li> <li>Moving parts are free of impediments (e.g., rust, corrosion)</li> <li>Electrical wire or pneumatic tubing connects to the damper actuator</li> <li>The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)</li> </ul>	⊉ ⊿	ָ רַ וּנ	
Pro	ceed to Activities 13–16 if the damper seems to be operating properly.	42	_	•
	TIVITY 13: FREEZE STATS			
	Disconnected power to controls (for automatic reset only) to test continuity across terminals		´ 🗀	٦
3t.	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)	≰	0	u
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats		u	
clos	TE: HVAC systems with water coils need protection from the cold. The freezone the outdoor air damper and disconnect the supply air when tripped. The $t_{\rm g}$ ge is 35°F to 42°F.	e-stat ypicai	may ! trip	, <b>?</b>
	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	<u>प</u>	<b></b>	
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	🗹	٦	٦
NO	TE: The dry-bulb is typically set at 65°F or lower.	,		
3y. 3z.	Checked that sensor on the economizer is shielded from direct sunlight Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications		, 	
load Dry and	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 enbulb economizers vary the amount of outdoor air based on outdoor temper tenthalpy economizers vary the amount of outdoor air based on outdoor tenthalpy economizers vary the amount of outdoor air based on outdoor tenthalpy level.	cooli athalp rature	'	

## 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 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. perform as required...... 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 4f. Modified existing HVAC systems to incorporate any room or zone layout and population changes ....... 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, floor joints, pipe openings)..... 5. EXHAUST SYSTEMS ACTIVITY 19: EXHAUST FAN OPERATION

If fans are running but air is not flowing toward the exhaust intake, check for the following:

5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) .....

- Inoperable dampers
- Obstructed, leaky, or disconnected ductwork
- · Undersized or improperly installed fan
- · Broken fan belt





## 5. EXHAUST SYSTEMS (continued)

## **ACTIVITY 20: EXHAUST AIRFLOW**

NOTE: Prevent migration of indoor contaminants from areas such as bathroo and labs by keeping them under negative pressure (as compared to surroundi			ς,
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	Yes ⊻	No □	N/A □
Stand outside the room with the door slightly open while checking airflow hig the door opening (see "How to Measure Airflow").			
5c. Ensured that air is flowing toward the exhaust intake	च		
ACTIVITY 21: EXHAUST DUCTWORK  5d. 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			
ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULAT	IONS		
NOTE: Refer to "How to Measure Airflow" for techniques.			
6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	d	, 	
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)	a	0	
ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTI	TIES		
6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1		, 	
6c. 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			8



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## Integrated Pest Management Checklist

Na Na	ame: Peter Ausprau		_	
	thool: Do Rosar Brown Intermediate Sit	احصار	_	_
Ro	gnature: Date Completed: DEC. 13.	2024	_	
1.	OFFICIAL POLICY STATEMENT	Yes	No	N//
la.	Developed or located the school's official policy statement for integrated pest management (IPM)			
2.	DESIGNATING PEST MANAGEMENT ROLES		,	
2b.	Assigned and trained a qualified person to be the pest manager		_ _	<u> </u>
	Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter	≰	<u> </u>	<u> </u>
2e. 2f.	Developed a program to educate and train all IPM participants  Included language about IPM into contracts with pest management	🗹	. <b>3</b> 1 . √	٥
21.	professionals	☑		
3.	SETTING PEST MANAGEMENT OBJECTIVES			
	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)		<u> </u>	
4.	INSPECTING, IDENTIFYING, AND MONITORING			
4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	⊻	<b>'</b>	
4b.	Identified potential pest habitats in buildings and grounds			
4¢.		Ⅵ		
4d.	populations	☑	а	
4e.	sanitation efforts) to prevent or resolve any pest problems	🗹	ū	
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			
5a.	Evaluated all available data obtained through inspecting, identifying, and monitoring		′No ⊐	N/A
5b.	Determined how many pests the school buildings, grounds, and occupants can tolerate		. ₹	
5c.	Set action thresholds	☑	コ	
6.	PREVENTIVE STRATEGIES			
INI	DOOR SITES			
ба.	Implemented appropriate strategies to prevent pests frum inhabiting the t	followija	g are	as:
	• Entryways			
	Classrooms			
	Gymnasiums			
	• Locker rooms	⊴ ∕		
	• Offices			
	Staff lounges			
	• Bathrooms			
	Food preparation and serving areas			
	• Rooms with extensive plumbing	₹ /		
	Maintenance areas			<b>-</b> /
	• Other			<b>□</b>
OΠ	TDOOR SITES			
	Implemented appropriate strategies to prevent pests from inhabiting the f	followia	е аге	as:
	• Playgrounds		ر د	
	• Parking lots		$\overline{a}$	
	Lawns and athletic fields		$\bar{a}$	
	Teaching gardens or greenhouses		· 🗖	
	Loading docks		$\bar{a}$	
	• Dumpsters		<b>_</b>	
	Areas with ornamental shrubs and trees	,	_	0/
	• Other	_	ם	Ø
7.	PESTICIDE USE AND STORAGE			
7a.	Explored alternative pest management methods before concluding that	_		
	pesticides were necessary	🗹	$\Box$	
	Ensured that pest management professionals integrate IPM into their pest management methods	र	<b>.</b>	
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		$\Box$	
7d	Reviewed and followed all label instructions on pesticides and learned		, _	_
	how to properly apply and handle these chemicals		Э	
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			
7f.		🗀	_	<b>V</b>
7g.	Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species	🗹	٦	





7.	PESTICIDE USE AND STORAGE (cont.)
7h.	Locked or fastened lids of all bait boxes and placed bait away from runway of the box
	turitary or the box

7h.	runway of the box	VI		
7i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	Ū	_	
7j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	<b>ष</b>	<u> </u>	Ç
	Ensured that parents are notified of upcoming pesticide applications through letters	iz/		
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	⊻	<b>'</b> 🗆	
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	⊐,		V
7o.	Ensured that flammable liquids are stored away from ignition sources	🗹	⊐	
	Ensured that pesticides are stored in their original containers and all lids			
, μ.	are securely fastened	🗖	$\Box$	Ū

## 8. EVALUATING RESULTS AND RECORD KEEPING

7q. Ensured that air in the storage space cannot mix with the air in the central

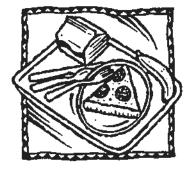
ventilation system

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	۵
8c.	Ensured that each log book contains the following items:	
	• Copy of the pest management plan	
	• Copy of the pest management plan	
	• 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........

## **NOTES**

ALL PESTMANAGENENT IS HANDISO THROUGH ONE CONPRETENCY.
PROFESIUMAL EXTERMINATORS.



## **Food Service Checklist**

Name: Poton Anaxion	
School: De PUSANT BRUND 1	MERMEDATE CITAL
Room or Area Pollpin	Date Completed: Dec. 13. 2824
	1
Signature:	

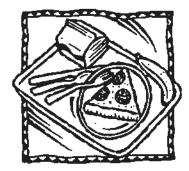
## Instructions

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## 1. COOKING AREA

la.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	Yes∕1	No	N/A
1 <b>b</b> .	Checked for odors near cooking, preparation, and eating areas	ॼ॔	J	J
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	\d		
	Determined that gas appliances function properly			
	Verified that gas appliances are vented outdoors	., ॼ		
	Ensured there are no combustion gas or natural gas odors, leaks, backdrafting, or headaches when gas appliances are used		<u></u>	
	Ensured that kitchen is clean after use	122	ш	ч
	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	🗹		
li.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	<b>d</b>	<u> </u>	۵
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	\	۵	
2.	FOOD HANDLING AND STORAGE			
2a.	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	⊈	٦	
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces	e /	۵	
2c.	Ensured that food preparation, cooking, and storage practices are sanitary	☑ ∕	·	
2d.	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	<b>:</b>	J	
3b.	Ensured that containers' lids are securely closed			
3c.	Separated food waste and food-contaminated items from other wastes, if possible		. <u>ଏ</u>	<b>'</b> .
3d.	Stored waste containers in a well-ventilated area	☑		
3c.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	ॼ॔	, 	

4.	DELIVERIES	Yes/No	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries	…छ ⊃	
4Ъ.	Posted a sign prohibiting vehicles from idling their engines in receiving areas	🗹 🖂	
4c.	Ensured that doors or air barriers are closed between receiving area and kitchen	a o	





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# **Building and Grounds Maintenance Checklist**

Name: Peter Duginson	
School: De Rosser Blaws	Warmen are Satail
Room or Area: Building	Date Completed: DEC 13 2024
Room or Area: Building Signature:	
	<del>-</del>

1.	BUILDING MAINTENANCE SUPPLIES	Yes⊬	No	N/A
la.	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	🗹	٦	۵
	Stored chemical products and supplies in sealed, clearly labeled containers	≰,	⊐	
le.	Researched and selected the safest products available	☑		
1f.	instructions	🗹		
lg.	disposed of according to manufacturers' instructions	≰/		
lh.		☑	, 🗆	
1i.	Scheduled work involving odurous or hazardous chemicals for periods when the school is unoccupied	u	<u></u>	
1j.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	ॼ॔	۵	
2.	GROUNDS MAINTENANCE SUPPLIES	,		
2a.	Stored grounds maintenance supplies in appropriate area(s)	≰	$\Box$	
2ъ.	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 maintenauce	☑		
2e.	Replaced portable gas cans with low-emission cans	🗀	$\mathbf{Z}$	
2f.	containers	ॼ॔	٦	٥
2g.	Ensured that chemicals, chemical-containing wastes, and containers are dispused of according to manufacturers' instructions	🗹		
3.	DUST CONTROL	,		
3a.	Installed and maintained barrier mats for entrances	☑ ∕		
3b.	Used high efficiency vacuum bags	<b>ॼ</b>		
3c.	Used proper dusting techniques	ॼ॔∕		
	Wrapped feather dusters with a dust cloth		, <u> </u>	
30	Cleaned air return grilles and air supply vents	☑		

4.	FLOOR CLEANING ,	Yes⊱No i	N/A	
4b.	Established and followed schedule for vacuuming and mopping floors  Cleaned spills on floors promptly (as necessary)	. <b>1</b>		
<b>5</b> .	DRAIN TRAPS	,		
5b.	Poured water down floor drains once per week (about 1 quart of water)	. <b>ज</b> / 🗆 🗆		6
6.	MOISTURE, LEAKS, AND SPILLS			
	Checked for moldy odors	. 🗖 🗆		
6b.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	. <u>J</u>		
	locker rooms, and bathrooms)	. 🗹 🗆		
6d.	Checked that windows, windowsills, and window frames are free of condensate	. <b>3</b>		
	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	.⊄/ □	<u> </u>	
	Floors and ceilings under plumbing	য় 🗆		
7.	COMBUSTION APPLIANCES			
7b. 7c.	Checked for odors from combustion appliances		_ _ _	
8.	PEST CONTROL			
8a.	Completed the Integrated Pest Management Checklist	4 0		



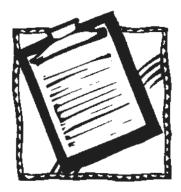
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## **Waste Management Checklist**

Name: PETER ANDERSON	
School: Do Robert Bland	INTERNATIONATE SCHOOL
	Date Completed: Dec 13. 224
Room or Area Boll Duke Signature:	Date Completed.
Signature:	

1.	WASTE MANAGEMENT	Yes	οkĮ	N/A
1a.	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)	ॼ∕		٦
1b.	Ensured that waste containers are lined	☑		
lc.	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	☑		
1 f.	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	ॼ॔	. 🗖	
1i.	Ensured waste is stored in a well-ventilated room	⊄_	_ 🗖	
lj.	Ensured any exhaust fans in the room are operating properly	ॼ॔	<b>-</b> -	
1k.	Checked waste storage areas for odors, contaminants, or signs of vermin			



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## Walkthrough Inspection Checklist

Name: Freek Angerson	
School: KATHLEN Ryckson	Elementary SHOCK
Room or Area Bull-Dire	Date Completed: 12-13-24
Signature:	
Signature.	

1.	GROUND LEVEL	Yes .	No	N/A
la.	Ensured that ventilation units operate properly			
	Ensured there are no obstructions blocking air intakes			ū
	Checked for nests and droppings near outdoor air intakes			
1d.	Determined that dumpsters are located away from doors, windows, and outdoor air intakes	/	ū	
le.	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)		ū	٦
1 f.	Ensured that vehicles avoid idling near outdoor air intakes			
_	Minimized pesticide application	☑		
Ιh.	Ensured that there is proper drainage away from the building (including roof downspouts)			ū
1i.	Ensured that sprinklers spray away from the building and outdoor air intakes		Q	$\mathbf{Z}$
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	🗹	ū	ū
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Ch	ecklist).		
2a.	Ensured that the roof is in good condition	घ∕		
	Checked for evidence of water ponding			J
2c.	Checked that ventilation units operate properly (air flows in)	⊈,		
2d.	Ensured that exhaust fans operate properly (air flows out)	⊠∕		
2e.	Ensured that air intakes remain open, even at minimum setting			
	Checked for nests and droppings near outdoor air intakes	☑		
2g.	Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes	🗹	<u> </u>	
3.	ATTIC			
3a.	Checked for evidence of roof and plumbing leaks	🗹		
	Checked for birds and animal nests		ū	
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	_	, <u> </u>	
	Checked for odors			
	Checked for signs of mold and mildew growth	🖬		

	GENERAL CONSIDERATIONS (continued)	Yes/No N	I/A
4e. 4f. 4g.	Checked for signs of water damage		a a a
	BATHROOMS AND GENERAL PLUMBING	,	
5a. 5b.	Ensured that bathrooms and restrooms have operating exhaust fans Ensured proper drain trap maintenance:  Water is poured down floor drains once per week (approx. 1 quart of w Water is poured into sinks at least once per week (about 2 cups of water Toilets are flushed at least once per week	vater) 🗹 🖸	
6.	MAINTENANCE SUPPLIES		
	Ensured that chemicals are used only with adequate ventilation and who building is unoccupied	hen 🗖 🗆	ū
6Ъ.	Ensured that vents in chemical and trash storage areas are operating properly		٦
6c.	Ensured that portable fuel containers are properly closed		J
6d.	Ensured that power equipment, like snowblowers and lawn mowers, habeen serviced and maintained according to manufacturers' guidelines.		٦
7.	COMBUSTION APPLIANCES		
7b.	Checked for combustion gas and fuel odors	<b>v</b>	
8.	OTHER		
8a. 8b.	Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)		<u> </u>



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## **Ventilation Checklist**

_	Q a D as \		_
1	ame: Keren Amoresan		
Sc	thool: KATHLERN RYERSON RETINENTARY SCHOOL	_	_
Un	nit Ventilator/AHU No:	_	
	gnature: Date Completed: 12-13-24		-3
	OUTDOOR AIR INTAKES	No	N/A
la.	Marked locations of all outdoor air intakes on a small floor plan (for ves example, a fire escape floor plan)	OPT	N/A □
lb.	Ensured that the ventilation system was on and operating in "occupied" mode	<b>'</b>	ū
AC	CTIVITY 1: OBSTRUCTIONS		
	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers		٦
Id.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	<b>'</b> ם	۵
AC	CTIVITY 2: POLLUTANT SOURCES		
le.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)		٦
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	,	٦
1 g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)		٦
AC	CTIVITY 3: AIRFLOW		
1h. 1i.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)		
2.	SYSTEM CLEANLINESS		
AC	CTIVITY 4: AIR FILTERS	_	
	Replaced filters per maintenance schedule		
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)		٦
2c.	Vacuumed filter areas before installing new filters	ົລ	ā
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter	, , :	٦
2e.	Confirmed proper installation of filters (correct direction for airflow)		J

## 2. SYSTEM CLEANLINESS (continued)

	TIVITY 5: DRAIN PANS			
	accumulating)	.હ.		N/A
2g.	Cleaned drain pans	.≰/	J	
2h.	Cleaned drain pans	.≰1	٦	
AC	TIVITY 6: COILS	/		
2i.	Ensured that heating and cooling coils are clean	. 🔐		
	TIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS			
_	Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean	. <b>\</b>	ا ا	
2k.	Ensured that ducts are clean	.∀	а	
AC	TIVITY 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	. <b>v</b>	۵	
3.	CONTROLS FOR OUTDOOR AIR SUPPLY	,		
3a.	Ensured that air dampers are at least partially open (minimum position)	×6 ,		
3b.	Ensured that minimum position provides adequate outdoor air for occupants	. <b>च</b>	۵	ū
AC	TIVITY 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)	.√	9	
AC	TIVITY 10: CLOCKS, TIMERS, SWITCHES			
3d.	Turned summer-winter switches to the correct position	.⊿∕		
3e.	Turned summer-winter switches to the correct position	⊻		
3f.	Ensured that settings fit the actual schedule of building use (including night/weekend use)			۵
	TIVITY 11: CONTROL COMPONENTS			
	Ensured appropriate system pressure by testing line pressure at both the	/		V
-	occupied (day) setting and the unoccupied (night) setting			X
	Replaced control system filters at the compressor inlet based on the	🕶	_	v
<b>3</b> 1.	compressor manufacturer's recommendation (for example, when you blow down the tank)	1	, 	₩.
21	Set the line pressure at each thermostat and damper actuator at the proper		/	•
3j.	level (no leakage or obstructions)	🖬		
AC	TIVITY 12: OUTDOOR AIR DAMPERS	/		
	Ensured that the outdoor air damper is visible for inspection	🗹	ū	
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/	ە <b>لا</b> د	N/A
30.	Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on		_	
	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	4	: <u>.</u>	)
	If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	n ☑		Image: section of the content of the
3r.	<ul> <li>If the outdoor air damper does not move, confirmed the following items:</li> <li>The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight</li></ul>	₹ \ \ \ \ \ \	י ליטר	ם חחם
Pro	ceed to Activities 13–16 if the damper seems to be operating properly.			
	TIVITY 13: FREEZE STATS			
	Disconnected power to controls (for automatic reset only) to test continuity across terminals	<u>.</u>	٦	<b>X</b>
OR				-
3t.	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)	٦	_	<b>3</b> 4
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats		_	X.
clos	TE: HVAC systems with water coils need protection from the cold. The freeze- te the outdoor air damper and disconnect the supply air when tripped. The ty ge is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	<b>⊿</b>	٦	٥
3 w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting		٦	A
A C	TIVITY 15: ECONOMIZERS			
	Confirmed proper economizer settings based on design specifications or local practices			X
NO:	TE: The dry-bulb is typically set at 65°F or lower.			1 -
3 <b>y</b> .	Checked that sensor on the economizer is shielded from direct sunlight	٦		Ø
	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications		_	
	TE: Economizers use varying amounts of cool outdoor air to assist with the clot of the room or rooms. There are two types of economizers, dry-bulb and ent.			

NOTE: Economizers use varying amounts of cool outdoor air to assist with the cooling load of the room or rooms. There are two types of economizers, dry-bulb and enthalpy. Dry-bulb economizers vary the amount of outdoor air based on outdoor temperature, 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 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 perform as required ..... 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 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 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, floor joints, pipe openings)...... 5. EXHAUST SYSTEMS ACTIVITY 19: EXHAUST FAN OPERATION

If fans are running but air is not flowing toward the exhaust intake, check for the following:

5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ..... 🗹

- · Inoperable dampers
- · Obstructed, leaky, or disconnected ductwork
- · Undersized or improperly installed fan
- · Broken fan belt





## 5. EXHAUST SYSTEMS (continued)

## ACTIVITY 20: EXHAUST AIRFLOW

М	CTTYTT 20. EXHAUST AIRT BOW			
N a	IOTE: Prevent migration of indoor contaminants from areas such as bathroom nd labs by keeping them under negative pressure (as compared to surrounding	s, kitch ; space	hens es).	S.
5	b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	Yes ∣ ⊡	No □	N/A
+1	tand outside the room with the door slightly open while checking airflow high he door opening (see "How to Measure Airflow").	۰		n
5	c. Ensured that air is flowing toward the exhaust intake	"্ব		
Α	ACTIVITY 21: EXHAUST DUCTWORK			
5	d. Checked that the exhaust ductwork downstream of the exhaust fan (which under positive pressure) is sealed and in good condition	is <b>v</b> 2	⊐	٦
6	6. QUANTITY OF OUTDOOR AIR			
A	ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATION	ONS		
λ	IOTE: Refer to "How to Measure Airflow" for techniques.			
	a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	≰	٦	۵
	b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	<b>d</b>	۵	۵
6	c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)			۵
Α	ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTIT	IES		
	d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	🗹	a	
6	e. 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		_	<b>a</b>



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    requires further
    attention.)
  - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

## Integrated Pest Management Checklist

Na	amo: Perer Anopesa)			
Sc	hool: KATHLEEN RYESY ELEMENTARY SHE	_اد	_	_
Ro	oom or Area: Bul Dille Date Completed: 12-13-		<b>_</b> .	
	gnature: RAU			
' 51,	gnature:			_
1.	OFFICIAL POLICY STATEMENT	Yes	No	N/A
la.	Developed or located the school's official policy statement for integrated pest management (IPM)	<b>~</b>		П
	pest management (if w)	<b>_</b>	_	
2.	DESIGNATING PEST MANAGEMENT ROLES		,	
2a.	Assigned and trained a qualified person to be the pest manager	<b>T</b>		
	Involved decision makers in the IPM program	∡		
2c.	Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter	≰	٦	
2 <b>d</b> ,	Encouraged parents to learn about IPM practices and implement them at home		1	/ <sub>[]</sub>
2e.	Developed a program to educate and train all IPM participants	🗹		
2f.		≰	<b>'</b> =	
_				
	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)	•2	$\Box$	
3Ъ.			, 	٦
4	INSPECTING, IDENTIFYING, AND MONITORING			
			,	
4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	⊻,		
4b.	Identified potential pest habitats in buildings and grounds	ॼ॔	, 🗆	
4c.	Pinpointed the source of any current pest problems	☑		
4 <b>d</b> .	Monitored to determine the extent of pest problems and to estimate pest populations	⊈		۵
4e.		[		۵
4f.			_	_
	estimate pest population levels and identify evidence of pests and	<i>A</i>	<b>/</b> ¬	
	potential habitat	<b>Y</b> I		

5.	SETTING ACTION THRESHOLDS				
5a.	Evaluated all available data obtained through inspecting, identifying, and monitoring		′No □	N/A	
	Determined how many pests the school buildings, grounds, and occupants can tolerate	<b>a</b> /	<b>J</b>		
5c.	Set action thresholds	ॼ॔			
6.	PREVENTIVE STRATEGIES				
INI	DOOR SITES				
6a.	Implemented appropriate strategies to prevent pests from inhabiting the f		g are	as:	
	• Entryways	ॼ॔∕			
	• Classrooms	<b>घ</b>		$\supset$	
	Gymnasiums	⊉∫			
	Locker rooms	<b>⊴</b> ∫	$\Box$		
	• Offices	🗹 ,	$\supset$		
	Staff lounges	🗹 🖊	$\Box$		
	Bathrooms	ॼ॔∕	$\Box$		
	Food preparation and serving areas			$\supset$	
	• Rooms with extensive plumbing	⊉ /			
	Maintenance areas	<del>च</del>		0/	1
	• Other		$\Box$	Q/	
	TDOOR SITES Implemented appropriate strategies to prevent pests from inhabiting the f Playgrounds Parking lots Lawns and athletic fields Teaching gardens or greenhouses Loading docks Dumpsters Areas with ornamental shrubs and trees	<b>1 1 2 3 3 3 3 3 3 3 3 3 3</b>		eas:	,
7.	PESTICIDE USE AND STORAGE				
	Explored alternative pest management methods before concluding that pesticides were necessary	☑	٦	۵	
	Ensured that pest management professionals integrate IPM into their pest management methods	≰		D	
7c.	Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baits and granules	<b>A</b>			
7.4	Reviewed and followed all label instructions on pesticides and learned		. –	-	
7e.	how to properly apply and handle these chemicals	☑	⊐	Ō	
r C.	pesticides whenever possible and only treated the obviously infested	,			
	plants in the area			ر ت	,
7f.	Used protective clothing or equipment when applying pesticides	🖵	ū	v	
7g.			, 		





7. PESTICIDE	USE	AND	STORAGE	(cont.)
--------------	-----	-----	---------	---------

7L	Locked or fastened lids of all bait boxes and placed bait away from the	Yes⁄	Nο	N/A
/n.	runway of the box	₹	□	ū
7i.	Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	🗹		Ц
7j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	∀	, 	
7k.	Ensured that parents are notified of upcoming pesticide applications through letters	🗹	o	
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	⊈	٦	ū
	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	∀	٦	
	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	⊐,⁄		<b></b>
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	🖸	٥	ū2
7q.	Ensured that air in the storage space cannot mix with the air in the central ventilation system	🗹	_	
8.	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	ॼ॔	٦	
8b.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	‴ব্ ্য	٦	
8c.	Ensured that each log book contains the following items:     Copy of the pest management plan	<u>A</u>	<u> </u>	_ _
	Service schedules for maintenance of buildings and grounds      Current EPA-registered labels	¥	, <u> </u>	0
	• Current Material Safety Data Sheets (MSDS) for each pesticide project.	<u>च</u>	. 🗆	_
	• Pest surveillance data sheets		. 🗆	۵
	• Diagram noting the location of pest activity, traps, and bait stations	☑		

ALL PESTMANAGENENT IS HANDIOD THROUGH ONE CONTRACTOR,
PROFESSIONAL EXTERMINATORS.



## **Food Service Checklist**

Name: PETER ALDERSON	
School: KATHLEEN Ryceson	attoneway School
Room or Area: Rulling	Date Completed: 12-13-24
Signature:	

1a. Determined that local exhaust fans operate properly (note if fans are

Yes/No N/A

## Instructions

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### 1. COOKING AREA

11	excessively noisy)	3 3		
	<ul> <li>Checked for odors near cooking, preparation, and eating areas</li> <li>Ensured that exhaust fans are used whenever cooking, washing dishes,</li> </ul>	~1	_	П
10	and cleaning	1,	a	
10	d. Determined that gas appliances function properly	<b>d</b> ,	J	$\Box$
	Verified that gas appliances are vented outdoors	<b>a</b>		
	Bro approximation of the second of the secon	4		
	g. Ensured that kitchen is clean after use	Ø.		Ō
	the upper wans and coming (for example, more, and argue)	2		
li	manufacturer's directions for use, and carefully reviewed the	4	<u> </u>	
1 j		/		
,	stains, discoloration, and damp areas)	<b>1</b>		
_	5000D. ING 44ID 070D4.05			
2.	FOOD HANDLING AND STORAGE			
	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	1	a	
2.5				
26	surfaces	1	$\Box$	
	surfaces	1		0
20	surfaces	4,		
20	surfaces			0
20	surfaces			
20	surfaces			0
2d 2d 2d 2d	surfaces			
2d 2d 2d 2f 3.	surfaces 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) Swept and wet mopped floors WASTE MANAGEMENT			
26 26 26 2f 3.	surfaces  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)  Swept and wet mopped floors  WASTE MANAGEMENT  Selected and placed waste in appropriate containers			
2cc 2cc 2cc 2fc 3a 3b	surfaces  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)  Swept and wet mopped floors  WASTE MANAGEMENT  Selected and placed waste in appropriate containers  Ensured that containers' lids are securely closed			
26 26 26 2f 3.	surfaces  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)  Swept and wet mopped floors  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,			
2cd 2cd 2cd 2ff 3.3 3dd 3cd	surfaces  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)  Swept and wet mopped floors  WASTE MANAGEMENT  Selected and placed waste in appropriate containers  Ensured that containers' lids are securely closed			
2cc 2cc 2cc 2fc 3a 3b 3cc 3dc	surfaces  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)  Swept and wet mopped floors  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			

		res/IVO	N/A
4a.	Instructed vendors to avoid idling their engines during deliveries	<b>⊉</b> ⊃	
4Ь.	Posted a sign prohibiting vehicles from idling their engines in	/	
	receiving areas	∡ ⊃	
	Ensured that doors or air barriers are closed between receiving area		
	and kitchen	ুহা ⊃	





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# **Building and Grounds Maintenance Checklist**

Name: PETAL ANDERSA
School: KARHEDN RYERSON BEMENTRY SCHOOL
Room or Area Dilland Date Completed: 12-13-14
Room or Area: Date Completed: 12-13-14  Signature: Date Completed: 12-13-14

1,	BUILDING MAINTENANCE SUPPLIES	Vas	No	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control		. 🗆	
1 b.	Reviewed supply labels	_		
1c.		ॼ॔	ב	
١d.	Stored chemical products and supplies in sealed, clearly labeled containers	≰		
lę.	Researched and selected the safest products available	☑		
1 f.	Ensured that supplies are being used according to manufacturers' instructions	<b>ज</b>	<b>_</b>	
lg.	disposed of according to manufacturers' instructions	₫/	٦	
lh.	Substituted less- or non-hazardous materials (where possible)	☑	. 🗆	
li.	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied	☑	<u></u>	
lj.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	ॼ॔		
2.	GROUNDS MAINTENANCE SUPPLIES	,		
2a.	Stored grounds maintenance supplies in appropriate area(s)	⊴	$\supset$	
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	≰		a
2c.	Established and followed procedures to minimize exposure to furnes from supplies	🗹	a	
2d.	Reviewed and followed manufacturers' guidelines for maintenance	ॼ॔		, 🗆
2e.	Replaced portable gas cans with low-emission cans	🗀	$\mathbf{Z}$	
2f.	Stored chemical products and supplies in sealed, clearly-labeled containers	≰	٦	
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	🗹	۵	
3.	DUST CONTROL	,		
3a.	Installed and maintained barrier mats for entrances	<b>प्र</b>		
3b.	Used high efficiency vacuum bags	<b>प्र</b>	ū	
	Used proper dusting techniques	∡	ū	
	Wrapped feather dusters with a dust cloth			
30	Cleaned air return grilles and air sunniv yents	. જ		$\neg$

4.	FLOOR CLEANING	Yes-r	No I	N/A	
4b.	Established and followed schedule for vacuuming and mopping floors  Cleaned spills on floors promptly (as necessary)	"র্ম "র্ম			
5.	DRAIN TRAPS	,			
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)  Flushed toilets once each week (if not used regularly)	ॼ∕	000		
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)	<u>a</u>	٦	٥	
6c.	locker rooms, and bathrooms)	<b>घ</b>			
6d.	Checked that windows, windowsills, and window frames are free of condensate	ॼ॔	٦		
	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				
	Days informer name in the second and or door or second				
7.	COMBUSTION APPLIANCES	/			
7a.	Checked for odors from combustion appliances	☑ ╭	$\Box$		
7b.	Checked appliances for backdrafting (using chemical smoke)	☑	J		
7c.	Inspected exhaust components for leaks, disconnections, ur deterioration.	☑ ∕	J		
7d.	Inspected flue components for corrosion and soot	‴ন্ম			
8.	PEST CONTROL	/			
8a.	Completed the Integrated Pest Management Checklist	≰	٦	٥	

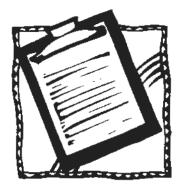


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## **Waste Management Checklist**

Name: PERS DADREW	
School: KATIKBEN RYBESON BROWSTARY SIHON	
Room or Arga: Bould Date Completed: 12-	
Signature:	

1.	WASTE MANAGEMENT	Yes	No	N/A
1a.	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)	🗹	۵	٦
ib.	Ensured that waste containers are lined	,. <b>Ø</b>	ū	
lc.	Ensured that waste from art, science, vocational classes, etc., are handled separately	<b>d</b>	. 🗖	2
1d.	Labeled recycling bins clearly	☑_		$\Box$
	Ensured number of bins and dumpsters is adequate			
	Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)			٥
lg.	Ensured waste containers are emptied regularly	∵ସ୍_		
	Ensured appropriate waste removal schedule		. 🗅	$\Box$
1i.	Ensured waste is stored in a well-ventilated room	ฮ์	<u>ם</u>	J
ij.	Ensured any exhaust fans in the room are operating properly	ॼ॔	<b>/</b> □	J
	Checked waste storage areas for odors, contaminants, or signs of vermin			<u></u>



- Read the IAQ Backgrounder and the Background Information for this checklist.
- Keep the Background Information and make a copy of the checklist for future reference.
- 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.
- Return the checklist portion of this document to the IAQ Coordinator.

## **Walkthrough Inspection Checklist**

1b. Ensured there are no obstructions blocking air intakes	
Signature:  1. GROUND LEVEL  Yes No N/  1a. Ensured that ventilation units operate properly  1b. Ensured there are no obstructions blocking air intakes  1c. Checked for nests and droppings near outdoor air intakes  1d. 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  1g. Minimized pesticide application	
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1f. Ensured that vehicles avoid idling near outdoor air intakes	
lg. Minimized pesticide application	J
15. Williamsed positione appropriation	$\bar{a}$
1b. Ensured that there is proper drainage away from the building (including	_
1h. Ensured that there is proper drainage away from the building (including roof downspouts)	ت
1i. Ensured that sprinklers spray away from the building and outdoor	
air intakes	<b>A</b>
1j. Ensured that walk-off mats are used at exterior entrances and that	_
they are cleaned regularly	
2. ROOF	
While on the roof, consider inspecting the HVAC units (use the Ventilation Checklist).	
2a. Ensured that the roof is in good condition	
2b. Checked for evidence of water ponding	
,	
,	
= 1. One of the contract of th	
2g. Ensured that air from plumbing stacks and exhaust untlets flows away from outdoor air intakes	⊐
3. ATTIC	

4. GENERAL CONSIDERATIONS

4a. Ensured that temperature and humidity are maintained within

#### 1 of 2

	GENERAL CONSIDERATIONS (continued)	Yes/No	N/A
4e. 4f. 4g.	Checked for signs of water damage		) ] ]
5.	BATHROOMS AND GENERAL PLUMBING	,	
5a. 5b.	Ensured that bathrooms and restrooms have operating exhaust fans	er) 🗹 🗆	
6.	MAINTENANCE SUPPLIES		
6a.	Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	d	
6b.	Ensured that vents in chemical and trash storage areas are operating properly		
6c. 6d.	Ensured that portable fuel containers are properly closed		
7.	COMBUSTION APPLIANCES		
7b. 7c.	Checked for combustion gas and fuel odors	घ . [ घ . [	
8.	OTHER		
	Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)  Determined date of last radon test		



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

## **Ventilation Checklist**

Name: Perez Andresan		
School: J. MITON JEFFRAY Elemontary SCHOOL	_	_
Unit Ventilator/AHU No:		'
Room or Area: Roll Date Completed: 12-13-24 Signature:		_ !
1. OUTDOOR AIR INTAKES		
la. Marked locations of all outdoor air intakes on a small floor plan (for	Νo	N/A
example, a fire escape floor plan)	Ţ	
1b. Ensured that the ventilation system was on and operating in "occupied" mode		٦
ACTIVITY 1: OBSTRUCTIONS		
le. Ensured that outdoor air intakes are clear of obstructions, debris, clogs,	_	_
or covers	,0	
Id. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	۵	Q
ACTIVITY 2: POLLUTANT SOURCES		
1e. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)		
If. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen,		
toilet, or laboratory exhaust fans; puddles; and mist from	_	_
air-conditioning cooling towers)		J
lg. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	⊐	
ACTIVITY 3: AIRFLOW		
1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic) 🗹		
li. Confirmed that outdoor air is entering the intake appropriately	Э	
2. SYSTEM CLEANLINESS		
ACTIVITY 4: AIR FILTERS	-	
2a. Replaced filters per maintenance schedule		Ü
2b. Shut off ventilation system fans while replacing filters (prevents dirt from	:: <b>\</b>	_
blowing downstream)	. u	
2c. Vacuumed filter areas before installing new filters	J	_
around) the air filter	<b>a</b>	3
2e. Confirmed proper installation of filters (correct direction for airflow)		Э

## 2. SYSTEM CLEANLINESS (continued)

## **ACTIVITY 5: DRAIN PANS** Yes/No N/A 2f. Ensured that drain pans slant toward the drain (to prevent water from accumulating) ...... 🗹 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 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 3d. Turned summer-winter switches to the correct position ...... 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 ..... 3h. Checked that the line dryer prevents moisture buildup ...... 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)..... 3i. 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/	Ń₀ ∟	N/A
30.	Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on		٦	<u> </u>
	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	<u>√</u>		٦
	If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	1	٦	ے
31.	<ul> <li>If the outdoor air damper does not move, confirmed the following items:</li> <li>The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight</li> <li>Moving parts are free of impediments (e.g., rust, corrosion)</li> <li>Electrical wire or pneumatic tubing connects to the damper actuator</li> </ul>	1	נור	000
	The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)		, _	_ _
Pro	ceed to Activities 13–16 if the damper seems to be operating properly.			
AC	TIVITY 13: FREEZE STATS			
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals	٦		$\checkmark$
OR 3t.	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was			,
•	tripped)	_		র্ভ /
311.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats		<u>a</u>	4
clos	TE: HVAC systems with water coils need protection from the cold. The freeze se the outdoor air damper and disconnect the supply air when tripped. The tyge is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
3v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F	$\checkmark$	٦	٦
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting	<u> </u>	<u> </u>	<b>y</b>
AC	TIVITY 15: ECONOMIZERS			
	Confirmed proper economizer settings based on design specifications or local practices	_	٦	1
NO	TE: The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight Ensured that dampers operate properly (for outside air, return air,	<u> </u>	Ξ.	12/
	exhaust/relief air, and recirculated air), per the design specifications	Ù	J	V
load	TE: Economizers use varying amounts of cool outdoor air to assist with the ell of the room or rooms. There are two types of economizers, dry-bulb and ent	halpy		

NOTE: Economizers use varying amounts of cool outdoor air to assist with the cooling load of the room or rooms. There are two types of economizers, dry-bulb and enthalpy. Dry-bulb economizers vary the amount of outdoor air based on outdoor temperature, 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 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 perform as required..... 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 4f. Modified existing HVAC systems to incorporate any room or zone layout and population changes ...... 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of 4h. Ensured that unit ventilators are quiet enough to accommodate classroom 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. 4i. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, floor joints, pipe openings)..... 5. EXHAUST SYSTEMS ACTIVITY 19: EXHAUST FAN OPERATION

If fans are running but air is not flowing toward the exhaust intake, check for the following:

5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ..... 🗹

- · Inoperable dampers
- · Obstructed, leaky, or disconnected ductwork
- · Undersized or improperly installed fan
- Broken fan belt





## 5. EXHAUST SYSTEMS (continued)

## **ACTIVITY 20: EXHAUST AIRFLOW**

NOTE: Prevent migration of indoor contaminants from areas such as bathrooms, kit and labs by keeping them under negative pressure (as compared to surrounding space)	chens ces).	5.
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").	,	7
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	<b>_</b>	J
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 unit	<b>'</b> ם	
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	٥	
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	<b>′</b> ם	
ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES		
6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	<b>′</b> 🗆	٥
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□	۵	a a



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  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.

## Integrated Pest Management Checklist

Na	ame: Perez Modesur			i
50	School: J. MILTON JOSEPH DEPORTURY SCHOOL			
		4		
Re	pom or Area: DVILDILE Date Completed: 12-13-2	, (		— I
Si	gnature:			
•				1
1.	OFFICIAL POLICY STATEMENT	Yes	Nο	N/A
f a	Developed or located the school's official policy statement for integrated	100		,
14.	pest management (IPM)	🗹	J	$\supset$
2.	DESIGNATING PEST MANAGEMENT ROLES			
2	Assigned and trained a qualified person to be the pest manager	ाच	$\Box$	
2a.	Involved decision makers in the IPM program			
2c.	Educated students and staff (the occupants of the building) about IPM	_		
	and asked them to keep their areas clean and free of clutter	<b>. </b>		
2d.	Encouraged parents to learn about IPM practices and implement them		1	<b>/</b> _
	at home		7	
	Developed a program to educate and train all IPM participants	., 121	, <u> </u>	_
2f.	Included language about IPM into contracts with pest management professionals	√		
	professionals			
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)	∙2	J	
3Ъ.	Set appropriate pest management objectives for school grounds (such as	/	_	
	providing safe playing areas and the best athletic surfaces possible)	42		Ц
	The state of the s			
4.	INSPECTING, IDENTIFYING, AND MONITORING			
4a.	Inspected all buildings and grounds for pest evidence, entry points,		_	_
	food, water, and harborage sites	ॼ		
4b.	Identified potential pest habitats in buildings and grounds	⊻		
4c.		🔽		<b>_</b>
4d.		×/	⊐	$\Box$
45	Developed plans to modify habitat (for example, exclusion, repair, and	<b> —</b>	_	_
<b>→</b> c.	sanitation efforts) to prevent or resolve any pest problems	च∕	$\Box$	
4f.	Established a monitoring program that consists of routine inspections to		,	
	estimate pest population levels and identify evidence of pests and	_/	r ===	
	potential habitat	⊻		

5.	SETTING ACTION THRESHOLDS			
5a.	Evaluated all available data obtained through inspecting, identifying, and monitoring		'No □	N/A □
	Determined how many pests the school buildings, grounds, and occupants can tolerate	<b>a</b> /	. ₹	
5c.	Set action thresholds	☑		
6.	PREVENTIVE STRATEGIES			
INI	OOOR SITES			
ба.	Implemented appropriate strategies to prevent pests from inhabiting the	followia	g are	as:
	• Entryways	ॼ॔∕	$\supset$	
	Classrooms	≰∕	$\Box$	
	Gymnasiums	☑ ,	$\Box$	
	Locker rooms	₹,	J	
	• Offices		$\Box$	
	Staff lounges			
	Bathrooms	ॼ॔ ∕	$\Box$	$\supset$
	Food preparation and serving areas	ر کا	$\Box$	$\supset$
	• Rooms with extensive plumbing	<b>Z</b>		⊐
	Maintenance areas		$\Box$	0/
	• Other		$\Box$	₽
οŪ	TDOOR SITES			
6b.	Implemented appropriate strategies to prevent pests from inhabiting the	followin	ig are	eas:
	Playgrounds	₹1 ,	<b>,</b> □	
	Parking lots	🗹 ,	$\Box$	
	• Lawns and athletic fields	ىر 🗹	$\Box$	
	Teaching gardens or greenhouses	।⊠/	· 🗆	
	Loading docks	☑ ╭	$\Box$	
	• Dumpsters	⊈/		
	Areas with ornamental shrubs and trees	হ		<b>□</b> /
	• Other	🗅		প্র
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	⊴	<b>a</b>	
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		$\Box$	
7d.	Reviewed and followed all label instructions on pesticides and learned	/	•	
	how to properly apply and handle these chemicals	☑	$\supset$	
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		$\Box$	
7f.	• • • • • • • • • • • • • • • • • • • •		$\Box$	A
7g.	Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species	₹	, 	

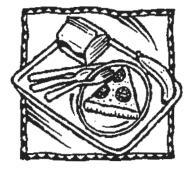




7.	PESTICIDE	USE A	AND	STORAGE	(cont.)
----	-----------	-------	-----	---------	---------

	. 20 . 10 . 10 . 10 . 10 . 10 . 10 . 10			
7h.	Locked or fastened lids of all bait boxes and placed bait away from the 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	🗹	, □	٥
7j.	Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	🗹	<u>.</u>	J
7k.	through letters		ū	
71.	Kept copies of current pesticide labels and information on pesticides easily accessible	🗹	ā	_
	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	∀	ū	
	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	رد	<u> </u>	¥
	Ensured that flammable liquids are stored away from ignition sources	🗹	$\Box$	
	Ensured that pesticides are stored in their original containers and all lids are securely fastened	<u>.</u>	ā	☑′
7q.	Ensured that air in the storage space cannot mix with the air in the central ventilation system	🖬	, u	
8.	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	🗹	コ	
8b.	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained			
8c.	Ensured that each log book contains the following items:     Copy of the pest management plan     Service schedules for maintenance of buildings and grounds	Ⅵ /		0
	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	_	U.	

ALL PESTMANAGENEUT IS HANDIOD THROUGH ONE CONTRACTOR,
PROFESSIONNEL EXTERMINATORS.



## **Food Service Checklist**

Name: Peter Angerson
School: J. Mitten Istery EREMENTARY School
\
Room or Area: Bull Disc Date Completed: 12-13-24 Signature:
S. B. Marie A. C.

## Instructions

- Read the IAQ
   Backgrounder and the Background Information for this checklist.
- Keep the Background Information and make a copy of the checklist for future reference.
- 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.
- 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)	Yes/	No □	N/A
lb.	Checked for odors near cooking, preparation, and eating areas	ॼ॔	$\supset$	
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	च <i>/</i>	□	
1d.	Determined that gas appliances function properly	Z		
	Verified that gas appliances are vented outdoors	≰		
lf.	Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used	d/	⊐	
1g.	Ensured that kitchen is clean after use	<b>प्र</b>	J	
lh.	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	od'	_	
1;	Verified the kitchen is free of plumbing and ceiling leaks (signs include	<u>-</u>	_	_
ij.	stains, discoloration, and damp areas)		ū	٦
2.	FOOD HANDLING AND STORAGE			
2a.	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	<b></b>	ū	
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces		⊡	
2¢.	Ensured that food preparation, cooking, and storage practices are sanitary	च∕		
	Disposed of food scraps properly and removed crumbs			
2e.	Cleaned counters with soap and water or a disinfectant (according to school policy)			a
2f.	Swept and wet mopped floors		ū	J
3.	WASTE MANAGEMENT	_	,	
3a.	Selected and placed waste in appropriate containers	ر کی		
3b.	Ensured that containers' lids are securely closed	च	ū	
3c.	Separated food waste and food-contaminated items from other wastes, if possible	a.,	₹	
3d.	Stored waste containers in a well-ventilated area	🗹	J	
	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	🗹	<u> </u>	_

4.	DELIVERIES	Yes∕No N/A	
4a.	Instructed vendors to avoid idling their engines during deliveries  Posted a sign prohibiting vehicles from idling their engines in		
TŲ.	receiving areas	<b>a</b> /	
4c.	Ensured that doors or air barriers are closed between receiving area and kitchen	🗹 🗆 🗆	



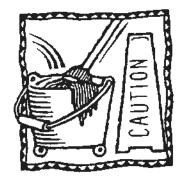
- 1. Read the IAQ
  Backgrounder and
  the Background
  Information for
  this checklist.
- Keep the Background Information and make a copy of the checklist for future reference.
- Complete the Checklist.
  - Check the "yes,"
     "no," or
     "not applicable"
     box beside each
     item. (A "no"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

## Building and Grounds Maintenance Checklist

Name: PER'S Augussel	
School: J. MILDU TOACO	y Alexandry Settos?
Room or Area: BUILDING	Date Completed: 12-13-24
Signature:	
100	

1.	BUILDING MAINTENANCE SUPPLIES	Yes.	No	N/A
la.	Developed appropriate procedures and stocked supplies for spill control	_	ū	
1b.	Reviewed supply labels	, र्ख	$\Box$	
1c.	Ensured that air from chemical and trash storage areas vents to the outdoors	✓	a	Q
1d.	Stored chemical products and supplies in sealed, clearly labeled containers	≰,	٦	
1¢.	Researched and selected the safest products available	☑	)	
1 f.	Ensured that supplies are being used according to manufacturers' instructions	🗹	٦	ū
lg.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	₫/	J	
1h.	Substituted less- or non-hazardous materials (where possible)	☑	ū	
1 i.	Scheduled work involving odorous or hazardous chemicals for periods when the school is nnoccupied	🗹		
lj.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	ॼ॔	ā	ū
2.	GROUNDS MAINTENANCE SUPPLIES	_		
2a.	Stored grounds maintenance supplies in appropriate area(s)	≰	J	
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	≰		Q
2c.	Established and followed procedures to minimize exposure to furnes from supplies	🗹	a	
2d.	Reviewed and followed manufacturers' guidelines for maintenance	🗹		
2e.	Replaced portable gas cans with low-emission cans	🖵	<b>2</b>	Э
2f.	Stored chemical products and supplies in sealed, clearly-labeled containers	, ॼ॔	٦	
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	🗹	J	0
3.	DUST CONTROL	/		
3a.	Installed and maintained barrier mats for entrances		Э	
3b.	Used high efficiency vacuum bags	_	J	
	Used proper dusting techniques	_	ā	
	Wrapped feather dusters with a dust cloth	⊉/		
ie.	Cleaned air return orilles and air supply yents			

4.	FLOOR CLEANING	Yes∽l	No	N/A
4b.	Established and followed schedule for vacuuming and mopping floors  Cleaned spills on floors promptly (as necessary)	.≰/	ם ם	0 0
<b>5</b> .	DRAIN TRAPS	,		
5b.	Poured water down floor drains once per week (about 1 quart of water)	. <b>प्र</b> /	0 0 0	0
	Flushed toilets once each week (if not used regularly)	. 121		u
	MOISTURE, LEAKS, AND SPILLS		-	
	Checked for moldy odors	. <b>12</b>	⊐	
	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	. <b>J</b>	, 🗆	Q
6c.	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	$\mathbf{A}$	a	
6d.	Checked that windows, windowsills, and window frames are free of condensate	. <u>-</u>	 	o.
6e.	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate	. <b>ॼ</b>	٦	Q
6f.	Indoor areas near known roof or wall leaks	. ZÚ /		
	Walls around leaky or broken windows	,		
	Floors and ceilings under plumbing	_	0	
7.	COMBUSTION APPLIANCES	,	,	
7b. 7c.	Checked for odors from combustion appliances	. 21 . 21		
8.	PEST CONTROL	/	,	
8a.	Completed the Integrated Pest Management Checklist	∵≰	$\Box$	



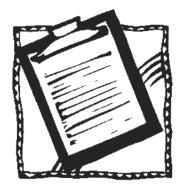


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- Keep the Background Information and make a copy of the checklist for future reference.
- Complete the Checklist.
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     "no," or
     "not applicable"
     box beside each
     item. (A "no"
   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

## **Waste Management Checklist**

Name:	PETER ANDERSON		
School:	J. MITON JESTONY	Bomowney	School
Room or A	TENISING (B)	_ Date Completed:	
Signature:	TON QINCE (EDT.		
1	10		

WASTE MANAGEMENT	Yes	No	N/A
Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)	/		<u></u>
Ensured that waste containers are lined	☑		
Ensured that waste from art, science, vocational classes, etc., are handled separately	<b>d</b>	. 🗖	
	घ्य		J
Ensured number of bins and dumpsters is adequate	∡		
Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)	ॼ∕	ū	
Ensured waste containers are emptied regularly	⊈∫		$\Box$
Ensured appropriate waste removal schedule	≅∕		
Ensured waste is stored in a well-ventilated room	⊄∫		
Ensured any exhaust fans in the room are operating properly	☑/	/ □	
Checked waste storage areas for odors, contaminants, or signs of vermin			
	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)  Ensured that waste containers are lined  Ensured that waste from art, science, vocational classes, etc., are handled separately  Labeled recycling bins clearly  Ensured number of bins and dumpsters is adequate  Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)  Ensured waste containers are emptied regularly  Ensured appropriate waste removal schedule  Ensured waste is stored in a well-ventilated room  Ensured any exhaust fans in the room are operating properly	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)  Ensured that waste containers are lined  Ensured that waste from art, science, vocational classes, etc., are handled separately  Labeled recycling bins clearly  Ensured number of bins and dumpsters is adequate  Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)  Ensured waste containers are emptied regularly  Ensured appropriate waste removal schedule	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)  Ensured that waste containers are lined  Ensured that waste from art, science, vocational classes, etc., are handled separately  Labeled recycling bins clearly  Ensured number of bins and dumpsters is adequate  Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)  Ensured waste containers are emptied regularly  Ensured appropriate waste removal schedule  Ensured waste is stored in a well-ventilated room  Ensured any exhaust fans in the room are operating properly



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

## Walkthrough Inspection Checklist

Name:	PETER	Dange			
School:	-Jaw	CAMPUS	LUARLA	Lawier	
1	r Area:	WIDING		Date Completed:	12-13-24
			<u></u> -		

1.	GROUND LEVEL	Yes	No	N/A
la.	Ensured that ventilation units operate properly		ü	
	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	<b>ॼ</b>		a
le.	Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)	⊈		J
If.		☑		
_	Minimized pesticide application	☑		$\Box$
1 h.	Ensured that there is proper drainage away from the building (including roof downspouts)	<b>u</b>		٦
1 i.	Ensured that sprinklers spray away from the building and outdoor air intakes	🗖	ū	¥
lj.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	☑	٠	٦
2.	ROOF			
Whi	ile on the roof, consider inspecting the HVAC units (use the Ventilation Che	cklist/	),	
2a. 2b.	Ensured that the roof is in good condition			
2c.	Checked that ventilation units operate properly (air flows in)	⊈,		$\Box$
2d.	Ensured that exhaust fans operate properly (air flows out)			
2e.				J
2f.	Checked for nests and droppings near outdoor air intakes	☑		$\supset$
2g.	Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes	घ		
3.	ATTIC			
3a.	Checked for evidence of roof and plumbing leaks	🗹		
	Checked for birds and animal nests			Э
4.	GENERAL CONSIDERATIONS			
4a.	Ensured that temperature and humidity are maintained within acceptable ranges		, . ם	٦
4b.	Ensured that no obstructions exist in supply and exhaust vents			
	Checked for odors			$\Box$
	Checked for signs of mold and mildew growth	,		

4.	GENERAL CONSIDERATIONS (continued)	Yes No	NI/A	
4e. 4f. 4g.	Checked for signs of water damage			
5.	BATHROOMS AND GENERAL PLUMBING	,		
5a. 5b.	Ensured that bathrooms and restrooms have operating exhaust fans	r) <b>1</b>	0 0 0	
6.	MAINTENANCE SUPPLIES			
6b. 6c.	Ensured that chemicals are used only with adequate ventilation and when building is unoccupied			
7.	COMBUSTION APPLIANCES			
7a. 7b. 7c. 7d.	Checked for combustion gas and fuel odors  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	a. 0	ם ם ם	
8.	OTHER			
	Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)  Determined date of last radon test		<u> </u>	



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

## **Ventilation Checklist**

Name: PEKR DUCKSON			
School Town CAMOS LEARNING CONTER			
Unit Ventilator/AHU No:			
Room or Area Bul ID Ne Date Completed: 12-13-	24		
1.21 . 1	44 (		- 4
Signature:			1
1. OUTDOOR AIR INTAKES			
la. Marked locations of all outdoor air intakes on a small floor plan (for	Yes-N	ol	N/A
example, a fire escape floor plan)  1b. Ensured that the ventilation system was on and operating in "occupied"	<b>SS</b>	<u>.,</u>	_
mode	ॼ		-
ACTIVITY 1: OBSTRUCTIONS			
Ic. Ensured that outdoor air intakes are clear of obstructions, debris, clogs,	1		
or covers	\[ \sqrt{2}	<u></u>	
ld. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	a	J	
ACTIVITY 2: POLLUTANT SOURCES			
le. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)		٦	٦
1f. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen,	,		
toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	₩ ₹	ュ	
lg. Resolved any problems with pollutant sources located near outdoor air		_	
intakes (e.g., relocated dumpster or extended exhaust pipe)	র	_	
ACTIVITY 3: AIRFLOW	/		
1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic		j	ュ
1i. Confirmed that outdoor air is entering the intake appropriately	⊻	_1	J
2. SYSTEM CLEANLINESS			
ACTIVITY 4: AIR FILTERS	/	,	
2a. Replaced filters per maintenance schedule	☑		コ
2h. Shut off ventilation system fans while replacing filters (prevents dirt from		_,	_
blowing downstream)			
2d. Confirmed proper fit of filters to prevent air from bypassing (flowing	/	_	_
around) the air filter	<u>A</u>		
2e. Confirmed proper installation of filters (correct direction for airflow)			

## 2. SYSTEM CLEANLINESS (continued)

	OTHER PROPERTY OF THE PARTY OF			
	CTIVITY 5: DRAIN PANS	Yes/	'Ala	MA
21.	Ensured that drain pans slant toward the drain (to prevent water from accumulating)			
2g.	Cleaned drain pans			
2h.	Checked drain pans for mold and mildew	.≰	⊐	
	CTIVITY 6: COILS	/		
2i.	Ensured that heating and cooling coils are clean	., 🗹		
AC	TIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS			
2j.	Ensured that the interior of air-handling unit(s) or unit ventilator	_/	<i>'</i>	
21	(air-mixing chamber and fan blades) is clean	🛂		
2k.	Ensured that ducts are clean	₩		u
AC	TIVITY 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	<b>v</b>		
3.	CONTROLS FOR OUTDOOR AIR SUPPLY	,		
3a.	Ensured that air dampers are at least partially open (minimum position)	<b>V</b>		
3Ъ.	Ensured that minimum position provides adequate outdoor air			
	for occupants	ַשׁ.		
	TIVITY 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)	M		
	and control operations inclinates (onesi amquely aconglica)	_	_	_
	TIVITY 10: CLOCKS, TIMERS, SWITCHES	1		_
3d.	Turned summer-winter switches to the correct position	. W		
3ť.	Ensured that settings fit the actual schedule of building use (including	🖭	_	_
J	night/weekend use)	. 🗹		
АÇ	TIVITY 11: CONTROL COMPONENTS			
3g.	Ensured appropriate system pressure by testing line pressure at both the			a
	occupied (day) setting and the unoccupied (night) setting			Z.
	Checked that the line dryer prevents moisture buildup	. 🗆	ü	×
3i.	Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you			
	blow down the tank)	. a		為
3j.	Set the line pressure at each thermostat and damper actuator at the proper			
	level (no lcakage or obstructions)	. 🗖		Q
AC'	TIVITY 12: OUTDOOR AIR DAMPERS	/	-	
3k.	Ensured that the outdoor air damper is visible for inspection	. <b>च</b>		
31.	Ensured that the recirculating relief and/or exhaust dampers are visible	/		_
•	for inspection	. <b>\</b> \\\		Э
źm.	Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range	$\checkmark$	П	
	endoer an dumper is within the normal operating range		_	1



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)			
3π.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	Yes	Ńο □	N/A
30.	Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on	<u>v</u> /	٦	٦
·	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	4	_	٥
·	If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	n . <b>v</b>	⊐	ב
3r.	<ul> <li>If the outdoor air damper does not move, confirmed the following items:</li> <li>The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight</li> <li>Moving parts are free of impediments (e.g., rust, corrosion)</li> </ul>	4	<u> </u>	<u> </u>
	<ul> <li>Moving parts are free of impediments (e.g., rust, corrosion)</li> <li>Electrical wire or pneumatic tubing connects to the damper actuator</li> <li>The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)</li> </ul>		ב ב	
Pro	ceed to Activities 13–16 if the damper seems to be operating properly.			
AC	TIVITY 13: FREEZE STATS			
3s. OR	Disconnected power to controls (for automatic reset only) to test continuity across terminals	øL	٦	٦
3t.		ø		o.
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats.	<u>X</u>	J	Э
clos	TE: HVAC systems with water coils need protection from the cold. The freeze se the outdoor air damper and disconnect the supply air when tripped. The ty ge is 35°F to 42°F.			
AC	TIVITY 14: MIXED AIR THERMOSTATS			
	Ensured that the mixed air stat for heating mode is set no higher than 65°F	O.	٦	٦
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostal setting	K	Ţ	٦
AC	TIVITY 15: ECONOMIZERS			
3x.	Confirmed proper economizer settings based on design specifications or local practices	<b>X</b>	J	
NO:	TE. The dry-bulb is typically set at 65°F or lower.			
	Checked that sensor on the economizer is shielded from direct sunlight Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications		<u> </u>	ت د
			7	
load Dry and	TE: Economizers use varying amounts of cool outdoor air to assist with the coll of the room or rooms. There are two types of economizers, dry-bulb and entended the conomizers vary the amount of outdoor air based on outdoor temperal enthalpy economizers vary the amount of outdoor air based on outdoor templated by the level.	thalpy uture,	7.	

## 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 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) 4d. Ensured that supply and return vents are open and unblocked ....... 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, floor joints, pipe openings) ...... 5. EXHAUST SYSTEMS ACTIVITY 19: EXHAUST FAN OPERATION

If fans are running but air is not flowing toward the exhaust intake, check for the following.

5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) .....

- · Inoperable dampers
- · Obstructed, leaky, or disconnected ductwork
- · Undersized or improperly installed fan
- · Broken fan belt





## 5. EXHAUST SYSTEMS (continued)

## **ACTIVITY 20: EXHAUST AIRFLOW**

NOTE: Prevent migration of indoor contaminants from areas such as bathroon and labs by keeping them under negative pressure (as compared to surrounding	ns, kitc g space	hens es).	5,
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	Yes . ☑	No □	N/A □
Stand outside the room with the door slightly open while checking airflow high the door opening (see "How to Measure Airflow").	_		PT
Sc. Ensured that air is flowing toward the exhaust intake	์⊠	a	
ACTIVITY 21: EXHAUST DUCTWORK  5d. Checked that the exhaust ductwork downstream of the exhaust fan (which under positive pressure) is sealed and in good condition			٥
6. QUANTITY OF OUTDOOR AIR			
ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATION	ONS		
NOTE: Refer to "How to Measure Airflow" for techniques.			
6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	🗹	٦	
under consideration			۵
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 QUANTIT	IES		
6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	🗹	ā	
6c. 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		ے	<b>a</b>



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

## Integrated Pest Management Checklist

Name: FOR ANDORSON	. (.)). 0. 0-
School: Taw Carpus Cas	MUNE COTEL
Room or Area: Pulloille	Date Completed: 12 13- 24
Signature:	
Signature.	

1.	OFFICIAL POLICY STATEMENT	Yes	No	N/A
la.	Developed or located the school's official policy statement for integrated pest management (IPM)	. <u>√</u>	_	D
2.	DESIGNATING PEST MANAGEMENT ROLES	,	,	
	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	. <b>1</b>	٦	
2d.	Encouraged parents to learn about IPM practices and implement them at home	ر 🗆 .	⊴	
	Developed a program to educate and train all IPM participants	. <b>Z</b>		0
2f.	Included language about IPM into contracts with pest management professionals	. 🗹	a	0
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)	<u></u>		
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)		٦	0
4.	INSPECTING, IDENTIFYING, AND MONITORING			
4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	1	, 	П
4b.	Identified potential pest habitats in buildings and grounds	1		ō
4c.	Pinpointed the source of any current pest problems	d		
4 <b>d</b> .	Monitored to determine the extent of pest problems and to estimate pest populations	.√		
4c.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	.1	_ 	٦
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat	1	<b>,</b> a	ت

5.	SETTING ACTION THRESHOLDS				
5a.	Evaluated all available data obtained through inspecting, identifying, and monitoring		No □	N/A	
	Determined how many pests the school buildings, grounds, and occupants can tolerate	]	1	۵	
5c.	Set action thresholds	5⊿	ב		
6.	PREVENTIVE STRATEGIES				
	OOOR SITES				
Sa.	Implemented appropriate strategies to prevent pests from inhabiting the f	ollowin	g arc		
	• Entryways	ॼ	_		
	• Classrooms	₹/	_		
	Gymnasiums	घ∕			
	Locker rooms		3	_	
	• Offices	घ∕		a	
	Staff lounges	ॼ∕	_	<u> </u>	
	• Bathrooms	घ∕	_	3	
	Food preparation and serving areas	<b>⊻</b> ]∕	_		
	Rooms with extensive plumbing	ॼ			
	Maintenance areas			<u>u</u> /	_
	• Other	🖵		<b>14</b>	
	TDOOR SITES				
бb.	Implemented appropriate strategies to prevent pests from inhabiting the f	ollowya	g are		
	Playgrounds	¥1			
	• Parking lots	🛂 –			
	Lawns and athletic fields	🛂			
	Teaching gardens or greenhouses	ध/			
	• Loading docks	<b>&amp;</b> /			
	• Dumpsters		<b>_</b>		/
	Areas with ornamental shrubs and trees     Other		7	₹/	
	• Other	····· -	_	_	
7.	PESTICIDE USE AND STORAGE				
	Explored alternative pest management methods before concluding that pesticides were necessary	🗹			
	Ensured that pest management professionals integrate IPM into their pest management methods	≰		۵	
7c.	Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem.			r .	
	preferably as baitsand granules	<b>Y</b> I	_		
d.	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	☑		ر c	-
f.	Used protective clothing or equipment when applying pesticides	⊐	$\Box$	4	
	Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species	_/	, 	۵	





7.	PESTICIDE USE AND STORAGE (cont.)			
7h.	Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	Yes∕ ∑	No □	N/A □
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	. প্র	, _	a
7k.	Ensured that parents are notified of upcoming pesticide applications through letters	.\\	⊡	
	Kept copies of current pesticide labels and information on pesticides easily accessible	. <b></b>	٦	
7m.	Stored pesticides off site or in areas that are locked and accessible only to designated personnel	. 🗹		Э
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		<u> </u>	<b></b>
7o.	Ensured that flammable liquids are stored away from ignition sources	. 🏿	$\Box$	
7p.	Ensured that pesticides are stored in their original containers and all lids are securely fastened	. <u>a</u>	J	<b>u</b>
7q.	Ensured that air in the storage space cannot mix with the air in the central ventilation system	. 🗹	_	
8.	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	. ≰	$\Box$	
	Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained		⊐	
	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	N N N	000000	000000

ALL PESTMANAGENETT IS HANDIED THROUGH ONE CONTRACTOR,
PROFESSIONAL EXTERMINATORS.



## **Food Service Checklist**

Name: Power Annonson	
School: Tour Compas Lementin Contrac	
Room or Array BAIDING Date Completed: 17-13-24	
Room or Area BOUDING Date Completed: 17-13-24	

## Instructions

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

## 1. COOKING AREA

Determined that local exhaust fans operate properly (note if fans are	Yes/	Na	BIZA
excessively noisy)	ĬŽ,	3	N/A
	ॼ॔	3	
Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	.d,	<u></u>	
Determined that gas appliances function properly	⊄⁄	J	
	ॼ॔	3	
	/		_
	☑		
	☑		
the upper walls and ceiling (for example, mold, slime, and algae)	ॼ∕	٦	
manufacturer's directions for use, and carefully reviewed the	ø	a.	П
	/	_	_
stains, discoloration, and damp areas)	च	Э	
FOOD HANDLING AND STORAGE			
	⊈	<u> </u>	
	1	ב	
	. 🗹 🆊	3	
		$\Box$	
Cleaned counters with soap and water or a disinfectant (according to			<u> </u>
Swept and wet mopped floors	₮	<u> </u>	
WASTE MANAGEMENT		,	
Selected and placed waste in appropriate containers		3	
	च		
Separated food waste and food-contaminated items from other wastes,		₹	
•		j	$\overline{a}$
		_	_
vents, operable windows, and food service doors in relation to prevailing winds)	. 🗹	⊐	
	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning  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  Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)  Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application  Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)  FOOD HANDLING AND STORAGE  Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)  Stored leftovers in well-sealed containers with no traces of food on outside surfaces  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)  Swept and wet mopped floors  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  Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to	Checked for odors near cooking, preparation, and eating areas  Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning  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  Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)  Selected biocides registered by EPA (if required), followed the method of application  Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)  FOOD HANDLING AND STORAGE  Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)  Stored leftovers in well-sealed containers with no traces of food on outside surfaces.  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).  Swept and wet mopped floors  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  Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to	Checked for odors near cooking, preparation, and eating areas  Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning  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  Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)  Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application  Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)  FOOD HANDLING AND STORAGE  Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)  Stored leftovers in well-sealed containers with no traces of food on outside surfaces  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)  Swept and wet mopped floors  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  Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to

# 4a. Instructed vendors to avoid idling their engines during deliveries Yes No N/A 4b. Posted a sign prohibiting vehicles from idling their engines in receiving areas □ □ □

4c. Ensured that doors or air barriers are closed between receiving area

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		<i>3///</i>	
1	Arres	$> \!\!\!\! /$	



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     "not applicable"
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     response requires
     further attention.)
  - Make comments in the "Notes" section as necessary.
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# **Building and Grounds Maintenance Checklist**

Name: PETER ALCOUSAN		
School: Tan Conpus	GOOWING CUTTUR	
Room or Area: Builbing	Date Completed:	12-13-24
Signature: RAU		

1.	BUILDING MAINTENANCE SUPPLIES	Ves	No	N/A
la.	Developed appropriate procedures and stocked supplies for spill control		]	
16.	Reviewed supply labels			
lc.	Ensured that air from chemical and trash storage areas vents to the outdoors	🗹		
1 d.	Stored chemical products and supplies in sealed, clearly labeled containers	≰,	2	
le.	Researched and selected the safest products available	☑		
1 f.	Ensured that supplies are being used according to manufacturers' instructions	🗹	ū	
lg.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	√	)	٦
1h.		☑		
lí.	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied	🗹		
łj,	Ventilated affected areas during and after the use of odorous or hazardous chemicals	🗹	a	
2.	GROUNDS MAINTENANCE SUPPLIES	_		
2a.	Stored grounds maintenance supplies in appropriate area(s)	ॼ॔		
26.	Ensured that supplies are used and stored according to manufacturers' instructions	≰		
2c.	Established and followed procedures to minimize exposure to fumes from supplies	<b>v</b>	a	0
2d.	Reviewed and followed manufacturers' guidelines for maintenance	☑		, 0
2e.	Replaced portable gas cans with low-emission cans	🗀	V	
2f.	Stored chemical products and supplies in sealed, clearly-labeled containers	⊈		0
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	<u>.</u>		
3.	DUST CONTROL			
3a.	Installed and maintained barrier mats for entrances	1	$\neg$	
3b.	Used high efficiency vacuum bags			
3c.	Used proper dusting techniques	/	_	<u> </u>
	Wrapped feather dusters with a dust cloth			
	Cleaned air return grilles and air supply vents	.5		

4.	FLOOR CLEANING	Yes∽	Νo	N/A
4b.	Established and followed schedule for vacuuming and mopping floors  Cleaned spills on floors promptly (as necessary)	⊈/		0 0
5.	DRAIN TRAPS	,		
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)  Flushed toilets once each week (if not used regularly)	ॼ॔ ∕		ں 0
6.	MOISTURE, LEAKS, AND SPILLS	,	_	
	Checked for moldy odors	🗹		
	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	🗷	, 	
6c.	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	🗹		
6d.	Checked that windows, windowsills, and window frames are free of condensate		ā	
6e.	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate	ॼ॔	٦	<b>a</b>
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	च च च	وقوو	0
7.	COMBUSTION APPLIANCES		,	
7b. 7c.	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	. <b>1</b> . <b>1</b>	0000	0 0 0
8.	PEST CONTROL	/		
8a	Completed the Integrated Pest Management Checklist	. Z	$\supset$	





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

## **Waste Management Checklist**

Name: Perez Anatocar			
School: Tour Campus Locality	- Ceutra		
Room or Arca: KULIDIAS	Date Completed:	12-13-24	
Signature:			
1040			

1,	WASTE MANAGEMENT	Yes	No	N/A
la.	Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)	<b>🗹</b>		_
lb.	Ensured that waste containers are lined	☑		
lc.	Ensured that waste from art, science, vocational classes, etc., are handled separately	<b>d</b>	. 🗆	
١d.	Labeled recycling bins clearly	☑_		$\supset$
łe.	Ensured number of bins and dumpsters is adequate	🗹		
lf.	Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)	<b>.</b>		
lg.	Ensured waste containers are emptied regularly	⊈_		Э
1h.	Ensured appropriate waste removal schedule	⊠∕		
lί.	Ensured waste is stored in a well-ventilated room	<b>u</b>		
lj.	Ensured any exhaust fans in the room are operating properly	<b>Z</b>	<b>/</b> □	
1 <b>k</b> .	Checked waste storage areas for odors, contaminants, or signs of vermin	☑		