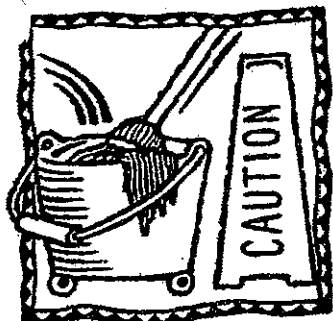




Building and Grounds Maintenance Checklist

Name: GARY FORBES
 School: BURR ELEMENTARY
 Room or Area: _____ Date Completed: 4/15/26
 Signature: [Signature]

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

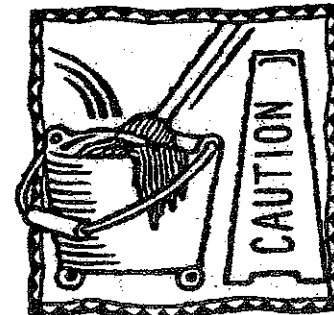
- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 6a. Checked for moldy odors | ☒ | ☐ | ☐ |
| 6b. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks) | ☒ | ☐ | ☐ |
| 6c. Checked areas where moisture 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

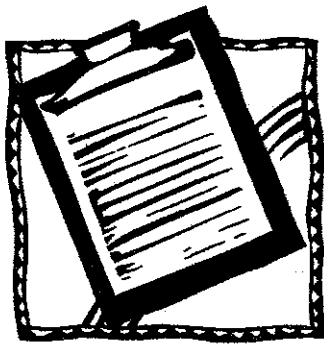
- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 8a. Completed the <i>Integrated Pest Management Checklist</i> | ☒ | ☐ | ☐ |
|---|-------------------------------------|--------------------------|--------------------------|



NOTES

ROOF LEAKS IN GYM, MUSIC ROOM, PORTABLE CLASSROOM
HALLWAY

FLOOR TILES MISSING AND/OR BROKEN IN A-P ROOM



Walkthrough Inspection Checklist

Name: GARY FORBES
 School: BURR ELEMENTARY
 Room or Area: _____ Date Completed: 4/6/26
 Signature: _____

Instructions

1. Read the *IAQ Background* 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

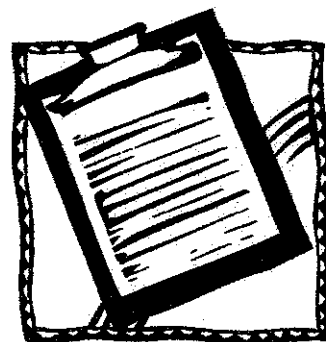
3a. Checked for evidence of roof and plumbing leaks	☐	☒	☐
3b. Checked for birds and animal nests	☒	☐	☐

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 -

KITCHEN TILE

KITCHEN GREASE TRAP NEEDS REPAIR

AP ROOM TILE FLOOR NEEDS TO BE REPLACED

EXTERNAL DOORS ?

Gym ROOF LEAKS

Gym PADDING ON WALLS COMING LOOSE

Gym FLOOR NEEDS TO BE REPLACED

Boys BATHROOM NEAR GYM SINK IS CRACKED

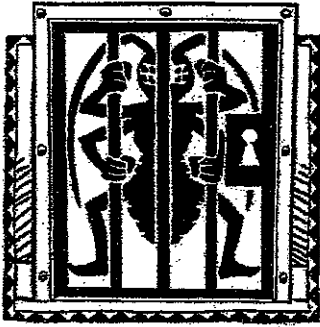
MUSIC ROOM ROOF LEAK

MUSIC ROOM PAINT PEELING

TURN OVER →

4/15/26

1 of 3



Integrated Pest Management Checklist

Name: ERR GARY FORRES
 School: BIRCH ELEMENTARY
 Room or Area: May 1st Date Completed: 4/15/26
 Signature: [Signature]

Instructions

1. Read the *IAQ Background* 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

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

2. DESIGNATING PEST MANAGEMENT ROLES

- 2a. Assigned and trained a qualified person to be the pest manager ☒ Yes ☐ No ☒ N/A
 2b. Involved decision makers in the IPM program ☐ Yes ☐ No ☒ N/A
 2c. Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter ☒ Yes ☐ No ☐ N/A
 2d. Encouraged parents to learn about IPM practices and implement them at home ☐ Yes ☐ No ☒ N/A
 2e. Developed a program to educate and train all IPM participants ☐ Yes ☐ No ☒ N/A
 2f. Included language about IPM into contracts with pest management professionals ☒ Yes ☐ No ☐ N/A

3. SETTING PEST MANAGEMENT OBJECTIVES

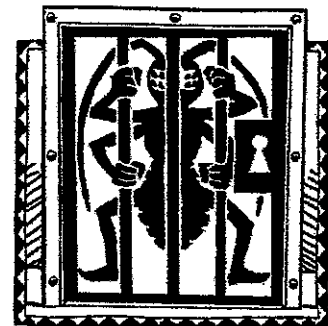
- 3a. Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure) ☐ Yes ☐ No ☒ N/A
 3b. Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible) ☒ Yes ☐ No ☐ N/A

4. INSPECTING, IDENTIFYING, AND MONITORING

- 4a. Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites ☒ Yes ☐ No ☐ N/A
 4b. Identified potential pest habitats in buildings and grounds ☒ Yes ☐ No ☐ N/A
 4c. Pinpointed the source of any current pest problems ☒ Yes ☐ No ☐ N/A
 4d. Monitored to determine the extent of pest problems and to estimate pest populations ☒ Yes ☐ No ☐ N/A
 4e. Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems ☒ Yes ☐ No ☐ N/A
 4f. Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat ☒ Yes ☐ No ☐ N/A

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 | ☒ | ☐ | ☐ |

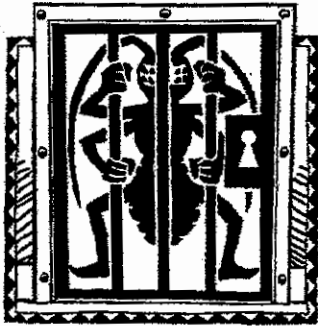
OUTDOOR SITES

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 baits and 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 | ☒ | ☐ | ☐ |

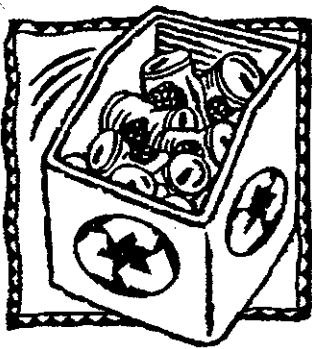
8. EVALUATING RESULTS AND RECORD KEEPING

- | | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|
| 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

OPENING IN EXTERIOR DOORS PEST CAN ENTER BUILDING

4/15/26



Waste Management Checklist

Name: GARY FORBES
 School: BURR ELEMENTARY
 Room or Area: _____ Date Completed: 4/15/26
 Signature: [Signature]

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