

April 28, 2026

Mr. Angelus Papageorge
Executive Director of Operations
Fairfield Public Schools

**RE: Indoor Air Quality (IAQ)/Tools for Schools (TFS)
2025 Compliance Program
Fairfield Public Schools
Mill Hill Elementary School**

Fairfield Public Schools (the “District”), in conjunction with TRC, performed the required 2025 annual inspection and evaluation of the indoor air quality (IAQ) utilizing the U.S. Environmental Protection Agency’s (EPA) IAQ Tools for Schools (TFS) Program at all District school buildings. The inspections and evaluations were performed in accordance with Connecticut General Statutes (CGS) § 10-220(d)(2) and assessed the following fourteen categories:

- A: Heating, Ventilation and Air Conditioning Systems
- B: Radon Levels in the Air
- C: Potential for Exposure to Microbiological Airborne Particles (including, but not limited to fungi, mold and bacteria)
- D: Chemical Compounds of concern to Indoor Air Quality (including, but not limited to, volatile organic compounds)
- E: Degree of Pest Infestation (including, but not limited to insects and rodents)
- F: Degree of Pesticide Usage
- G: Presence of and the Plans for Removal of any Extremely Hazardous Substances
- H: Ventilation Systems
- I: Plumbing (including water distribution systems, drainage systems and fixtures)
- J: Moisture Incursion
- K: Overall Cleanliness of the Facilities
- L: Building Structural Elements (including, but not limited to, roofing, basements or slabs)
- M: Use of Space (particularly areas that were designed to be unoccupied)
- N: Provision of Indoor Air Quality Maintenance Training for Building Staff

As part of the inspection/evaluation of each school building, six EPA TFS checklists (Building and Grounds Maintenance, Waste Management, Ventilation, Walkthrough Inspection, Integrated Pest Management and Food Service) were completed which helped inform the majority of the information provided for the above fourteen categories. In order to complete the six checklists and inspect/evaluate school conditions regarding all fourteen categories listed above, a review of applicable documents/plans and an on-site assessment of the school were performed.

Reports for all Districts will be posted to each school’s website and the District website in accordance with CGS § 10-220(d).

Uniform Indoor Air Quality Inspection and Evaluation Report

Reporting Year: 2025

Report Date: April 28, 2026

District: Fairfield

School: Mill Hill Elementary School, 635 Mill Hill Terrace, Southport, CT

In accordance with Section 10-220(d) of the Connecticut General Statutes (referred to as “CGS § 10-220(d)” or the “IAQ Statute”), Fairfield Public Schools (FPS) conducted an Indoor Air Quality (IAQ) inspection and assessment of Mill Hill Elementary School (School) in February 2025 to satisfy the 2025 inspection/assessment requirements. This report summarizes the inspections and evaluations performed at the School based on the fourteen IAQ categories listed in the IAQ Statute. Where relevant, FPS utilized and adhered to the U.S. Environmental Protection Agency’s (EPA) IAQ Tools for Schools (TFS) guidance and checklists during the inspections and assessments. The completed TFS checklists for the 2025 assessment requirement of the School are provided in Appendix A.

MILL HILL ELEMENTARY SCHOOL		
Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
A: Heating, Ventilation and Air Conditioning (HVAC) Systems	Ensure that the School’s HVAC systems are: (1) maintained and operated in accordance with the prevailing maintenance standards at the time of installation or renovation of such system; and (2) operated continuously during the hours in which students or School personnel occupy School facilities, except (A) during scheduled maintenance and emergency repairs, and (B) during periods for which School officials can demonstrate that the	• Ventilation at the School is supplied by forced hot air and individual rooftop A/C units • Representative interior CO₂ measurements identified levels were within ASHRAE guidelines which indicates adequate fresh air supply. • Representative interior RH measurements identified levels were below ASHRAE guidelines. These results can be attributed to seasonal conditions. • Custodial closets and bathrooms would benefit from improved ventilation.

MILL HILL ELEMENTARY SCHOOL		
Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
	quantity of outdoor air supplied provides sufficient air changes. CGS § 10-231e. Perform an evaluation of the entire ventilation system specifically looking at cleanliness, air intakes, system controls, air distribution, quantity of outdoor air and exhaust systems. Use Walkthrough Inspection and Ventilation Checklists.	The above findings were corrected where possible.
B: Radon Levels in the Air	Evaluate if the current radon testing program is in compliance the CTDPH radon program.	The school district was evaluated for radon during the 2022 testing season to satisfy the five-year testing requirement and again in 2025 based on the updated regulations (CGS 10-220 (d)); school buildings shall be tested on a three-year cycle going forward.
C: Potential for Exposure to Microbiological Airborne Particles (including, but not limited to fungi, mold and bacteria)	Look for evidence of any mold growth (visual/odor) and potential sources of moisture intrusion/build-up (stains on building materials, poor drainage around the building, plumbing leaks, condensation, etc.) which often lead to mold growth. Use Walkthrough Inspection, Building & Grounds Maintenance and Food Service Checklists.	- No visible mold growth was observed in any areas during walkthroughs. - No musty odors were observed in any areas during walkthroughs. - Some staining on ceiling tiles and sheetrock ceilings were observed indicating a potential historical water leak from roof or piping. Work orders were issued to repair or replace ceiling materials where required.

MILL HILL ELEMENTARY SCHOOL		
Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
D: Chemical Compounds of concern to Indoor Air Quality (including, but not limited to, volatile organic compounds)	Evaluate potential sources of chemical compounds within the school. Assess if chemical compounds (cleaners, gasoline, etc.) are properly used, stored and labeled. Ensure there is proper ventilation for combustion appliances (working flues and/or exhaust hoods). Evaluate potential sources of air contamination from outside the building (exhaust from neighboring buildings, excessive idling outside school, etc.). Use Walkthrough Inspection and Building & Grounds Maintenance Checklists.	• Chemical storage areas would benefit from improved ventilation. • No fuel is stored on-site for exterior building and grounds maintenance equipment. • All kitchen exhaust fans are working and vented outside. • Signage that instructs vendors/delivery trucks to not idle in receiving areas was not identified at the time of inspection.

MILL HILL ELEMENTARY SCHOOL

Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
E: Degree of Pest Infestation (including, but not limited to insects and rodents)	Evaluate if there is a pest infestation or if there are conditions in the building likely to contribute to a future issue. Determine if there are bird/rodent nests or any guano accumulations withing the building or near air intakes. Assess if regular cleaning is occurring and appears to be sufficient, if there are any points of infiltration into the building, if food is properly stored and if food waste is properly containerized. Use Walkthrough Inspection, Waste Management, Food Service, Building & Grounds Maintenance and Integrated Pest Management Checklists.	• No signs of pest infestation were noted at the school. • No potential pest entry points were noted around the building. • Contracts with third party extermination contractors exist. The assessment did not identify any material pest issues at the School.
F: Degree of Pesticide Usage	Evaluate use and storage of pesticides, by determining if pesticides are utilized, and if so; what type, where/how often they are applied and where/how they are stored. Evaluate the integrated pest management (IPM) plan and assess if it is in compliance with CGS § 10-231a-231d, is current and is being followed. Use Integrated Pest Management Checklist.	• Pesticides are not applied regularly at the school and are not stored on-site. • If needed, pesticides are utilized on a case-by-case basis and applied by a licensed pesticide contractor. • An IPM plan is currently in place by FPS.

MILL HILL ELEMENTARY SCHOOL		
Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
G: Presence of and the Plans for Removal of any Hazardous Substances	Determine if any “Extremely Hazardous Substances” (EHSs), as defined in Section 302 of the federal Emergency Planning and Community Right-to-Know Act, 42 USC § 9601 et seq., are present at the School. The use of any EHSs, as defined in Section 302, would require an annual Tier II report be submitted to EPA.	- School representatives indicate no Tier II report has been submitted to EPA for the School. - Additionally, inspections did not indicate the presence of EHSs at the School.
H: Ventilation Systems	Ventilation Systems is addressed in Category A.	See notes for Category A.
I: Plumbing (including water distribution systems, drainage systems and fixtures)	Review water distribution and associated drainage systems. Ensure they are regularly maintained (i.e., drain trap maintenance, flushing toilets, running taps). Note any leaks (or evidence of previous leaks) in distribution or drainage lines (source of potential mold growth) or odors emanating from drains. Use Walkthrough Inspection, Food Service and Building & Grounds Maintenance Checklists.	A regular schedule for floor drain, sink and toilet maintenance was available at the time of inspection.

MILL HILL ELEMENTARY SCHOOL

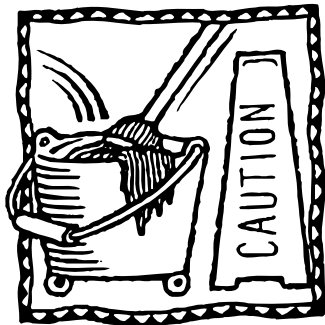
Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
J: Moisture Incursion	Evaluate the building envelope and determine if there is any moisture/water entering the building. Assess roof to determine if water ponding is occurring due to blocked drains and ensure roof downspouts are draining away from building. Look for pooling of water near foundation, evidence of condensation on windows and exterior walls, any water/moisture sources near outdoor air intakes and evidence (staining or mold growth) of any water leaking into building. Use Walkthrough Inspection, Food Service and Building & Grounds Maintenance Checklists.	Some staining on ceiling tiles and sheetrock ceilings was observed indicating a potential water leak from the roof or piping.
K: Overall Cleanliness of the Facilities	Assess overall cleanliness of school by looking at cleaning schedules and procedures (dusting, mopping, sweeping, vacuuming). Evaluate sanitary conditions in food handling and storage areas. Look for any evidence of dirt/dust accumulation. Use Walkthrough Inspection, Food Service, Waste Management and Integrated Pest Management Checklists.	A small amount of dust accumulation was observed in a few areas; however, the overall cleanliness of the School facility was satisfactory.

MILL HILL ELEMENTARY SCHOOL		
Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
L: Building Structural Elements (including, but not limited to, roofing, basements or slabs)	Visually evaluate the roof and structural components of the building to ensure regular maintenance and repairs (when necessary) are occurring. Look for cracks in foundations, uneven or cracked slabs, excessive rust or deterioration on structural beams/columns, damaged staircases, etc. Use Walkthrough Inspection and Building & Grounds Maintenance Checklists.	Some instances of cracking on exterior foundation noted.
M: Use of Space (particularly areas that were designed to be unoccupied)	Evaluate use of school space with a focus on spaces not originally designed for occupancy. The intent is to ensure these areas have proper ventilation, heating and cooling for its current use. A couple examples would be: - A basement storage room converted to an office or classroom may not have any ventilation. - A large classroom may be split into two classrooms leaving the ventilation supply in one room and the ventilation exhaust in the other.	Inspector notified that room 153 was initially used as a closet. It has been converted into a small classroom.

MILL HILL ELEMENTARY SCHOOL		
Categories Evaluated	CGS § 10-220(d)(2) Category Summary/ General Assessment Scope	Findings/Items of Note
N: Provision of Indoor Air Quality Maintenance Training for Building Staff	Confirm School or District staff have necessary training records.	• IAQ/Tools for Schools Training Documents provided to District/Maintenance/IAQ Coordinator. • District/Maintenance/IAQ Coordinator were involved in the inspection/assessment process under the supervision of TRC's inspector.

Appendix A

2025 TFS Checklists for Mill Hill Elementary School



Building and Grounds Maintenance Checklist

Name: Andrew Smith

School: Mill Hill Elementary School

Room or Area: _____ Date Completed: February 10, 2025

Signature: Andrew Smith

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. 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

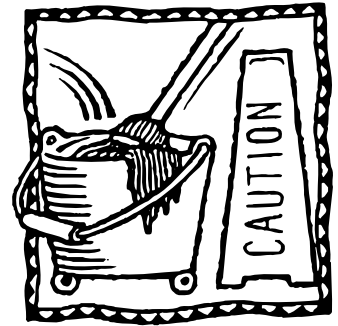
6a. Checked for moldy odors	☒	☐	☐
6b. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	☒	☐	☐
6c. Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	☒	☐	☐
6d. Checked that windows, windowsills, and window 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>	☒	☐	☐
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NOTES



Food Service Checklist

Name: Andrew Smith

School: Mill Hill Elementary School

Room or Area: _____ Date Completed: February 10, 2025

Signature: Andrew Smith

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



Integrated Pest Management Checklist

Name: Andrew Smith

School: Mill Hill Elementary School

Room or Area: _____ Date Completed: February 10, 2025

Signature: Andrew Smith

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 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 | ☒ | ☐ | ☐ |



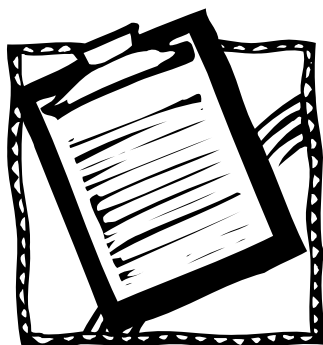
7. PESTICIDE USE AND STORAGE (cont.)

	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



Walkthrough Inspection Checklist

Name:	Andrew Smith		
School:	Mill Hill Elementary School		
Room or Area:		Date Completed:	February 10, 2025
Signature:	<i>Andrew Smith</i>		

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

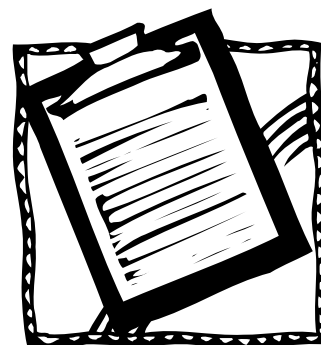
6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	☒	☐	☐
6b. Ensured that vents in chemical and trash storage areas are operating properly	☒	☐	☐
6c. Ensured that portable fuel containers are properly closed	☐	☐	☒
6d. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines	☐	☐	☒

7. COMBUSTION APPLIANCES

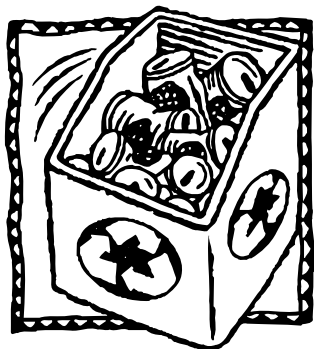
7a. Checked for combustion gas and fuel odors	☒	☐	☐
7b. Ensured that combustion appliances have flues or exhaust hoods	☒	☐	☐
7c. Checked for leaks, disconnections, and deterioration	☒	☐	☐
7d. Ensured there is no soot on inside or outside of flue components	☐	☒	☐

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



Waste Management Checklist

Name:	Andrew Smith		
School:	Mill Hill Elementary School		
Room or Area:		Date Completed:	February 10, 2025
Signature:	<i>Andrew Smith</i>		

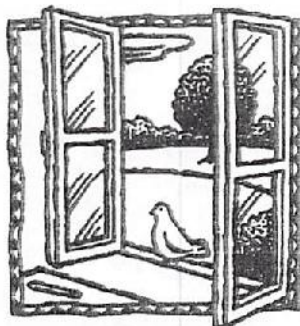
Instructions

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

1. 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: Angelus Papageorge
 School: M.H. Hill Elementary School
 Unit Ventilator/AHU No: _____
 Room or Area: A. Papageorge Date Completed: 4/1/2024
 Signature: _____

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

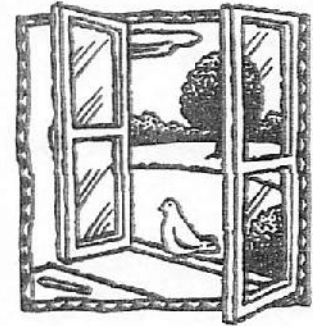
- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 3d. Turned summer-winter switches to the correct position | ☒ | ☐ | ☐ |
| 3e. Set time clocks appropriately | ☒ | ☐ | ☐ |
| 3f. Ensured that settings fit the actual schedule of building use (including night/weekend use) | ☒ | ☐ | ☐ |

ACTIVITY 11: CONTROL COMPONENTS

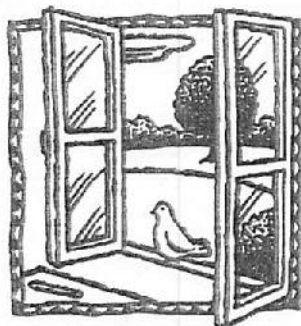
- | | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting | ☐ | ☒ | ☐ |
| 3h. Checked that the line dryer prevents 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

- 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) ☒ Yes ☐ No ☐ N/A

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).

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

Stand outside the room with the door slightly open while checking airflow high 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