WINDSOR LOCKS PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING

Special Meeting
January 22, 2026
7:00 p.m

Windsor Locks High School Library Media Center

Click Here for Zoom Registration

Windsor Locks Board of Education

Alba Osorio, Chairwoman
Greg Guyette, Vice Chairman
Dennis Gragnolati
Lindsay Cutler
Amber Mortensen-Hurdle

Superintendent of Schools
Shawn Parkhurst

DISTRICT (3) THREE YEAR VISION

All students will meet or exceed grade-level standards because we want all students to feel a sense of accomplishment to pursue their passion.

Board of Education
Town of Windsor Locks
Special Meeting - Agenda
January 22, 2026 7:00 pm

Windsor Locks High School Library Media Center

Click Here for Zoom Registration

I. Call to Order
   A. Roll Call
   B. Pledge of Allegiance
II. Board of Education and Superintendent Communications
III. Student Board of Education Representative Report
IV. Public Audience (only on Agenda Items)
   A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views, and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent.*

V.	WLHS Overnight Field Trip Request: **Vote Needed** - Robotics Annual World Competition	p. 3	Exhibit I
VI.	Approval of Minutes: **Vote Needed** - December 10, 2025 Finance Subcommittee Meeting - December 11, 2025 Regular Meeting - January 10, 2026 Special Meeting	p. 6	Exhibit II
VII.	Human Resource Report: **Vote Needed** A. Retirements	p. 15	Exhibit III
VIII.	FY27 Revised Budget Presentation & Discussion: **Vote Possible**	p. 16	Exhibit IV
IX.	Tools For Schools - Indoor Air Quality	p. 17	Exhibit V

X. Old Business
   A. Pay to Participate
   B. WLHS Track and Field Status
XI. Adjourn Meeting

For the Chairperson of the Board of Education
Shawn L. Parkhurst - Superintendent of Schools
Copy: Town Clerk - Please Post

Exhibit I

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 22, 2026

RE: WLHS OVERNIGHT FIELDTRIP REQUEST

Windsor Locks High School Principal Mr. Jeff Bernabe and members of the Robotics Team will be on hand to discuss their request to travel to Houston, Texas from 4/28/26 - 5/3/26 for a competition, and answer any questions the Board Members may have. This trip will be dependent on their success in local competition.

Per Board of Education field trip policy #6153 “overnight field trips require a vote by the Board of Education.”

Possible **Motion: “Move** that the Board of Education approve the WLHS Robotic team’s Field Trip to Houston Texas from April 28th to May 3rd as presented.”

* We would like to present formally to the BOE in February when we have some of our robot built

Windsor Locks Board of Education
Manual of Policies, Regulations, and Bylaws

Policy 6153
Field Trips, Recreational Trips and Other Trip Sponsored by the Schools
REGULATION/PROCEDURES/FORMS

FORM A - TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS

Date of Field Trip Request 12/4/25 **Teacher Sponsor:** PASCARELLI

1. A "Request for School Sponsored Trips" form is to be completed in full by the teacher and submitted to the building principal in duplicate at least three (3) weeks prior to a day trip; ten (10) weeks prior to an overnight trip, and four (4) months prior to a school sponsored trip out of the country.
2. School sponsored trips should support and enrich curriculum-related goals. If a majority of a grade level is planning a trip, it should be open to all students at that grade level.
3. Upon principal's approval, the teacher will contact the bus company and make arrangements for the transportation. Arrangements should be made well in advance of the trip for students with disabilities to be transported with their peers. Smyth Bus Company is the district's contracted carrier (623-2211 or 623-8775). Arrangements with carriers other than Smyth Bus are allowable and follow the same procedure. Costs associated with any trip should be determined in advance by contacting the carrier directly.
4. Bus transportation for all field trips is paid through the Windsor Locks School Activity Account. A yellow disbursement form must be completed and submitted to the Business Office for payment.

School: WLHS	Grade(s): 9-12	Destination/Location: Houston, Tx George R Brown Convention Ctr
Purpose/Curriculum Connection: FIRST Robotics World Championship hands-on STEM experience, teamwork skills, networking skills, pathway to future careers. Critical thinking & problem solving		
Desired Date: 4/28/26 5/3/26	Alternative Dates:	2. 3.
Time of Trip From: TBD To:	Total Number of Students Attending: 9	
All school buses must return to school by 1:30 p.m. unless other arrangements have been made.		
Indicate # of students who will be missing each lunch. *Notify Food Service* TBD		
Lunch 1:	Lunch 2:	Lunch 3:
Chaperone in Charge: Kyle Zielinsky		
Chaperone certified to distribute medication: TBD		
Chaperone List:	Ratio - Grades K-8 1:10	Ratio - Grades 9 -12 1:15
Melissa Pascarelli Sam Zielinsky	Franers DeVita	
Arrangements for Students with Disabilities: Not Applicable Transportation: Other:		
Cost per Student (include transportation and all other fees): ≈$1,300.00		
Name of Bus/Transportation Company TBD		
Approval of Principal:		

Policy 6153
Field Trips, Recreational Trips and Other Trip Sponsored by the Schools
REGULATION/PROCEDURES/FORMS

FORM B - TEACHER SPONSOR CHECKLIST

ALL items on this list must be supplied to the Principal, Superintendent, and Parent/Guardian prior to departure for all field trips.

1. TRANSPORTATION INFORMATION				
NAME OF COMPANY	ADDRESS	PHONE NUMBER	CONTACT	PHONE NUMBER
TBD				

2. INDIVIDUALS PROVIDING TRANSPORTATION AND APPROVED TO TRANSPORT STUDENTS Students are NOT permitted to transport students A list of approved drivers is located in your school office.		

3. TRAVEL AGENT INFORMATION (IF USED)				
NAME OF COMPANY	ADDRESS	PHONE NUMBER	CONTACT	PHONE NUMBER
TBD				

4. ACCOMMODATIONS (IF OVERNIGHT)				
NAME OF HOTEL	ADDRESS	PHONE NUMBER	CONTACT	PHONE NUMBER
TBD				

5. SITE INFORMATION				
LOCATION	CONTACT	PHONE NUMBER	DATE	TIME
George R Brown Convention Ctr	TBD		4/28 - 5/3/2026	

6. CANCELLATION DEADLINES	
1.	2.
3.	4.

Exhibit II

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 22, 2026

RE: APPROVAL OF MINUTES

- December 10, 2025 Finance Subcommittee Meeting
- December 11, 2025 Regular Meeting
- January 10, 2026 Special Meeting

Board Motion: "Move that the Board of Education approve the minutes of the December 10, 2025 Finance Subcommittee Meeting, the December 11, 2025 Regular Meeting and the January 10, 2026 Special Meeting."

WINDSOR LOCKS PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING

Finance Subcommittee Meeting Minutes

12/10/25 - 4:45 pm

Central Office Meeting Hall

Members Present: Shawn Parkhurst, Superintendent, Greg Guyette, Lindsay Cutler, Bjorn Burke and Robert Stacy

I. Call to Order

   A. Meeting was called to order at 5:02 pm

II. Town Board of Finance 12/9/25 Meeting Capital Requests

   A. Superintendent Parkhurst reviewed the items that the BOF took action on at the 12/9 meeting which included the WLPS Technology items and the NSS Chimney.

III. FY27 Capital Budget

   A. Superintendent Parkhurst reviewed that the BOE will move forward with all of the previously approved capital items with the exception of the Technology Items and the NSS Chimney which was approved at the 12/9 BOF meeting.

IV. FY 26 Expenditures

   A. Encumbrances

   B. YTD Expenditures

   C. Balances

      1. Bjorn Burke reviewed all the FY26 expenditures. A request was made that in the future to include an encumbered number.

V. Finance Office Staffing

   A. Superintendent Parkhurst, Bjorn Burke and Robert Stacy reviewed that when the Central Office restructure was proposed it included a position that was eventually removed due to the budget challenges encountered. After several months with Bjorn in the business office, it has been noticed that the position is needed. A discussion occurred and the Board

members agreed that they would like to move this forward for a full BOE discussion to include a revised job description along with where the funding would be coming from for the January BOE meeting.

VI. FY27 Budget Workshop Format Discussion - January 10, 2026

A. Superintendent Parkhurst asked for input and guidance in preparation for the workshop. Board members provided input that they wish to see line items, and want to see the numbers including highlights of changes, reduction and what is new. Further discussion included putting the line items online and being sure to include prior year. There was a brief discussion about including, if possible in the future, some multi-year budgeting on items that we know for the future.

VII. Public Comment - Only on Agenda Items

A. There was no public comment.

VIII. Adjourn

A. Greg Guyette made a motion to adjourn the meeting at 5:45 pm; seconded by Lindsay Cutler; passed unanimously.

Respectfully submitted,

Shawn Parkhurst

Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096

These minutes are not official until approved at a subsequent meeting.

MINUTES OF THE REGULAR MEETING

December 11, 2025 - 6:00 pm

Members Present:	Alba Osorio, Greg Guyette, Amber Mortensen-Hurdle, Lindsay Cutler, and Dennis Gragnolati
Administrators:	Shawn Parkhurst, Rebecca Bissonnette and Robert Stacy
Others:	Various Building Level Administrators, staff, students and families

Call to Order

Board Chair Alba Osorio called the Regular Meeting to Order at 6:02 pm in the Windsor Locks High School Library Media Center.

Roll Call

Superintendent Parkhurst conducted roll call with 5 Board members present.

Pledge of Allegiance

All stood for the Pledge of Allegiance

Board of Education and Superintendent Communications

Lindsay Cutler shared she attended the CABE Convention and attended a student panel session and suggested in the future we consider how to have WL students attend and she also attended the finance subcommittee meeting.

Amber Mortensen-Hurdle shared she attended the WLMS play, the CABE Convention and attended sessions on climate and Pathways. She will be attending the Toy Sale at NSS.

Greg Guyette shared that he attended the CABE Convention and enjoyed the keynote of former US Secretary of Education Miguel Cardona, attended a session on AI and encouraged that we consider the speaker to come speak to our students.

Alba Osorio shared she attended the CABE Convention and learned about the Mohegan Tribe Grant, attended the Leadership CABE Board Orientation, the WLMS Play and the Town Holiday Extravaganza and thanked all the HS Volunteers.

Superintendent Parkhurst welcomed back BOE member Dennis Gragnolati. He further commented on the WLMS Play, new Board Member orientation, Winter Sports, the recent CABE Convention, the Town Tree Lighting, Elementary Parent/Teacher Conferences, and

reminded everyone of the Lions Holiday Party on Friday and the WLMS Music Performances to be held on Friday the 19th of December.

Student Board of Representative Report

Two student representatives, Ayla and Abby commented on Quarter 2 work, recent Town Hall recognitions, upcoming CCMC PJ Day, Holiday Spirit Week, Book Collection Drive, Alumni Day on the 22nd of December.

Public Audience

None

Student Recognition

Superintendent Parkhurst recognized five students for their achievement in a writing contest.

WLMS Student Writer Recognition: Young Writers Short Story Contest

- Zoe Davis - “The Message”
- Melissa Ortega Diaz - “Dead Inside”
- Nihira Patel - “The Stranger”
- Deven Buckle - “Gotcha”
- Layann Ismael - “Another Driver Lost”

Approval of Minutes

Greg Guyette made a motion to approve the minutes of the November 18, 2025 Special Meeting; seconded by Lindsay Cutler; passed unanimously. Greg Guyette made a motion to approve the minutes of the December 3, 2025 Special Meeting; seconded by Amber Mortensen-Hurdle; passed 4-0; Lindsay Cutler abstained.

FY27 Capital Budget Update

Superintendent Parkhurst provided an update on the action taken by the Board of Finance at the meeting held on 12/9/25. The BOF approved to send the FY27 BOE technology capital items and the FY27 BOE NSS Chimney project to the Board of Selectmen on 12/16/25 to potentially move forward for a town meeting vote to be held at a date yet to be determined.

25-26 Calendar Adjustment

Superintendent Parkhurst informed the Board of the change to the WLHS schedule in January to reflect the mid-term exam schedule. He further informed the Board that this is information and does not require a vote but the board can vote if they feel they need to. The board did not decide to vote but authorized the Superintendent to move forward with this calendar change.

Field and Track Project FY27 Capital Request

Superintendent Parkhurst revisited the Field and Track Project capital request from the previous meeting and provided an updated cost. After discussion, a motion was made by Greg Guyette to approve the FY27 Field and Track Capital Request in the amount of $7,680,901.09; seconded by Lindsay Cutler; passed unanimously.

Finance Report and Subcommittee Update

Lindsay Cutler provided the Board with a report on the finance subcommittee meeting. She shared that the Operations Specialists position that was part of the original reorganization but was eliminated during the ongoing FY26 budget reductions was discussed and agreed to bring to a future full Board meeting for review including a revised job description and outline of the existing funding how it could be funded. She further commented on the discussion about expectations for the January 10, 2026 Budget Workshop; desire is 1-2 slides that highlight budget changes, what is new and what is reduced; Superintendent Parkhurst asked the other Board members if they had any other requests; all concurred that this is what they wish to see. A request was made for a zoom option for one Board member.

Staff Exit Survey Presentation

Robert Stacy presented the annual staff exit survey results highlighting areas for improvement. Rebecca Bissonnette and Superintendent Parkhurst shared trends noted and next steps as a result of the feedback.

Strategic Planning First Draft Presentation

Superintendent Parkhurst introduced the work of the three task force teams related to Strategic Planning. He further shared that tonight was a first look at the draft and as a result there would be a series of feedback opportunities, along with information posted online. Rebecca Bissonnette highlighted the Student Performance Area, Giovanna Testani highlighted the Culture and Climate Area, and Greg Weigert and Andrew Goodwin highlighted the Facilities and Operations Area.

Old Business

Robert Stacy provided an update on the daily substitute fill rate which continues to be showing significant increase due to the increase in the daily sub rate.

Superintendent Parkhurst shared that winter invoices for Pay to Participate are being sent out so a more detailed update will be provided in January.

Superintendent Parkhurst shared that the Bond Commission will be meeting on the 19th to approve the Planning Grant and then the next steps will be moving forward with the WLHS Track and Field Project; he further shared that the field will be a multi-use field.

Upcoming Meetings

A. December 17, 2025 Staff Budget Forums

a. WLMS/WLHS/PMA/RISE 2:45 - 3:15 pm

b. SES/NSS 3:30 - 4:00 pm

a. Discussion occurred on who will attend; agreed that Lindsay Cutler and Amber Mortensen-Hurdle will attend the session at WLHS and Greg Guyette and Lindsay Cutler will attend the session at NSS.

B. January 10, 2026 9:00 am Board Budget Workshop - Two-Way Communication

C. January 14, 2026 4:45 pm Board Finance Subcommittee

D. January 15, 2026 6:00 pm North Street & South School Forum on Budget - Two-Way Communication

E. January 22, 2026 6:00 pm Community Forum on Budget - Two-Way Communication

F. January 22, 2026 7:00 pm Board of Education Meeting

Greg Guyette made a motion to move to Executive Session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

G. Discussion of Employees Bargaining Unit Negotiations for:

- Para Educators
- Nurses
- Food Service
- Administrative Assistants

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent
- Director of Human Resources

Seconded by Lindsay Cutler; passed unanimously. Board entered executive session at 7:26 pm

Board returned to Public Session at 7:44 pm.

Dennis Gragnolati made a motion to adjourn the meeting at 7:47 pm; seconded by Greg Guyette; passed unanimously; meeting adjourned at 7:47 pm.

Respectfully submitted,
Shawn Parkhurst
Superintendent of Schools

Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096

These minutes are not official until approved at a subsequent meeting.

MINUTES OF THE SPECIAL MEETING

January 10, 2026 - 9:00 am

Members Present: Alba Osorio, Greg Guyette, Amber Morsten-Hurdle (Zoom), Lindsay Cutler and Dennis Gragnolati

Administrators: Shawn Parkhurst, Rebecca Bissonnette, Robert Stacy, Jeff Bernabe, Kristen Krupa, Matt Warner, Jennifer Leveille, Monica Briggs, Giovanna Testani, Josh Robinson, Megan Parrette, Rachel March, Bjorn Burke, Greg Weigert and Andrew Goodwin

Call to Order

Board Chair Alba Osorio called the Special Meeting to Order at 9:00 am in the Windsor Locks High School Library Media Center.

Roll Call

Superintendent Parkhurst conducted roll call with 5 Board members present.

Pledge of Allegiance

All stood for the Pledge of Allegiance

Board of Education Workshop and Public Forum on the FY 27 Budget

Superintendent Parkhurst provided an overview of the FY27 budget process, including thanks to all those involved in the process as well as the structure of today's workshop. The goal of today is to have a conversation with the team about the FY27 budget as submitted and to provide guidance and feedback to frame the FY27 budget that will then come before the Board at the next BOE meeting on January 22, 2026.

Superintendent Parkhurst provided slides to highlight the conversation which can be found at wlps.org. He began with an overview of all the budgets and then shared highlights of the district budget. Following his overview, the administrators provided highlights of their budgets with discussion and questions from various board members throughout the morning. Andrew Goodwin departed the meeting at 9:30 am.

Public Comment was made by J. Long regarding adding .5 art at North Street School for FY27.

At the conclusion of the discussion, Superintendent Parkhurst asked for some specific direction from the Board with both a financial direction as well as priorities to guide the team's work. Board members shared thoughts about a budget that provided what was needed, maintaining special education programs for our students, addressed the concerns of student issued technology being in the capital for a second time as it was funded by the

town already on 12/29/25, bring information and data analysis on a full-time athletic director for further review by the BOE, review of the pay to participate policy, review the possibility of adding elementary art back to full-time teachers at both North and South, consider waiting a year for coaching expansion, and outline the organizational structure of positions.

Lindsay Cutler made a motion to adjourn the meeting at 11:55 am; seconded by Greg Guyette; passed unanimously; meeting adjourned at 11:55 am.

Respectfully submitted,

Shawn Parkhurst

Superintendent of Schools

Exhibit III

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: ROBERT STACY, EXECUTIVE DIRECTOR OF OPERATIONS

DATE: JANUARY 22, 2026

RE: HUMAN RESOURCE REPORT - RETIREMENTS

Kirsten Ireland, ParaEducator at North Street School, retired as of December 31, 2025. Kirsten has served the students of Windsor Locks for the past 14 years.

Catherine Nolan, a ParaEducator at Windsor Locks Middle School, retired as of January 6, 2026. Cathy has served the students of Windsor Locks for the past 25 years.

Linda Zamal, the Pre-K Coordinator and Special Education Teacher at North Street School, will be retiring effective June 30, 2026. Linda has served the students of Windsor Locks for the past 29 years.

Board Motion: "Move that the Board of Education accepts the retirements on the dates noted and offer our appreciation for their service to the Windsor Locks Public Schools."

Exhibit IV

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 22, 2026

RE: FY27 REVISED BUDGET

On January 10, 2026, the Board of Education conducted a budget workshop on the FY27 budget. Tonight, a follow-up from that meeting/workshop will be provided to the Board of Education with a revised FY27 budget for review, discussion, and potential vote.

Exhibit V

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: JANUARY 22, 2026

RE: TOOLS FOR SCHOOL - INDOOR AIR QUALITY REPORTS

The checklists on the following pages were completed, submitted, and accepted by the State of Connecticut as part of the Indoor Air Quality *Tools for Schools* mandates for each of the district school buildings. It is required to share the checklists at a Board of Education Meeting annually.



Building and Grounds Maintenance Checklist

Name: Gregory Weigert - Director of Facilities

School: North Street School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. BUILDING MAINTENANCE SUPPLIES

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

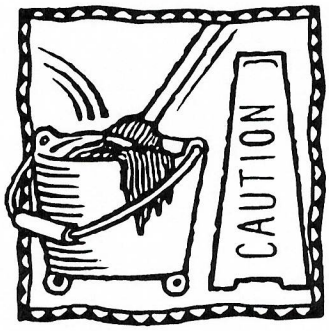
2. GROUNDS MAINTENANCE SUPPLIES

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

3. DUST CONTROL

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

4. FLOOR CLEANING



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

5. DRAIN TRAPS

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

6. MOISTURE, LEAKS, AND SPILLS

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

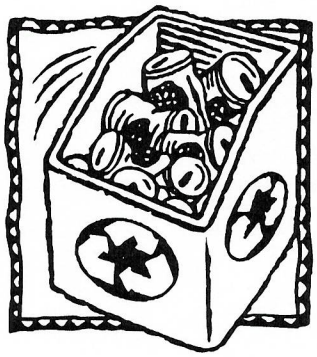
7. COMBUSTION APPLIANCES

7a. Checked for odors from combustion appliances	☑	☐	☐
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	☑	☐	☐

8. PEST CONTROL

8a. Completed the *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Gregory Weigert - Director of Facilities

School: North Street School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. WASTE MANAGEMENT

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

NOTES



Ventilation Checklist

Name: Gregory Weigert - Director of Facilities

School: North Street School

Unit Ventilator/AHU No: Various throughout South Elementary School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. OUTDOOR AIR INTAKES

		Yes	No	N/A
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)	☑	☐	☐
1b.	Ensured that the ventilation system was on and operating in "occupied" mode	☑	☐	☐

ACTIVITY 1: OBSTRUCTIONS

1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	☑	☐	☐
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	☑	☐	☐

ACTIVITY 2: POLLUTANT SOURCES

1e.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	☑	☐	☐
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	☑	☐	☐
1g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	☐	☐	☑

ACTIVITY 3: AIRFLOW

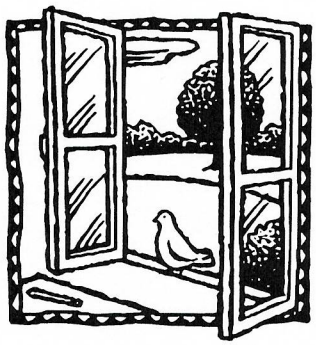
1h.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)	☑	☐	☐
1i.	Confirmed that outdoor air is entering the intake appropriately	☑	☐	☐

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

2a.	Replaced filters per maintenance schedule	☑	☐	☐
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	☑	☐	☐
2c.	Vacuumed filter areas before installing new filters	☑	☐	☐
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter	☑	☐	☐
2e.	Confirmed proper installation of filters (correct direction for airflow)	☑	☐	☐

2. SYSTEM CLEANLINESS (continued)



ACTIVITY 5: DRAIN PANS

	Yes	No	N/A
2f. 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	☐	☐	☑

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

2l. Checked mechanical room for unsanitary conditions, leaks, and spills	☑	☐	☐
2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	☑	☐	☐

3. CONTROLS FOR OUTDOOR AIR SUPPLY

3a. Ensured that air dampers are at least partially open (minimum position)	☑	☐	☐
3b. Ensured that minimum position provides adequate outdoor air for occupants	☑	☐	☐

ACTIVITY 9: CONTROLS INFORMATION

3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed)	☑	☐	☐

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

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 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)	☐	☐	☑
3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)	☐	☐	☑

ACTIVITY 12: OUTDOOR AIR DAMPERS

3k. Ensured that the outdoor air damper is visible for inspection	☑	☐	☐
3l. 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)

	Yes	No	N/A
3n. Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	☑	☐	☐
3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on	☑	☐	☐
3p. If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F	☑	☐	☐
3q. If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	☐	☐	☑
3r. If the outdoor air damper does not move, confirmed the following items:			
• The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight	☐	☐	☑
• Moving parts are free of impediments (e.g., rust, corrosion)	☐	☐	☑
• Electrical wire or pneumatic tubing connects to the damper actuator	☐	☐	☑
• The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)	☐	☐	☑

Proceed to Activities 13–16 if the damper seems to be operating properly.

ACTIVITY 13: FREEZE STATS

3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals	☑	☐	☐
OR			
3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)	☐	☐	☑
3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	☐	☐	☑

NOTE: HVAC systems with water coils need protection from the cold. The freeze-stat may close the outdoor air damper and disconnect the supply air when tripped. The typical trip 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	☑	☐	☐
3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting	☑	☐	☐

ACTIVITY 15: ECONOMIZERS

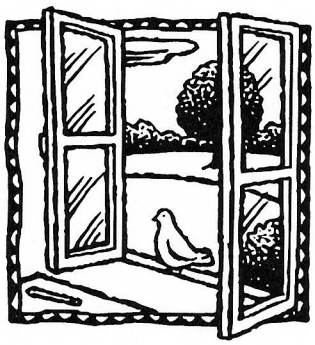
3x. Confirmed proper economizer settings based on design specifications or local practices	☑	☐	☐

NOTE: The dry-bulb is typically set at 65°F or lower.

3y. Checked that sensor on the economizer is shielded from direct sunlight	☑	☐	☐
3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	☑	☐	☐

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

	Yes	No	N/A
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)	☑	☐	☐
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 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 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

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*
- *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, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

	Yes	No	N/A
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	☑	☐	☐

Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see "How to Measure Airflow").

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	☑	☐	☐

6. QUANTITY OF OUTDOOR AIR

ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS

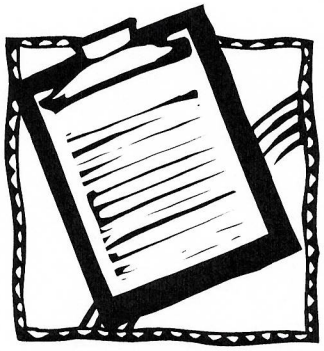
NOTE: Refer to "How to Measure Airflow" for techniques.

6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	☐	☑	☐
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	☐	☑	☐
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	☐	☑	☐

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES

6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	☐	☑	☐
6e. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1	☐	☑	☐

NOTES



Walkthrough Inspection Checklist

Name: Gregory Weigert - Director of Facilities

School: North Street School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. GROUND LEVEL

		Yes	No	N/A
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	☑	☐	☐
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	☑	☐	☐
1i.	Ensured that sprinklers spray away from the building and outdoor air intakes	☐	☐	☑
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	☑	☐	☐

2. ROOF

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	☑	☐	☐
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	☑	☐	☐
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	☑	☐	☐

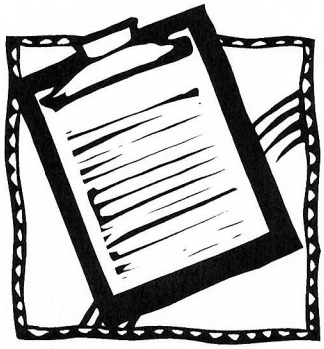
3. ATTIC

3a.	Checked for evidence of roof and plumbing leaks	☐	☐	☑
3b.	Checked for birds and animal nests	☐	☐	☑

4. GENERAL CONSIDERATIONS

4a.	Ensured that temperature and humidity are maintained within acceptable ranges	☐	☑	☐
4b.	Ensured that no obstructions exist in supply and exhaust vents	☑	☐	☐
4c.	Checked for odors	☑	☐	☐
4d.	Checked for signs of mold and mildew growth	☑	☐	☐

4. GENERAL CONSIDERATIONS (continued)



	Yes	No	N/A
4e. Checked for signs of water damage	☑	☐	☐
4f. Checked for evidence of pests and obvious food sources	☑	☐	☐
4g. Noted and reviewed all concerns from school occupants	☑	☐	☐

5. BATHROOMS AND GENERAL PLUMBING

5a. Ensured that bathrooms and restrooms have operating exhaust fans	☑	☐	☐
5b. Ensured proper drain trap maintenance:			
Water is poured down floor drains once per week (approx. 1 quart of water)	☑	☐	☐
Water is poured into sinks at least once per week (about 2 cups of water)	☑	☐	☐
Toilets are flushed at least once per week	☑	☐	☐

6. MAINTENANCE SUPPLIES

6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	☑	☐	☐
6b. Ensured that vents in chemical and trash storage areas are operating properly	☑	☐	☐
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	☑	☐	☐

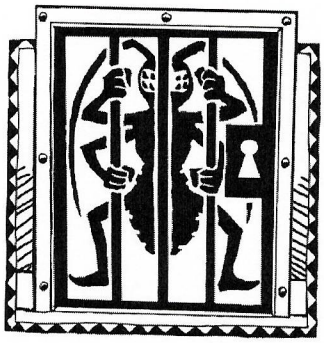
7. COMBUSTION APPLIANCES

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)	☑	☐	☐
8b. Determined date of last radon test	☑	☐	☐

NOTES



Integrated Pest Management Checklist

Name: Gregory Weigert - Director of Facilities

School: North Street School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
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   - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. OFFICIAL POLICY STATEMENT

		Yes	No	N/A
1a.	Developed or located the school's official policy statement for integrated pest management (IPM)	☑	☐	☐

2. DESIGNATING PEST MANAGEMENT ROLES

2a.	Assigned and trained a qualified person to be the pest manager	☐	☑	☐
2b.	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	☑	☐	☐
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	☑	☐	☐

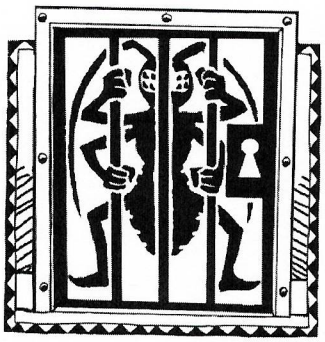
3. SETTING PEST MANAGEMENT OBJECTIVES

3a.	Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)	☑	☐	☐
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)	☑	☐	☐

4. INSPECTING, IDENTIFYING, AND MONITORING

4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	☑	☐	☐
4b.	Identified potential pest habitats in buildings and grounds	☑	☐	☐
4c.	Pinpointed the source of any current pest problems	☑	☐	☐
4d.	Monitored to determine the extent of pest problems and to estimate pest populations	☑	☐	☐
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	☑	☐	☐
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat	☑	☐	☐

5. SETTING ACTION THRESHOLDS



	Yes	No	N/A
5a. Evaluated all available data obtained through inspecting, identifying, and monitoring	☑	☐	☐
5b. Determined how many pests the school buildings, grounds, and occupants can tolerate	☐	☑	☐
5c. Set action thresholds	☐	☑	☐

6. PREVENTIVE STRATEGIES

INDOOR SITES

6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Entryways	☑	☐	☐
• Classrooms	☑	☐	☐
• Gymnasiums	☑	☐	☐
• Locker rooms	☑	☐	☐
• Offices	☑	☐	☐
• Staff lounges	☑	☐	☐
• Bathrooms	☑	☐	☐
• Food preparation and serving areas	☑	☐	☐
• Rooms with extensive plumbing	☑	☐	☐
• Maintenance areas	☑	☐	☐
• Other	☑	☐	☐

OUTDOOR SITES

6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Playgrounds	☑	☐	☐
• Parking lots	☑	☐	☐
• Lawns and athletic fields	☑	☐	☐
• Teaching gardens or greenhouses	☑	☐	☐
• Loading docks	☑	☐	☐
• Dumpsters	☑	☐	☐
• Areas with ornamental shrubs and trees	☑	☐	☐
• Other	☑	☐	☐

7. PESTICIDE USE AND STORAGE

7a. Explored alternative pest management methods before concluding that pesticides were necessary	☑	☐	☐
7b. Ensured that pest management professionals integrate IPM into their pest management methods	☑	☐	☐
7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules	☑	☐	☐
7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals	☑	☐	☐
7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area	☑	☐	☐
7f. Used protective clothing or equipment when applying pesticides	☑	☐	☐
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.)

	Yes	No	N/A
7h. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	☑	☐	☐
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	☑	☐	☐
7k. Ensured that parents are notified of upcoming pesticide applications through letters	☑	☐	☐
7l. Kept copies of current pesticide labels and information on pesticides easily accessible	☑	☐	☐
7m. Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑	☐	☐
7n. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	☐	☐	☑
7o. Ensured that flammable liquids are stored away from ignition sources	☑	☐	☐
7p. Ensured that pesticides are stored in their original containers and all lids are securely fastened	☐	☐	☑
7q. Ensured that air in the storage space cannot mix with the air in the central ventilation system	☑	☐	☐

8. EVALUATING RESULTS AND RECORD KEEPING

8a. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑	☐	☐
8b. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	☑	☐	☐
8c. Ensured that each log book contains the following items:			
• Copy of the pest management plan	☑	☐	☐
• Service schedules for maintenance of buildings and grounds	☑	☐	☐
• Current EPA-registered labels	☑	☐	☐
• Current Material Safety Data Sheets (MSDS) for each pesticide project	☑	☐	☐
• Pest surveillance data sheets	☑	☐	☐
• Diagram noting the location of pest activity, traps, and bait stations	☑	☐	☐

NOTES



Food Service Checklist

Name: Gregory Weigert - Director of Facilities

School: North Street School

Room or Area: Kitchen & Associated Serving Areas Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. COOKING AREA

		Yes	No	N/A
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	☑	☐	☐
1b.	Checked for odors near cooking, preparation, and eating areas	☑	☐	☐
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	☑	☐	☐
1d.	Determined that gas appliances function properly	☑	☐	☐
1e.	Verified that gas appliances are vented outdoors	☑	☐	☐
1f.	Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used	☑	☐	☐
1g.	Ensured that kitchen is clean after use	☑	☐	☐
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑	☐	☐
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☐	☐	☑
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑	☐	☐

2. FOOD HANDLING AND STORAGE

2a.	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	☑	☐	☐
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces	☑	☐	☐
2c.	Ensured that food preparation, cooking, and storage practices are sanitary	☑	☐	☐
2d.	Disposed of food scraps properly and removed crumbs	☑	☐	☐
2e.	Cleaned counters with soap and water or a disinfectant (according to school policy)	☑	☐	☐
2f.	Swept and wet mopped floors	☑	☐	☐

3. WASTE MANAGEMENT

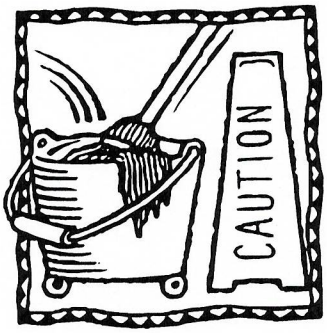
3a.	Selected and placed waste in appropriate containers	☑	☐	☐
3b.	Ensured that containers' lids are securely closed	☐	☑	☐
3c.	Separated food waste and food-contaminated items from other wastes, if possible	☐	☑	☐
3d.	Stored waste containers in a well-ventilated area	☑	☐	☐
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑	☐	☐

4. DELIVERIES

	Yes	No	N/A
4a. Instructed vendors to avoid idling their engines during deliveries	☑	☐	☐
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 and kitchen	☑	☐	☐



NOTES



Building and Grounds Maintenance Checklist

Name: Gregory Weigert - Director of Facilities

School: South Elementary School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. BUILDING MAINTENANCE SUPPLIES

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

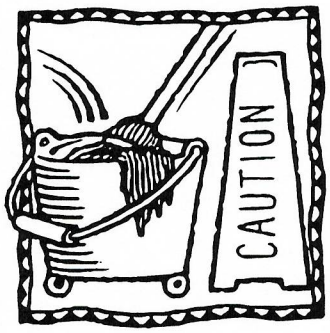
2. GROUNDS MAINTENANCE SUPPLIES

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

3. DUST CONTROL

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

4. FLOOR CLEANING



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

5. DRAIN TRAPS

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

6. MOISTURE, LEAKS, AND SPILLS

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

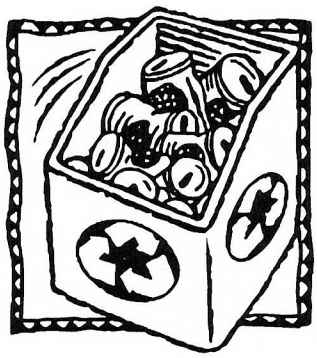
7. COMBUSTION APPLIANCES

7a. Checked for odors from combustion appliances	☑	☐	☐
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	☑	☐	☐

8. PEST CONTROL

8a. Completed the *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Gregory Weigert - Director of Facilities

School: South Elementary School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. WASTE MANAGEMENT

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

NOTES



Ventilation Checklist

Name: Gregory Weigert - Director of Facilities

School: South Elementary School

Unit Ventilator/AHU No: Various throughout South Elementary School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. OUTDOOR AIR INTAKES

		Yes	No	N/A
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)	☑	☐	☐
1b.	Ensured that the ventilation system was on and operating in "occupied" mode	☑	☐	☐

ACTIVITY 1: OBSTRUCTIONS

1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	☑	☐	☐
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	☑	☐	☐

ACTIVITY 2: POLLUTANT SOURCES

1e.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	☑	☐	☐
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	☑	☐	☐
1g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	☐	☐	☑

ACTIVITY 3: AIRFLOW

1h.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)	☑	☐	☐
1i.	Confirmed that outdoor air is entering the intake appropriately	☑	☐	☐

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

2a.	Replaced filters per maintenance schedule	☑	☐	☐
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	☑	☐	☐
2c.	Vacuumed filter areas before installing new filters	☑	☐	☐
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter	☑	☐	☐
2e.	Confirmed proper installation of filters (correct direction for airflow)	☑	☐	☐

2. SYSTEM CLEANLINESS (continued)



ACTIVITY 5: DRAIN PANS

	Yes	No	N/A
2f. 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	☐	☐	☑

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

2l. Checked mechanical room for unsanitary conditions, leaks, and spills	☑	☐	☐
2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	☑	☐	☐

3. CONTROLS FOR OUTDOOR AIR SUPPLY

3a. Ensured that air dampers are at least partially open (minimum position)	☑	☐	☐
3b. Ensured that minimum position provides adequate outdoor air for occupants	☑	☐	☐

ACTIVITY 9: CONTROLS INFORMATION

3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed)	☑	☐	☐

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

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 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)	☐	☐	☑
3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)	☐	☐	☑

ACTIVITY 12: OUTDOOR AIR DAMPERS

3k. Ensured that the outdoor air damper is visible for inspection	☑	☐	☐
3l. 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)

	Yes	No	N/A
3n. Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	☑	☐	☐
3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on	☑	☐	☐
3p. If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F	☑	☐	☐
3q. If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	☐	☐	☑
3r. If the outdoor air damper does not move, confirmed the following items:			
• The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight	☐	☐	☑
• Moving parts are free of impediments (e.g., rust, corrosion)	☐	☐	☑
• Electrical wire or pneumatic tubing connects to the damper actuator	☐	☐	☑
• The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)	☐	☐	☑

Proceed to Activities 13–16 if the damper seems to be operating properly.

ACTIVITY 13: FREEZE STATS

3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals	☑	☐	☐
OR			
3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)	☐	☐	☑
3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	☐	☐	☑

NOTE: HVAC systems with water coils need protection from the cold. The freeze-stat may close the outdoor air damper and disconnect the supply air when tripped. The typical trip 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	☑	☐	☐
3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting	☑	☐	☐

ACTIVITY 15: ECONOMIZERS

3x. Confirmed proper economizer settings based on design specifications or local practices	☑	☐	☐

NOTE: The dry-bulb is typically set at 65°F or lower.

3y. Checked that sensor on the economizer is shielded from direct sunlight	☑	☐	☐
3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	☑	☐	☐

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

	Yes	No	N/A
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)	☑	☐	☐
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 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 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

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*
- *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, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

	Yes	No	N/A
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	☑	☐	☐

Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see "How to Measure Airflow").

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	☑	☐	☐

6. QUANTITY OF OUTDOOR AIR

ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS

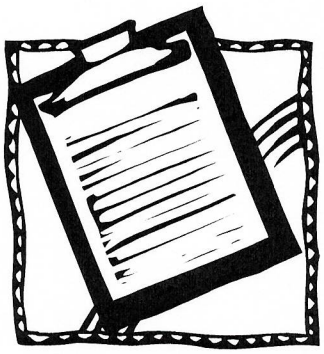
NOTE: Refer to "How to Measure Airflow" for techniques.

6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	☐	☑	☐
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	☐	☑	☐
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	☐	☑	☐

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES

6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	☐	☑	☐
6e. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1	☐	☑	☐

NOTES



Walkthrough Inspection Checklist

Name: Gregory Weigert - Director of Facilities

School: South Elementary School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. GROUND LEVEL

		Yes	No	N/A
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	☑	☐	☐
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	☑	☐	☐
1i.	Ensured that sprinklers spray away from the building and outdoor air intakes	☐	☐	☑
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	☑	☐	☐

2. ROOF

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	☑	☐	☐
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	☑	☐	☐
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	☑	☐	☐

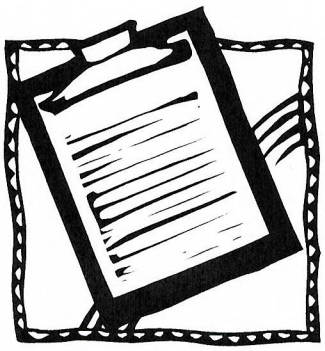
3. ATTIC

3a.	Checked for evidence of roof and plumbing leaks	☐	☐	☑
3b.	Checked for birds and animal nests	☐	☐	☑

4. GENERAL CONSIDERATIONS

4a.	Ensured that temperature and humidity are maintained within acceptable ranges	☐	☑	☐
4b.	Ensured that no obstructions exist in supply and exhaust vents	☑	☐	☐
4c.	Checked for odors	☑	☐	☐
4d.	Checked for signs of mold and mildew growth	☑	☐	☐

4. GENERAL CONSIDERATIONS (continued)



	Yes	No	N/A
4e. Checked for signs of water damage	☑	☐	☐
4f. Checked for evidence of pests and obvious food sources	☑	☐	☐
4g. Noted and reviewed all concerns from school occupants	☑	☐	☐

5. BATHROOMS AND GENERAL PLUMBING

5a. Ensured that bathrooms and restrooms have operating exhaust fans	☑	☐	☐
5b. Ensured proper drain trap maintenance:			
Water is poured down floor drains once per week (approx. 1 quart of water)	☑	☐	☐
Water is poured into sinks at least once per week (about 2 cups of water)	☑	☐	☐
Toilets are flushed at least once per week	☑	☐	☐

6. MAINTENANCE SUPPLIES

6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	☑	☐	☐
6b. Ensured that vents in chemical and trash storage areas are operating properly	☑	☐	☐
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	☑	☐	☐

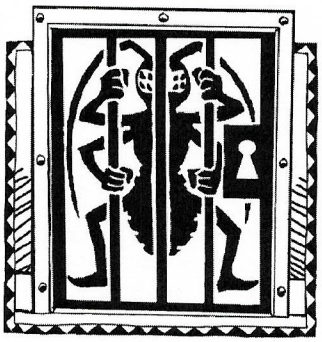
7. COMBUSTION APPLIANCES

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)	☑	☐	☐
8b. Determined date of last radon test	☑	☐	☐

NOTES



Integrated Pest Management Checklist

Name: Gregory Weigert - Director of Facilities

School: South Elementary School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. OFFICIAL POLICY STATEMENT

		Yes	No	N/A
1a.	Developed or located the school's official policy statement for integrated pest management (IPM)	☑	☐	☐

2. DESIGNATING PEST MANAGEMENT ROLES

2a.	Assigned and trained a qualified person to be the pest manager	☐	☑	☐
2b.	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	☑	☐	☐
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	☑	☐	☐

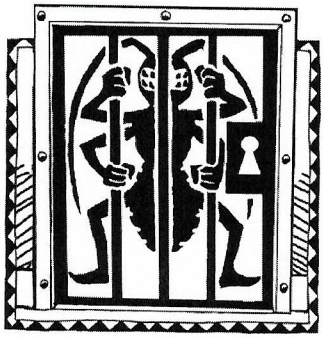
3. SETTING PEST MANAGEMENT OBJECTIVES

3a.	Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)	☑	☐	☐
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)	☑	☐	☐

4. INSPECTING, IDENTIFYING, AND MONITORING

4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	☑	☐	☐
4b.	Identified potential pest habitats in buildings and grounds	☑	☐	☐
4c.	Pinpointed the source of any current pest problems	☑	☐	☐
4d.	Monitored to determine the extent of pest problems and to estimate pest populations	☑	☐	☐
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	☑	☐	☐
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat	☑	☐	☐

5. SETTING ACTION THRESHOLDS



	Yes	No	N/A
5a. Evaluated all available data obtained through inspecting, identifying, and monitoring	☑	☐	☐
5b. Determined how many pests the school buildings, grounds, and occupants can tolerate	☐	☑	☐
5c. Set action thresholds	☐	☑	☐

6. PREVENTIVE STRATEGIES

INDOOR SITES

6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas:

• Entryways	☑	☐	☐
• Classrooms	☑	☐	☐
• Gymnasiums	☑	☐	☐
• Locker rooms	☑	☐	☐
• Offices	☑	☐	☐
• Staff lounges	☑	☐	☐
• Bathrooms	☑	☐	☐
• Food preparation and serving areas	☑	☐	☐
• Rooms with extensive plumbing	☑	☐	☐
• Maintenance areas	☑	☐	☐
• Other	☑	☐	☐

☐

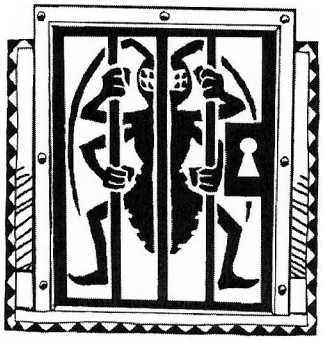
OUTDOOR SITES

6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas:

• Playgrounds	☑	☐	☐
• Parking lots	☑	☐	☐
• Lawns and athletic fields	☑	☐	☐
• Teaching gardens or greenhouses	☑	☐	☐
• Loading docks	☑	☐	☐
• Dumpsters	☑	☐	☐
• Areas with ornamental shrubs and trees	☑	☐	☐
• Other	☑	☐	☐

7. PESTICIDE USE AND STORAGE

7a. Explored alternative pest management methods before concluding that pesticides were necessary	☑	☐	☐
7b. Ensured that pest management professionals integrate IPM into their pest management methods	☑	☐	☐
7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules	☑	☐	☐
7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals	☑	☐	☐
7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area	☑	☐	☐
7f. Used protective clothing or equipment when applying pesticides	☑	☐	☐
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.)

	Yes	No	N/A
7h. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	☑	☐	☐
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	☑	☐	☐
7k. Ensured that parents are notified of upcoming pesticide applications through letters	☑	☐	☐
7l. Kept copies of current pesticide labels and information on pesticides easily accessible	☑	☐	☐
7m. Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑	☐	☐
7n. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	☐	☐	☑
7o. Ensured that flammable liquids are stored away from ignition sources	☑	☐	☐
7p. Ensured that pesticides are stored in their original containers and all lids are securely fastened	☐	☐	☑
7q. Ensured that air in the storage space cannot mix with the air in the central ventilation system	☑	☐	☐

8. EVALUATING RESULTS AND RECORD KEEPING

8a. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑	☐	☐
8b. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	☑	☐	☐
8c. Ensured that each log book contains the following items:			
• Copy of the pest management plan	☑	☐	☐
• Service schedules for maintenance of buildings and grounds	☑	☐	☐
• Current EPA-registered labels	☑	☐	☐
• Current Material Safety Data Sheets (MSDS) for each pesticide project	☑	☐	☐
• Pest surveillance data sheets	☑	☐	☐
• Diagram noting the location of pest activity, traps, and bait stations	☑	☐	☐

NOTES



Food Service Checklist

Name: Gregory Weigert - Director of Facilities

School: South Elementary School

Room or Area: Kitchen & Associated Serving Areas Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. COOKING AREA

		Yes	No	N/A
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	☑	☐	☐
1b.	Checked for odors near cooking, preparation, and eating areas	☑	☐	☐
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	☑	☐	☐
1d.	Determined that gas appliances function properly	☑	☐	☐
1e.	Verified that gas appliances are vented outdoors	☑	☐	☐
1f.	Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used	☑	☐	☐
1g.	Ensured that kitchen is clean after use	☑	☐	☐
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑	☐	☐
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☐	☐	☑
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑	☐	☐

2. FOOD HANDLING AND STORAGE

2a.	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	☑	☐	☐
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces	☑	☐	☐
2c.	Ensured that food preparation, cooking, and storage practices are sanitary	☑	☐	☐
2d.	Disposed of food scraps properly and removed crumbs	☑	☐	☐
2e.	Cleaned counters with soap and water or a disinfectant (according to school policy)	☑	☐	☐
2f.	Swept and wet mopped floors	☑	☐	☐

3. WASTE MANAGEMENT

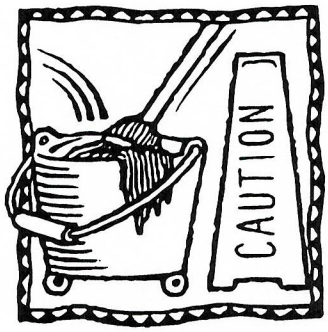
3a.	Selected and placed waste in appropriate containers	☑	☐	☐
3b.	Ensured that containers' lids are securely closed	☐	☑	☐
3c.	Separated food waste and food-contaminated items from other wastes, if possible	☐	☑	☐
3d.	Stored waste containers in a well-ventilated area	☑	☐	☐
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑	☐	☐

4. DELIVERIES

	Yes	No	N/A
4a. Instructed vendors to avoid idling their engines during deliveries	☑	☐	☐
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 and kitchen	☑	☐	☐



NOTES



Building and Grounds Maintenance Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks Middle School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. BUILDING MAINTENANCE SUPPLIES

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

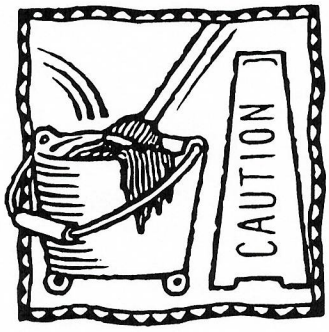
2. GROUNDS MAINTENANCE SUPPLIES

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

3. DUST CONTROL

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

4. FLOOR CLEANING



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

5. DRAIN TRAPS

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

6. MOISTURE, LEAKS, AND SPILLS

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

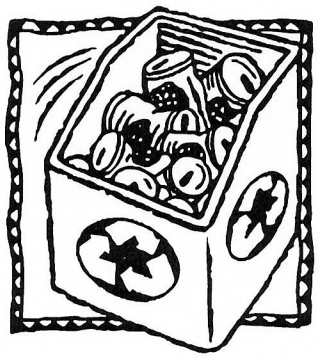
7. COMBUSTION APPLIANCES

7a. Checked for odors from combustion appliances	☑	☐	☐
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	☑	☐	☐

8. PEST CONTROL

8a. Completed the *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks Middle School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. WASTE MANAGEMENT

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

NOTES



Ventilation Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks Middle School

Unit Ventilator/AHU No: Various throughout Middle School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. OUTDOOR AIR INTAKES

		Yes	No	N/A
1a.	Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)	☑	☐	☐
1b.	Ensured that the ventilation system was on and operating in "occupied" mode	☑	☐	☐

ACTIVITY 1: OBSTRUCTIONS

1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	☑	☐	☐
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	☑	☐	☐

ACTIVITY 2: POLLUTANT SOURCES

1e.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	☑	☐	☐
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	☑	☐	☐
1g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	☐	☐	☑

ACTIVITY 3: AIRFLOW

1h.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)	☑	☐	☐
1i.	Confirmed that outdoor air is entering the intake appropriately	☑	☐	☐

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

2a.	Replaced filters per maintenance schedule	☑	☐	☐
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	☑	☐	☐
2c.	Vacuumed filter areas before installing new filters	☑	☐	☐
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter	☑	☐	☐
2e.	Confirmed proper installation of filters (correct direction for airflow)	☑	☐	☐

2. SYSTEM CLEANLINESS (continued)



ACTIVITY 5: DRAIN PANS

	Yes	No	N/A
2f. 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	☐	☐	☑

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

2l. Checked mechanical room for unsanitary conditions, leaks, and spills	☑	☐	☐
2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	☑	☐	☐

3. CONTROLS FOR OUTDOOR AIR SUPPLY

3a. Ensured that air dampers are at least partially open (minimum position)	☑	☐	☐
3b. Ensured that minimum position provides adequate outdoor air for occupants	☑	☐	☐

ACTIVITY 9: CONTROLS INFORMATION

3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed)	☑	☐	☐

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

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 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)	☐	☐	☑
3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)	☐	☐	☑

ACTIVITY 12: OUTDOOR AIR DAMPERS

3k. Ensured that the outdoor air damper is visible for inspection	☑	☐	☐
3l. 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)

	Yes	No	N/A
3n. Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	☑	☐	☐
3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on	☑	☐	☐
3p. If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F	☑	☐	☐
3q. If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	☐	☐	☑
3r. If the outdoor air damper does not move, confirmed the following items:			
• The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight	☐	☐	☑
• Moving parts are free of impediments (e.g., rust, corrosion)	☐	☐	☑
• Electrical wire or pneumatic tubing connects to the damper actuator	☐	☐	☑
• The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)	☐	☐	☑

Proceed to Activities 13–16 if the damper seems to be operating properly.

ACTIVITY 13: FREEZE STATS

3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals	☑	☐	☐

OR

3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)	☐	☐	☑
3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	☐	☐	☑

NOTE: HVAC systems with water coils need protection from the cold. The freeze-stat may close the outdoor air damper and disconnect the supply air when tripped. The typical trip 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	☑	☐	☐
3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting	☑	☐	☐

ACTIVITY 15: ECONOMIZERS

3x. Confirmed proper economizer settings based on design specifications or local practices	☑	☐	☐

NOTE: The dry-bulb is typically set at 65°F or lower.

3y. Checked that sensor on the economizer is shielded from direct sunlight	☑	☐	☐
3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	☑	☐	☐

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

	Yes	No	N/A
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)	☑	☐	☐
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 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 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

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*
- *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, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

	Yes	No	N/A
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	☑	☐	☐

Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see "How to Measure Airflow").

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	☑	☐	☐

6. QUANTITY OF OUTDOOR AIR

ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS

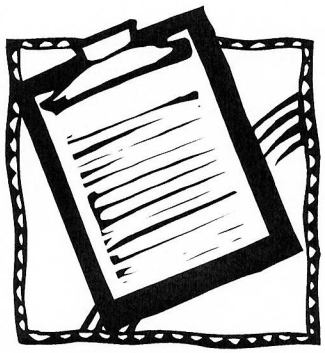
NOTE: Refer to "How to Measure Airflow" for techniques.

6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	☐	☑	☐
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	☐	☑	☐
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	☐	☑	☐

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES

6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	☐	☑	☐
6e. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1	☐	☑	☐

NOTES



Walkthrough Inspection Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks Middle School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. GROUND LEVEL

		Yes	No	N/A
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	☑	☐	☐
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	☑	☐	☐
1i.	Ensured that sprinklers spray away from the building and outdoor air intakes	☐	☐	☑
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	☑	☐	☐

2. ROOF

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	☑	☐	☐
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	☑	☐	☐
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	☑	☐	☐

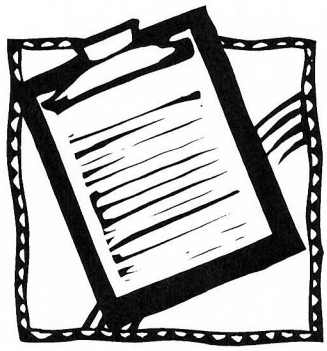
3. ATTIC

3a.	Checked for evidence of roof and plumbing leaks	☐	☐	☑
3b.	Checked for birds and animal nests	☐	☐	☑

4. GENERAL CONSIDERATIONS

4a.	Ensured that temperature and humidity are maintained within acceptable ranges	☐	☑	☐
4b.	Ensured that no obstructions exist in supply and exhaust vents	☑	☐	☐
4c.	Checked for odors	☑	☐	☐
4d.	Checked for signs of mold and mildew growth	☑	☐	☐

4. GENERAL CONSIDERATIONS (continued)



	Yes	No	N/A
4e. Checked for signs of water damage	☑	☐	☐
4f. Checked for evidence of pests and obvious food sources	☑	☐	☐
4g. Noted and reviewed all concerns from school occupants	☑	☐	☐

5. BATHROOMS AND GENERAL PLUMBING

5a. Ensured that bathrooms and restrooms have operating exhaust fans	☑	☐	☐
5b. Ensured proper drain trap maintenance:			
Water is poured down floor drains once per week (approx. 1 quart of water)	☑	☐	☐
Water is poured into sinks at least once per week (about 2 cups of water)	☑	☐	☐
Toilets are flushed at least once per week	☑	☐	☐

6. MAINTENANCE SUPPLIES

6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	☑	☐	☐
6b. Ensured that vents in chemical and trash storage areas are operating properly	☑	☐	☐
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	☑	☐	☐

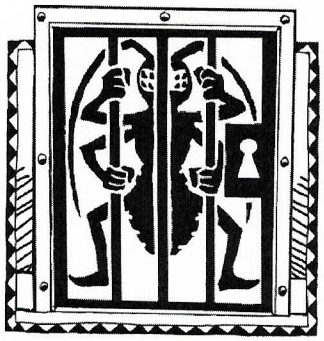
7. COMBUSTION APPLIANCES

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)	☑	☐	☐
8b. Determined date of last radon test	☑	☐	☐

NOTES



Integrated Pest Management Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks Middle School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. OFFICIAL POLICY STATEMENT

		Yes	No	N/A
1a.	Developed or located the school's official policy statement for integrated pest management (IPM)	☑	☐	☐

2. DESIGNATING PEST MANAGEMENT ROLES

2a.	Assigned and trained a qualified person to be the pest manager	☐	☑	☐
2b.	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	☑	☐	☐
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	☑	☐	☐

3. SETTING PEST MANAGEMENT OBJECTIVES

3a.	Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)	☑	☐	☐
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)	☑	☐	☐

4. INSPECTING, IDENTIFYING, AND MONITORING

4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	☑	☐	☐
4b.	Identified potential pest habitats in buildings and grounds	☑	☐	☐
4c.	Pinpointed the source of any current pest problems	☑	☐	☐
4d.	Monitored to determine the extent of pest problems and to estimate pest populations	☑	☐	☐
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	☑	☐	☐
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat	☑	☐	☐

5. SETTING ACTION THRESHOLDS



	Yes	No	N/A
5a. Evaluated all available data obtained through inspecting, identifying, and monitoring	☑	☐	☐
5b. Determined how many pests the school buildings, grounds, and occupants can tolerate	☐	☑	☐
5c. Set action thresholds	☐	☑	☐

6. PREVENTIVE STRATEGIES

INDOOR SITES

6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas:

• Entryways	☑	☐	☐
• Classrooms	☑	☐	☐
• Gymnasiums	☑	☐	☐
• Locker rooms	☑	☐	☐
• Offices	☑	☐	☐
• Staff lounges	☑	☐	☐
• Bathrooms	☑	☐	☐
• Food preparation and serving areas	☑	☐	☐
• Rooms with extensive plumbing	☑	☐	☐
• Maintenance areas	☑	☐	☐
• Other	☑	☐	☐

☐

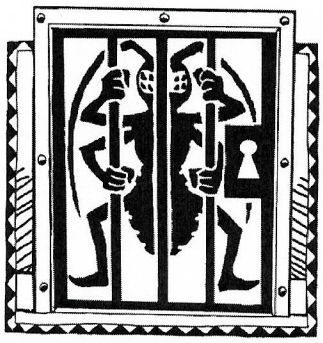
OUTDOOR SITES

6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas:

• Playgrounds	☑	☐	☐
• Parking lots	☑	☐	☐
• Lawns and athletic fields	☑	☐	☐
• Teaching gardens or greenhouses	☑	☐	☐
• Loading docks	☑	☐	☐
• Dumpsters	☑	☐	☐
• Areas with ornamental shrubs and trees	☑	☐	☐
• Other	☑	☐	☐

7. PESTICIDE USE AND STORAGE

7a. Explored alternative pest management methods before concluding that pesticides were necessary	☑	☐	☐
7b. Ensured that pest management professionals integrate IPM into their pest management methods	☑	☐	☐
7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules	☑	☐	☐
7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals	☑	☐	☐
7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area	☑	☐	☐
7f. Used protective clothing or equipment when applying pesticides	☑	☐	☐
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.)

	Yes	No	N/A
7h. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	☑	☐	☐
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	☑	☐	☐
7k. Ensured that parents are notified of upcoming pesticide applications through letters	☑	☐	☐
7l. Kept copies of current pesticide labels and information on pesticides easily accessible	☑	☐	☐
7m. Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑	☐	☐
7n. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	☐	☐	☑
7o. Ensured that flammable liquids are stored away from ignition sources	☑	☐	☐
7p. Ensured that pesticides are stored in their original containers and all lids are securely fastened	☐	☐	☑
7q. Ensured that air in the storage space cannot mix with the air in the central ventilation system	☑	☐	☐

8. EVALUATING RESULTS AND RECORD KEEPING

8a. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑	☐	☐
8b. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	☑	☐	☐
8c. Ensured that each log book contains the following items:			
• Copy of the pest management plan	☑	☐	☐
• Service schedules for maintenance of buildings and grounds	☑	☐	☐
• Current EPA-registered labels	☑	☐	☐
• Current Material Safety Data Sheets (MSDS) for each pesticide project	☑	☐	☐
• Pest surveillance data sheets	☑	☐	☐
• Diagram noting the location of pest activity, traps, and bait stations	☑	☐	☐

NOTES



Food Service Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks Middle School

Room or Area: Kitchen & Associated Serving Areas Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. COOKING AREA

		Yes	No	N/A
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	☑	☐	☐
1b.	Checked for odors near cooking, preparation, and eating areas	☑	☐	☐
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	☑	☐	☐
1d.	Determined that gas appliances function properly	☑	☐	☐
1e.	Verified that gas appliances are vented outdoors	☑	☐	☐
1f.	Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used	☑	☐	☐
1g.	Ensured that kitchen is clean after use	☑	☐	☐
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑	☐	☐
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☐	☐	☑
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑	☐	☐

2. FOOD HANDLING AND STORAGE

2a.	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	☑	☐	☐
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces	☑	☐	☐
2c.	Ensured that food preparation, cooking, and storage practices are sanitary	☑	☐	☐
2d.	Disposed of food scraps properly and removed crumbs	☑	☐	☐
2e.	Cleaned counters with soap and water or a disinfectant (according to school policy)	☑	☐	☐
2f.	Swept and wet mopped floors	☑	☐	☐

3. WASTE MANAGEMENT

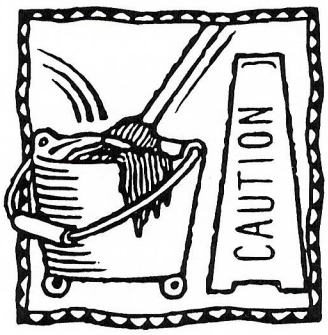
3a.	Selected and placed waste in appropriate containers	☑	☐	☐
3b.	Ensured that containers' lids are securely closed	☐	☑	☐
3c.	Separated food waste and food-contaminated items from other wastes, if possible	☐	☑	☐
3d.	Stored waste containers in a well-ventilated area	☑	☐	☐
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑	☐	☐

4. DELIVERIES

	Yes	No	N/A
4a. Instructed vendors to avoid idling their engines during deliveries	☑	☐	☐
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 and kitchen	☑	☐	☐



NOTES



Building and Grounds Maintenance Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks High School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. BUILDING MAINTENANCE SUPPLIES

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

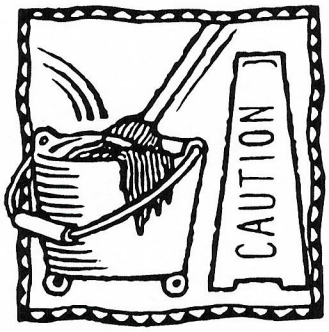
2. GROUNDS MAINTENANCE SUPPLIES

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

3. DUST CONTROL

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

4. FLOOR CLEANING



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

5. DRAIN TRAPS

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

6. MOISTURE, LEAKS, AND SPILLS

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

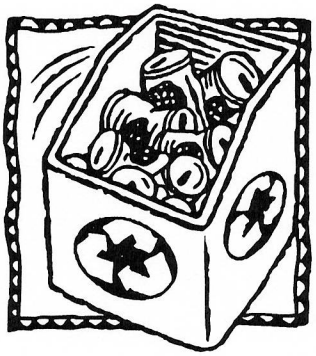
7. COMBUSTION APPLIANCES

7a. Checked for odors from combustion appliances	☑	☐	☐
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	☑	☐	☐

8. PEST CONTROL

8a. Completed the *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks High School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. WASTE MANAGEMENT

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

NOTES



Ventilation Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks High School

Unit Ventilator/AHU No: Various throughout High School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - WLPS*

Instructions

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

1. OUTDOOR AIR INTAKES

	Yes	No	N/A
1a. Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)	☑	☐	☐
1b. Ensured that the ventilation system was on and operating in "occupied" mode	☑	☐	☐

ACTIVITY 1: OBSTRUCTIONS

1c. Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	☑	☐	☐
1d. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)	☑	☐	☐

ACTIVITY 2: POLLUTANT SOURCES

1e. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	☑	☐	☐
1f. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	☑	☐	☐
1g. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)	☐	☐	☑

ACTIVITY 3: AIRFLOW

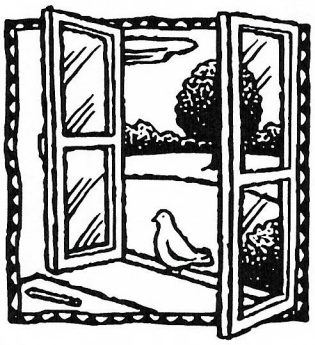
1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic)	☑	☐	☐
1i. Confirmed that outdoor air is entering the intake appropriately	☑	☐	☐

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

2a. Replaced filters per maintenance schedule	☑	☐	☐
2b. Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	☑	☐	☐
2c. Vacuumed filter areas before installing new filters	☑	☐	☐
2d. Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter	☑	☐	☐
2e. Confirmed proper installation of filters (correct direction for airflow)	☑	☐	☐

2. SYSTEM CLEANLINESS (continued)



ACTIVITY 5: DRAIN PANS

	Yes	No	N/A
2f. 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	☐	☐	☑

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

2l. Checked mechanical room for unsanitary conditions, leaks, and spills	☑	☐	☐
2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	☑	☐	☐

3. CONTROLS FOR OUTDOOR AIR SUPPLY

3a. Ensured that air dampers are at least partially open (minimum position)	☑	☐	☐
3b. Ensured that minimum position provides adequate outdoor air for occupants	☑	☐	☐

ACTIVITY 9: CONTROLS INFORMATION

3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed)	☑	☐	☐

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

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 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)	☐	☐	☑
3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)	☐	☐	☑

ACTIVITY 12: OUTDOOR AIR DAMPERS

3k. Ensured that the outdoor air damper is visible for inspection	☑	☐	☐
3l. 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)

	Yes	No	N/A
3n. Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler	☑	☐	☐
3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on	☑	☐	☐
3p. If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F	☑	☐	☐
3q. If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F	☐	☐	☑
3r. If the outdoor air damper does not move, confirmed the following items:			
• The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight	☐	☐	☑
• Moving parts are free of impediments (e.g., rust, corrosion)	☐	☐	☑
• Electrical wire or pneumatic tubing connects to the damper actuator	☐	☐	☑
• The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)	☐	☐	☑

Proceed to Activities 13–16 if the damper seems to be operating properly.

ACTIVITY 13: FREEZE STATS

3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals	☑	☐	☐
OR			
3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)	☐	☐	☑
3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats	☐	☐	☑

NOTE: HVAC systems with water coils need protection from the cold. The freeze-stat may close the outdoor air damper and disconnect the supply air when tripped. The typical trip 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	☑	☐	☐
3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting	☑	☐	☐

ACTIVITY 15: ECONOMIZERS

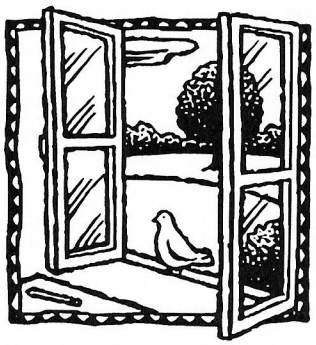
3x. Confirmed proper economizer settings based on design specifications or local practices	☑	☐	☐

NOTE: The dry-bulb is typically set at 65°F or lower.

3y. Checked that sensor on the economizer is shielded from direct sunlight	☑	☐	☐
3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications	☑	☐	☐

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

	Yes	No	N/A
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)	☑	☐	☐
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 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 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

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*
- *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, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

	Yes	No	N/A
5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces	☑	☐	☐

Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see "How to Measure Airflow").

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	☑	☐	☐

6. QUANTITY OF OUTDOOR AIR

ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS

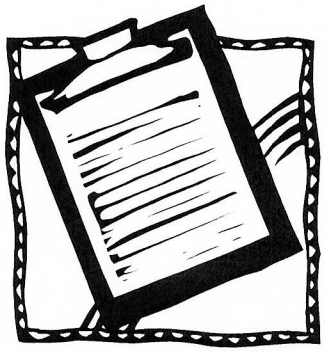
NOTE: Refer to "How to Measure Airflow" for techniques.

6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit	☐	☑	☐
6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration	☐	☑	☐
6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	☐	☑	☐

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES

6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	☐	☑	☐
6e. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1	☐	☑	☐

NOTES



Walkthrough Inspection Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks High School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory P. Weigert - W.P.S.*

Instructions

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

1. GROUND LEVEL

		Yes	No	N/A
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	☑	☐	☐
1h.	Ensured that there is proper drainage away from the building (including roof downspouts)	☑	☐	☐
1i.	Ensured that sprinklers spray away from the building and outdoor air intakes	☐	☑	☐
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	☑	☐	☐

2. ROOF

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	☑	☐	☐
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	☑	☐	☐
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	☑	☐	☐

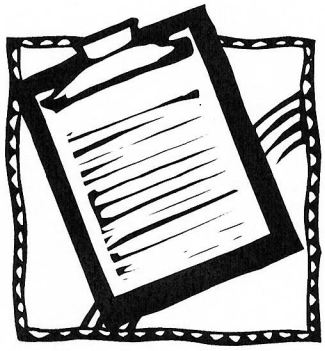
3. ATTIC

3a.	Checked for evidence of roof and plumbing leaks	☐	☐	☑
3b.	Checked for birds and animal nests	☐	☐	☑

4. GENERAL CONSIDERATIONS

4a.	Ensured that temperature and humidity are maintained within acceptable ranges	☐	☑	☐
4b.	Ensured that no obstructions exist in supply and exhaust vents	☑	☐	☐
4c.	Checked for odors	☑	☐	☐
4d.	Checked for signs of mold and mildew growth	☑	☐	☐

4. GENERAL CONSIDERATIONS (continued)



	Yes	No	N/A
4e. Checked for signs of water damage	☑	☐	☐
4f. Checked for evidence of pests and obvious food sources	☑	☐	☐
4g. Noted and reviewed all concerns from school occupants	☑	☐	☐

5. BATHROOMS AND GENERAL PLUMBING

5a. Ensured that bathrooms and restrooms have operating exhaust fans	☑	☐	☐
5b. Ensured proper drain trap maintenance:			
Water is poured down floor drains once per week (approx. 1 quart of water)	☑	☐	☐
Water is poured into sinks at least once per week (about 2 cups of water)	☑	☐	☐
Toilets are flushed at least once per week	☑	☐	☐

6. MAINTENANCE SUPPLIES

6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	☑	☐	☐
6b. Ensured that vents in chemical and trash storage areas are operating properly	☑	☐	☐
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	☑	☐	☐

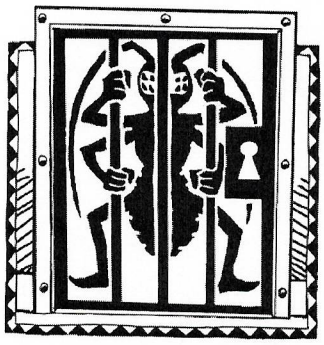
7. COMBUSTION APPLIANCES

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)	☑	☐	☐
8b. Determined date of last radon test	☑	☐	☐

NOTES



Integrated Pest Management Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks High School

Room or Area: Throughout Building Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. OFFICIAL POLICY STATEMENT

		Yes	No	N/A
1a.	Developed or located the school's official policy statement for integrated pest management (IPM)	☑	☐	☐

2. DESIGNATING PEST MANAGEMENT ROLES

2a.	Assigned and trained a qualified person to be the pest manager	☐	☑	☐
2b.	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	☑	☐	☐
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	☑	☐	☐

3. SETTING PEST MANAGEMENT OBJECTIVES

3a.	Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)	☐	☑	☐
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)	☑	☐	☐

4. INSPECTING, IDENTIFYING, AND MONITORING

4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	☑	☐	☐
4b.	Identified potential pest habitats in buildings and grounds	☑	☐	☐
4c.	Pinpointed the source of any current pest problems	☑	☐	☐
4d.	Monitored to determine the extent of pest problems and to estimate pest populations	☑	☐	☐
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	☑	☐	☐
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat	☑	☐	☐

5. SETTING ACTION THRESHOLDS



	Yes	No	N/A
5a. Evaluated all available data obtained through inspecting, identifying, and monitoring	☑	☐	☐
5b. Determined how many pests the school buildings, grounds, and occupants can tolerate	☐	☑	☐
5c. Set action thresholds	☐	☑	☐

6. PREVENTIVE STRATEGIES

INDOOR SITES

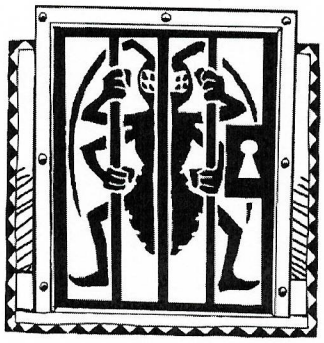
6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Entryways	☑	☐	☐
• Classrooms	☑	☐	☐
• Gymnasiums	☑	☐	☐
• Locker rooms	☑	☐	☐
• Offices	☑	☐	☐
• Staff lounges	☑	☐	☐
• Bathrooms	☑	☐	☐
• Food preparation and serving areas	☑	☐	☐
• Rooms with extensive plumbing	☑	☐	☐
• Maintenance areas	☑	☐	☐
• Other	☑	☐	☐

OUTDOOR SITES

6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Playgrounds	☑	☐	☐
• Parking lots	☑	☐	☐
• Lawns and athletic fields	☑	☐	☐
• Teaching gardens or greenhouses	☑	☐	☐
• Loading docks	☑	☐	☐
• Dumpsters	☑	☐	☐
• Areas with ornamental shrubs and trees	☑	☐	☐
• Other	☑	☐	☐

7. PESTICIDE USE AND STORAGE

7a. Explored alternative pest management methods before concluding that pesticides were necessary	☑	☐	☐
7b. Ensured that pest management professionals integrate IPM into their pest management methods	☑	☐	☐
7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules	☑	☐	☐
7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals	☑	☐	☐
7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area	☑	☐	☐
7f. Used protective clothing or equipment when applying pesticides	☑	☐	☐
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.)

	Yes	No	N/A
7h. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	☑	☐	☐
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	☑	☐	☐
7k. Ensured that parents are notified of upcoming pesticide applications through letters	☑	☐	☐
7l. Kept copies of current pesticide labels and information on pesticides easily accessible	☑	☐	☐
7m. Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑	☐	☐
7n. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	☐	☐	☑
7o. Ensured that flammable liquids are stored away from ignition sources	☑	☐	☐
7p. Ensured that pesticides are stored in their original containers and all lids are securely fastened	☐	☐	☑
7q. Ensured that air in the storage space cannot mix with the air in the central ventilation system	☑	☐	☐

8. EVALUATING RESULTS AND RECORD KEEPING

8a. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑	☐	☐
8b. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	☑	☐	☐
8c. Ensured that each log book contains the following items:			
• Copy of the pest management plan	☑	☐	☐
• Service schedules for maintenance of buildings and grounds	☑	☐	☐
• Current EPA-registered labels	☑	☐	☐
• Current Material Safety Data Sheets (MSDS) for each pesticide project	☑	☐	☐
• Pest surveillance data sheets	☑	☐	☐
• Diagram noting the location of pest activity, traps, and bait stations	☑	☐	☐

NOTES



Food Service Checklist

Name: Gregory Weigert - Director of Facilities

School: Windsor Locks High School

Room or Area: Kitchen & Associated Serving Areas Date Completed: December 23rd, 2025

Signature: *Gregory L. Weigert - W.L.P.S.*

Instructions

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

1. COOKING AREA

		Yes	No	N/A
1a.	Determined that local exhaust fans operate properly (note if fans are excessively noisy)	☑	☐	☐
1b.	Checked for odors near cooking, preparation, and eating areas	☑	☐	☐
1c.	Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning	☑	☐	☐
1d.	Determined that gas appliances function properly	☑	☐	☐
1e.	Verified that gas appliances are vented outdoors	☑	☐	☐
1f.	Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used	☑	☐	☐
1g.	Ensured that kitchen is clean after use	☑	☐	☐
1h.	Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)	☑	☐	☐
1i.	Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application	☐	☐	☑
1j.	Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)	☑	☐	☐

2. FOOD HANDLING AND STORAGE

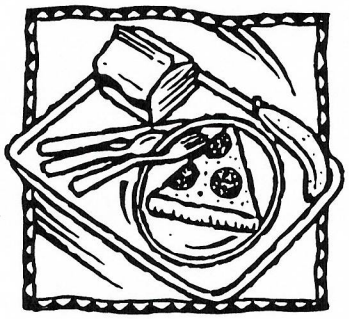
2a.	Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)	☑	☐	☐
2b.	Stored leftovers in well-sealed containers with no traces of food on outside surfaces	☑	☐	☐
2c.	Ensured that food preparation, cooking, and storage practices are sanitary	☑	☐	☐
2d.	Disposed of food scraps properly and removed crumbs	☑	☐	☐
2e.	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	☑	☐	☐
3b.	Ensured that containers' lids are securely closed	☐	☑	☐
3c.	Separated food waste and food-contaminated items from other wastes, if possible	☐	☑	☐
3d.	Stored waste containers in a well-ventilated area	☑	☐	☐
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	☑	☐	☐

4. DELIVERIES

	Yes	No	N/A
4a. Instructed vendors to avoid idling their engines during deliveries	☑	☐	☐
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 and kitchen	☑	☐	☐



NOTES

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