Board of Education

RESCHEDULED REGULAR MEETING

Thursday, June 18, 2026 – 5:30 p.m.

Waterbury Arts Magnet School, 16 South Elm Street, Waterbury, CT

This meeting will be broadcasted live on the City of Waterbury's Government Access Channel (Comcast 96, Frontier 6096) and streamed live on YouTube at https://youtu.be/TratOMBltIk.

A G E N D A

1. Silent Prayer

2. Pledge of Allegiance to the Flag

3. Roll Call

4. Communications

a) Communication dated June 1, 2026 from Chief Operating Officer Nicholas Albini regarding formal notice of completed State of Connecticut Annual Inspections and Evaluations of All School Facilities Indoor Air Quality (IAQ), and Heating, Ventilation and Air Conditioning (HVAC) Reporting.
b) Copy of communication dated May 8, 2026 from Civil Service certifying Kyra Watt for the position of Paraprofessional I.
c) Copy of communication dated May 13, 2026 from Civil Service certifying Joseph Giampetruzzi for the position of Attendance Counselor.
d) Copy of communication dated May 19, 2026 from Civil Service certifying Alexa Rudel for the position of Food Service Helper.
e) Copy of communications dated May 20, 2026 from Civil Service certifying Robert Byrd, Kyle Henry and Elsa Lopes for the position of Maintainer I.
f) Copy of communications dated May 21, 2026 from Civil Service certifying Jette Trueheart and Sheilyn Zayas for the position of Paraprofessional II.
g) Copy of communications dated May 22, 2026 from Civil Service certifying Maryann McKay and Mary Oley for the position of Paraprofessional II.
h) Copy of communication dated June 1, 2026 from Civil Service certifying Ebner Calo Valdes for the position of Administrative Associate II.
i) Copy of communication dated June 1, 2026 from Civil Service certifying Mark Angelett for the position of Paraprofessional I.
j) Copy of revised communication dated June 1, 2026 from Civil Service certifying Robert Byrd for the position of Maintainer I.
k) Copy of communication dated June 3, 2026 from Civil Service certifying Jennifer Marino for the position of Director of Personnel – Talent Management.
l) Copy of communication dated June 3, 2026 from Civil Service certifying Suzan Dennis Strickland for the position of Cook Lead.
m) Copy of communication dated June 3, 2026 from Civil Service certifying Tabitha Figueroa for the position of Paraprofessional I.
n) Copy of communication dated June 4, 2026 from Civil Service certifying Stephen Ezzo for the position of Carpenter Foreperson.
o) Copy of communication dated June 5, 2026 to Fernanda Vitinio-Villarreal regarding voluntary demotion to Food Service Worker.
p) Copy of communication dated May 8, 2026 from Civil Service certifying Sidney Boles to the position of Cook.

5. Public Addresses the Board - All speakers are encouraged to submit prepared written statements to the Commissioners. Comments shall be limited to a maximum of five minutes. There will be no responses this evening to any questions or concerns raised; they will be referred to the Administration for review and response.

6. Superintendent's Announcements

7. President's Comments

8. Student Representative Comments

9. Executive Session for discussion concerning the appointment, employment, performance, evaluation, health, or dismissal of a public officer or employee.

10. Consent Calendar

10.1 *Committee of the Whole:* Request approval of a Memorandum of Understanding with New Opportunities Inc. Retired & Senior Volunteer Program (RSVP).

10.2 *Committee of the Whole:* Request approval of a Memorandum of Understanding with New Opportunities Foster Grandparent Program.

10.3 *Committee of the Whole:* Request approval of a no-cost Memorandum of Understanding with State Education Resource Center (SERC) to support implementation of youth prevention efforts.

10.4 *Committee on Building & School Facilities:* Request approval of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at Wendell L. Cross Elementary School (DAS Project 151-0310 PV).

10.5 *Committee on Building & School Facilities:* Request approval of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at M. M. Generali Elementary School (DAS Project 151-0311 PV).

10.6 *Committee on Building & School Facilities:* Request approval of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at Sprague Elementary School (DAS Project 151-0312 PV).

10.7 *Committee on Building & School Facilities:* Request approval of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project B. W. Tinker Elementary School (DAS Project 151-0313 PV).

10.8 *Committee on Building & School Facilities:* Request approval of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at West Side Middle School (DAS Project 151-0314 PV).

10.9 *Committee on Finance:* Request approval to apply for the CT State Department of Education, Office of Student Supports, Learner Engagement and Attendance Program (LEAP) Grant.

10.10 *Committee on Finance:* Request approval of a Professional Services Agreement with Connecticut Junior Republic Association, Inc. for SAFE Program and School-Based Clinic Program.

10.11 *Committee on Finance:* Request approval of a Transportation Microgrant Agreement with Naugatuck Valley Council for North End Middle School.

10.12 *Committee on Finance:* Request approval of Amendment Two (2) to the Professional Services Agreement (RFP 6636) with Phi Delta Kappa Internationals, Inc., D/B/A Educators Rising for Teacher Preparation Courses (correction of previously approved Agreement).

10.13 *Committee on Finance:* Request approval of Amendment Two (2) to the Professional Services Agreement with Empirical Resolutions, Inc. for an Online Grammar and Writing Program.

10.14 *Committee on Finance:* Request approval of a Research Study and Data Protection Agreement with Benchmark Education.

10.15 *Committee on Finance:* Request approval to apply for the CSDE Nita M. Lowey 21st Century Community Learning Centers Grant.

10.16 *Committee on Finance:* Request approval of a Professional Services Agreement with IXL Learning, Inc. for Data Hub Setup, Configuration and Implementation.

10.17 *Committee on Finance:* Request approval of a Professional Services for Math Teacher Training with Math Concepts, Incorporated.

10.18 *Committee on Finance:* Request approval of a Construction Contract with Empire Paving, Inc. for Driggs Elementary Parking Lot Improvements.

10.19 *Committee on Finance:* Request approval of a Construction Contract with N & S Electric, Inc. for theatrical lighting system upgrades at WAMS.

10.20 *Committee on Finance:* Request approval of Amendment #2 to the Professional Services Agreement with Catapult Learning, LLC for Waterbury Non-Public Schools (Title I) Tutoring Services.

10.21 *Committee on School Personnel:* SAW Lateral transfer request.

10.22 *Committee on Building & School Facilities:* Use of school facilities by school organizations and/or City departments.

10.23 *Committee on Building & School Facilities:* Use of school facilities by outside organizations and/or waiver requests.

11. Items Removed from Consent

12. Committee on Building & School Facilities – Vice President LaToya Ireland

12.1 Fee waiver request of City Youth Theater for their use of Crosby High School's Auditorium/Lobby.

12.2 Fee waiver request of City Youth Theater for their use of Crosby High School's Café/two classrooms.

12.3 Fee waiver request of Hoops 4 Life for their use of Reed's Gym.

12.4 Fee waiver request of Hoops 4 Life for their use of West Side Middle School's gym.

12.5 Fee waiver request of Be a Baller Not a Bully for their use of Wilby High School's gym/café.

12.6 Fee waiver request of CT Rebound for their use of Wilby High School's gym/café.

12.7 Fee waiver request of Waterbury Bridge to Success for their use of Reed School's café, gym, library, and rooms.

12.8 Fee waiver request of Waterbury Ballers for their use of Career Academy gym.

12.9 Fee waiver request of AI-3 Leadership Academy for their use of Kennedy High School's gym.

12.10 Fee waiver request of AI-3 Leadership Academy for their use of Crosby High School's gym.

12.11 Fee waiver request of AI-3 Leadership Academy for their use of Rotella Magnet School's gym.

13. Committee on Finance – Commissioner Orso

13.1 Request approval of a Contract Amendment with the State of Connecticut Office of Early Childhood for funding of Early Start CT.

13.2 Request approval of a Construction Contract with Glass Plus to provide Front Entry Door Replacements at Driggs and Wilson Schools.

13.3 Request approval of an Agreement with Prism Academy, LLC to provide educational services to students.

13.4 Request approval of the Department of Education's 2026/2027 Operating Budget.

14. Committee on Grievances – Commissioner Jackson

14.1 WTA Grievance 25-26-03.

15. Superintendent's Notification to the Board

15.1 Athletic appointments:

Name	*Position*	*School*	*Effective*
Tyson, Quintin	Head Football Coach	CHS	07/01/2026

15.2 Grant funded appointments:

Name	*Position*	*FT/PT*	*Rate*	*Union*	*Funding*	*Eff.*
Basile, David	Evening School Counselor Adult Ed (concurrent position)	PT	$36.00/hr	NON BOE	Adult Ed	05/07/26
Dinino, Robert	Evening Security Adult Ed	PT	$24.00/hr	NON BOE	Adult Ed	05/21/26
Kelly, Brandon	Network Specialist (12mth)	FT	$21.00/hr	UPSEU 69	Title I DW 25-27	05/07/26
Mason, Olivia	Parent Liaison-Kingsbury	FT	$20.97/hr	UPSEU 69	Title I DW 25-27	06/04/26
Ospalek, Patrick	Certified English Instr. Evening Adult Ed (concurrent position)	PT	$38.00/hr		Adult Ed	08/31/26

15.3 Miscellaneous appointments:

Name		*Assignment*	*Program*	*Location*
Murphy	Amber	Teacher	21st Century	Bucks Hill
Cruess	Carla	Administrator	RMS Summer School	Rotella
Philips	Cheryl	Sub Teacher	RMS Summer School	Rotella
Amenta	Justin	Teacher	Encore Arts Program	WAMS
Dadamo Vagnini	Marianna	Teacher	Encore Arts Program	WAMS
Leblanc	Danielle	Teacher	Encore Arts Program	WAMS
Magliaro	Alicia	Teacher	Encore Arts Program	WAMS
Maxen	Heather	Teacher	Encore Arts Program	WAMS
Burrus	John	Behavior Tech	Encore Arts Program	WAMS
Rivera	Michale	Administrator	Encore Arts Program	WAMS
Campbell	Lloyd	School Counselor	Summer Curriculum	n/a
Cancro	Dana	School Counselor	Summer Curriculum	n/a
Ferrari	Lindsay	School Counselor	Summer Curriculum	n/a
Martin	Melissa	School Counselor	Summer Curriculum	n/a
Matthews	Heather	School Counselor	Summer Curriculum	n/a
Moutinho	Ashley	School Counselor	Summer Curriculum	n/a
Poulter	Craig	School Counselor	Summer Curriculum	n/a
Sanchez	Maria	School Counselor	Summer Curriculum	n/a
Stellmach	Caryn	School Counselor	Summer Curriculum	n/a
Vernon	Tavoyah	School Counselor	Summer Curriculum	n/a
Diodonet	Yamailys	Summer Translation	Science Curriculum	n/a
Baillargeon	Jennifer	Committee Member	Summer ESL Curriculum	n/a
White	Lisa	Committee Member	Summer ESL Curriculum	n/a

15.4 EAS Elementary School Summer School appointments:

Name		*Assignment*	*Location*
Abarzua	Lauren	Carrington	Gr. K
Guarda	Karen	Carrington	Gr. K
McKenzie	Makeda	Carrington	Gr. 1
Robinson	Debra	Carrington	Gr. 1
Verrastro	Andrea	Carrington	Gr. 1
Monegro	Jessica	Gilmartin	Gr. 2
Munoz	Victoria	Carrington	Gr. 2
Parker	William	Carrington	Gr. 2
Sterling	Loraine	Carrington	Gr. 2
Crespo	Brianna	Carrington	Gr. 3
Rosado	Jeffrey	Carrington	Gr. 3
Sergi	Laura	Carrington	Gr. 3
Williams Iverson	Verretta	Carrington	Gr. 3
Edwards	Cara	Carrington	Gr. 4
Modeen	Brianne	Carrington	Gr. 4
DeSena	Deanna	Duggan	Gr. K
McCasland	Maureen	Duggan	Gr. K

Boucher	Jennifer	Duggan	Gr. 1
Dauti	Elvira	Duggan	Gr. 1
Ferreira	Zachary	Duggan	Gr. 1
Diodonet	Yamailys	Duggan	Gr. 2
McCarthy	Monica	Duggan	Gr. 2
Ouellette	Katelynn	Duggan	Gr. 2
Benzinger (Rose)	Nicole	Duggan	Gr. 3
Brown	Timothy	Duggan	Gr. 3
Royka	Samantha	Duggan	Gr. 3
Alves	Emely	Duggan	Gr. 4
Thibeault	Jolene	Duggan	Gr. 4
Mottola	Melissa	Gilmartin	Gr. K
Rizzo	Lisa	Gilmartin	Gr. K
Stoto	Ashley	Gilmartin	Gr. 1
Virdee	Robin	Gilmartin	Gr. 1
Azar Billini	Maria Alicia	Gilmartin	Gr. 2
Mancinone	Taylor	Gilmartin	Gr. 2
Ortiz	Marissa	Gilmartin	Gr. 2
Segarra	Israel	Gilmartin	Gr. 2
Teel	Makenzie	Gilmartin	Gr. 2
Ciccone	Melissa	Gilmartin	Gr. 3
McKenna	Eibhilin	Gilmartin	Gr. 3
Murph	Tyrone	Gilmartin	Gr. 3
Mancini	Mark	Gilmartin	Gr. 4
Torres	Soribel	Gilmartin	Gr. 4
Marte	Yaquira	Reed	Gr. K
Masters	Gail	Reed	Gr. K
Vasquez	Valerie	Reed	Gr. K
Chouinard	Alyssah	Reed	Gr. 1
Gardner	Tia-Simone	Reed	Gr. 1
Keane	Brandon	Reed	Gr. 1
Osei-bonsu	Robert	Reed	Gr. 1
Robalino	Alexandra	Reed	Gr. 1
Cruz-Gonzalez	Mayra	Reed	Gr. 2
Fino	Eileen	Reed	Gr. 2
Mannikko	Forest	Reed	Gr. 2
Nazario-Ugalde	Katherine	Reed	Gr. 2
Rendon-Moreno	Miguel	Reed	Gr. 3
Valentin	Crystal	Reed	Gr. 3
Whitney	Abigail	Reed	Gr. 3
Beveridge	Gabrielle	Reed	Gr. 4
Callahan	Tanner	Reed	Gr. 4
Comstock	Brian	Reed	Gr. 4
Osagie	Nancy	Reed	Gr. 4
Westerville	Jennifer	Wendell	Gr. K
Hawk	Kalyrin	Wendell	Gr. 1
McManus	Michael	Wendell	Gr. 1

Sperry	Lyndsy	Wendell	Gr. 1
Gasparri	Michelle	Wendell	Gr. 2
Marszalek-Baldyga	Julia	Wendell	Gr. 2
Pennacchio	Krista	Wendell	Gr. 2
Sierra	Mileydis	Wendell	Gr. 2
Sodano	Bridgette	Wendell	Gr. 2
Neibel	Amy	Wendell	Gr. 3
Poulter	Dennis	Wendell	Gr. 3
Tejada	Felizaida	Wendell	Gr. 3
Parks	Eric	Wendell	Gr. 4
Salazar	Ashley	Wendell	Gr. 4

15.5 ESY Summer School appointments:

Teachers		*Teachers*	
Bandelloni	Barbara	Hernandez-Santiago	Cynthia
Doll	Victoire	Manforte	Cara
Giordano	Maureen	Mclean	Athena
Grossman	Melissa	Onofrio	Nicole
Hage	George (Sub)	Quispe	Magda
Hagley	Katlyn		
		Sp/Lang. Path.	
Social Workers		Fettinger	Johnna
Atkins	Debra		
		LTS Para Sub	
		Stewart Black	Tammalee

Paraprofessionals				*Paraprofessionals*		
Aird	Robert	Para 1		Bylyku	Alisa	Para 2
Ayala	Dennis	Para 1		Cruz	Yailene	Para 2
Barragan	Brenda	Para 1		Dudley	Alexis	Para 2
Brooks	Taylor	Para 1		Guerrera	Marnie	Para 2
Capellan	Laura	Para 1		Janatiss	Sherrie	Para 2
Cordero	Raheim	Para 1		Johnson	Stephanie	Para 2
Diaz Guillen	Cristina Maria	Para 1		Lipusz	Olivia	Para 2
Giordano	Elliot	Para 1		Maia	Latoya	Para 2
Gonzalez	Maria	Para 1		Massenburg	Lakeisha	Para 2
Gonzalez	Michel	Para 1		McDonald Jadusingh	Roary	Para 2
Johnson	Julia	Para 1		Morgan	Doni	Para 2
Lamb	Rachel	Para 1		Oviedo	Carmen	Para 2
Longo	Genani	Para 1		Patterson	Mahalia	Para 2
				Paz-Paniagua	Nathalie	Para 2
Morquecho	Lesly	Para 1		Price	Deborah	Para 2
Olliviere	Ji-Neal	Para 1		Rodriguez	Lisa	Para 2
Velez	Tiffany	Para 1		Swenson-Shanahan	Tiffany	Para 2
Washington	Eriana	Para 1				
Williams	Sade	Para 1		*Sign Language Interp*.		
Williams	Monica	Para 1		Langdon Watton	Sheila	
Zappone	Koren	Para 1				

15.6 Food Service Summer Appointments:

Name	Last Name	Positions	Site-Location	Rate
Sherl	Knight	Site Supervisor	Bags Foundation	$16.94
Terri	Reis	Site Supervisor	Boys/Girls Club	$16.94
Sylvia	Lebron	Site Supervisor	Bucks Hill Annex	$16.94
Lubna	Azam	Site Supervisor	Carrington	$16.94
Marcelina	Ramos	Site Supervisor	Carrington	$16.94
Kim	Plude	Site Supervisor	Crosby/Wallace	$16.94
Agnes	Colon	Site Supervisor	Crosby/Wallace	$16.94
Donna	Synott Hassinger	Site Supervisor	D. Fryer (Hoops 4 Life)	$16.94
Elizabeth	Guisto	Site Supervisor	Duggan	$16.94
Terri	Brooks	Site Supervisor	Duggan	$16.94
Koreen	Sumpter	Site Supervisor	Fulton Park Pool	$16.94
Ciara	Pedraza	Site Supervisor	Gilmartin	$16.94
Marimar	Casanova	Site Supervisor	Gilmartin	$16.94
Maria	Saeteros	Site Supervisor	Hamilton Pool	$16.94
Griselda	Torres	Site Supervisor	Kennedy H.S.	$16.94
Mildred	Johnson	Site Supervisor	Kennedy H.S.	$16.94
Paula	Mucci	Site Supervisor	NEMS	$16.94
Elaine	Greco	Site Supervisor	Park Central	$16.94
Nola	Santiago	Site Supervisor	Reed	$16.94
Suzan	Strickland	Site Supervisor	Reed	$16.94
Iveliesse	Conception	Site Supervisor	Rivera Memorial	$16.94
Terra	Saunders	Site Supervisor	Rotella	$16.94
Caroline	Thorpe	Site Supervisor	Rotella	$16.94
Diane	Martone	Site Supervisor	Washington Park House/Pool	$16.94
Raymond	McCusker	Site Supervisor	Waterbury Pal	$16.94
Alice	Pinto	Site Supervisor	Wendell Cross	$16.94
Robin	Capozio	Site Supervisor	Wendell Cross	$16.94
Maria	Rivera	Site Supervisor	West Side M.S.	$16.94
Marcelina	Visciano	Site Supervisor	West Side M.S.	$16.94
Myra	Acuna	Site Supervisor	Wilby High School	$16.94
Chaileen	Rodriguez	Site Supervisor	Wilby High School	$16.94
Seritha	Anglin	Site Supervisor	WOW	$16.94
Mandi	Dreher	Site Supervisor	YMCA-Rose Hill	$16.94
Maria	Rego	Monitor	Central Office	$18.24
Amy	Daugerdas	Monitor	Central Office	$18.24
Patricia	Lowe	Monitor	Central Office	$18.24
Elaine	Lepore	Monitor	Central Office	$18.24
Linda	Generali	Packing	Central Kitchen	$16.35
Chastity	Hernandez	Packing	Central Kitchen	$16.94
Wanda	Torres	Packing	Central Kitchen	$16.94
Zara	Morales	Packing	Central Kitchen	$16.94
Debbie	Finke	Manager	Central Office	$310.00
Isabel	DeSousa	Coordinator	Central Office	$35.50

15.7 Adult Education summer appointments effective July 1, 2026:

NAME		POSITION	HRS/RATE
ADULT HIGH SCHOOL CREDIT DIPLOMA (AHSCDP):			
Basile	David	Substitute	As needed @ $37.00 p/hr.
Mobilio	James	Social Studies Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Moreau	Margaret	Math Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Person	Jocelyn	Science Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Rossi	Stephen	English Instructor	16 hrs. p/wk. @ $37.00 p/hr.
CT ADULT VIRTUAL HIGH SCHOOL:			
Barbieri	Stephen	Coordinator	5 hrs. p/wk. @ $32.42 p/hr.
AHSCDP INDEPENDENT PROJECTS:			
Curci	Joseph	Human Biology	10 hrs. p/wk. @ $37.00 p/hr.
Highsmith	Carolyn	Health & Disease	10 hrs. p/wk. @ $37.00 p/hr.
Mottillo	Carissa	Reading; English Usage	20 hrs. p/wk. @ $37.00 p/hr.
Volikas	Katherine	Career Education	10 hrs. p/wk. @ $37.00 p/hr.
ADULT BASIC EDUCATION (ABE)/ GENERAL EDUCATION DEVELOPMENT (GED):			
Baranowski	Judith	ABE Instructor	16 hrs. p/wk. @ $37.00 p/hr.
McDonald	Brian	GED Instructor	16 hrs. p/wk. @ $37.00 p/hr.
GUIDANCE STAFF:			
Aucella	Laurence	ESL School Counselor	16 hrs. p/wk. @ $37.00 p/hr.
Jordan	Ellen	School Counselor	16 hrs. p/wk. @ $37.00 p/hr.
Volikas	Katherine	School Counselor	16 hrs. p/wk. @ $37.00 p/hr.
Patterson	Delories	Guidance Secretary	16 hrs. p/wk. @18.00 p/hr.
English as a Second Language (ESL):			
Gianelli	Denise	ESL Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Salgado	Roberto	ESL Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Stinson	Rebecca	ESL Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Literacy, Adult and Community Education Systems (LACES):			
Monaco	Roxanne	Administrator	12 hrs. p/wk. @ $42.33 p/hr.
TECHNOLOGY:			
Santoro	Joseph	Computer Analyst	30 hrs. p/wk. @ $26.00 p/hr.
EDUCATIONAL AIDES:			
Pelletier	Laurie	GED	16 hrs. p/wk. @ $24.00 p/hr.
SantaBarbara, Sr.	Louis	Resource Room/Registration	16 hrs. p/wk. @ $24.00 p/hr.
GED EXAMINATION:			
Bacik	Madeleine	CBT Test Administrator	As needed @ $30.21 p/hr.
Felton	Tanya	CBT Test Administrator	As needed @ $23.52 p/hr.
Rinaldi	Nancy	CBT Test Administrator	As needed @ $23.52 p/hr.
Iasevoli	Luigi	Saturday Security	As needed @ $24.00 p/hr.
SECURITY:			
Iasevoli	Luigi	Security	35 hrs. p/wk. @ $24.00 p/hr.

CUSTODIAL/AIDES:			
Cintron	Cameron	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.
Evon	Randy	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.
Iaiennaro	Michael	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.
Iasevoli	Peter	Head Custodian	35 hrs. p/wk. @ $17.24 p/hr.
McLean	William	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.

15.8 Resignations/non-renewal:

Name	*Assignment*	*Effective*
Ariola, Jennifer	Wendell Cross/Grade K	06/30/26
Farrell, Jamie	WAMS/Biology	06/30/26
Forte, Maria	International/Grade K English	06/30/26
Garcia, Ryan	NEMS/Social Studies Grade 7	06/30/26
Jones, Melissa	WMS/Guidance Counselor	06/30/26
Kenney, Kailyn	Wendell Cross/Grade 5	06/30/26
Montes, Jorge 1st Sgt.	WHS/JROTC Instructor Marines	06/30/26
Pantoni, Elizabeth	WCA/Spanish	06/30/26
Stevens, Robert	CHS/Automotive Tech Education (retired teacher non-renewal)	06/30/26
Zaino, Anthony	NEMS/ELA Grade 7	06/30/26

15.9 Teacher transfers:

Immediate Involuntary Transfers (2025/2026 SY-May 2026 posting)				
Name		*From (previous location)*	*To (new location)*	*Effective*
Alvarado	Stephany	Bucks Hill Gr 2	Bucks Hill Gr 3	26-27 SY
Baez	Clarissa	Bucks Hill Gr 4	Bucks Hill Gr 2	26-27 SY
Bosco	Carla	W. Cross Gr K	W. Cross Pre-K Reg. Ed	26-27 SY
Chasse	Jenny	Hopeville Gr 2	Kingsbury Gr 2	26-27 SY
Defusco	Anna	NEMS Sp. Ed. - ABA Gr 6-8	WHS Sp. Ed. - Resource Gr 9-12	26-27 SY
DeJesus	Jennifer	Rotella Gr 3	Rotella Gr 1	26-27 SY
Dennis	Nadia	Washington Sp. Ed. Co-Taught Pre-K	Maloney Sp. Ed. Pre-K	26-27 SY
Dessalines	Michael	Bunker Hill Gr 4	Bunker Hill Gr K	26-27 SY
Drewry	Megan	Bucks Hill Gr 3	Bucks Hill Gr 4	26-27 SY
Edwards	Cara	Driggs Gr 4	Driggs Gr K	26-27 SY
Ferreira	Theresa	WHS Sp. Ed. - Work to Transition Academy Gr 9-12	Carrington Sp. Ed. - Essential Skills Gr K-5	26-27 SY
Isaku	Arbian	WAMS Soc. Stud. Gr 6-8	WAMS Soc. Stud. Gr 9-12	26-27 SY
Jaeger	Sarah	Driggs Gr 3	Driggs Sp. Ed. Gr K-5	26-27 SY
Keeley	Erin	Sprague Gr 3	Sprague Gr 5	26-27 SY
Kruijas	Ashley	Regan Gr K	Wendell Gr K	26-27 SY
Lambo	Laureen	Hopeville Gr 1	Hopeville Gr 2	26-27 SY
Lombardo	Matti	Bunker Hill Gr 1	Bunker Hill Gr 4	26-27 SY
Maldonado	Joanne	Walsh Gr 2	Walsh Gr K	26-27 SY
Mas-Batista	Sierra	W. Cross Gr 1	W. Cross Gr K	26-27 SY
Murph	Tyrone	Gilmartin Gr 5	Gilmartin Gr 2	26-27 SY
Nazario	Jonathan	Reed Music Gr PK-8	Kingsbury Music Gr K-5	26-27 SY

Pelletier	Colleen	Generali Gr 3	Maloney Gr 3	26-27 SY
Pennacchio	Krista	Generali Gr 2	Generali GrK	26-27 SY
Pucci	Benjamin	Reed Gr 3	Wilson Gr 2	26-27 SY
Sargis	Kristen	Walsh Gr K	Bucks Hill Annex Sp. Ed. Co-Taught Pre-K	26-27 SY
Schafer	William	Hopeville Gr 2	Hopeville Gr 1	26-27 SY
Senan	Naseem	Gilmartin Gr 2	Gilmartin Gr 5	26-27 SY
Stango	Melissa	Rotella Gr 1	Rotella Gr 3	26-27 SY
Stevenson	Melissa	Hopeville Gr 1	Wendell Gr 1	26-27 SY
Teal	Amanda	Reed Sp. Ed. Essential Skills Gr 3-5	Maloney Sp. Ed. Pre-K	26-27 SY
Clean Opening Voluntary Transfers (May 2026 posting)				
Name		*From (previous location-temporary)*	*To (new location)*	*Effective*
Grossman	Melissa	Wallace Sp. Ed. - Resource Gr 6-8	Wallace Sp. Ed. - Resource Gr 6-8	26-27 SY
Osei-Bonsu	Robert	Reed Science Gr 7-8	Reed Science Gr 7-8	26-27 SY
Powell	Zaya	Wallace Science Gr 8	Wallace Science Gr 8	26-27 SY
Quintana	Carolyn	NEMS Sp. Ed. BDLC Gr 6-8	NEMS Sp. Ed. BDLC Gr 6-8	26-27 SY
Roche	Christina	Wallace Science Gr 7	Wallace Science Gr 7	26-27 SY
Clean Opening Voluntary Transfers (May 2026 posting)				
Name		*From (previous location)*	*To (new location)*	*Effective*
Blake	James	Chase Gr 5	WAMS Soc. Stud. Gr 6-8	26-27 SY
Blanchette	Skye	Bunker Sp. Ed. Gr 2-3	NEMS Sp. Ed. - Resource Gr 6-8	26-27 SY
Bumbala	Haley	Maloney Gr 5	Regan Gr K	26-27 SY
Castro	Rosalie	Reed Gr 3	Reed Gr K	26-27 SY
Demirs	Jessica	Carrington Science Gr 7-8	WAMS Science Gr 8	26-27 SY
Fernandez	Jessica	Carrington ELA Gr 7-8	Duggan ELA Gr 8	26-27 SY
Gardner	Tia-Simone	Wilson Gr 1	Wilson Co-Taught Reg. Ed Gr K	26-27 SY
Kloc	Madison	Generali Gr 3	Maloney Gr 3	26-27 SY
LaPrade	Leah	Wilson Sp. Ed. Gr K	Wilson Sp. Ed. Gr K-2	26-27 SY
McGuigan	Kaitlyn	Hopeville Sp. Ed. Gr K-5	Kennedy Sp. Ed. Gr 9-12	26-27 SY
Morrow	Olivia	WHS Music Gr 9-12	WAMS Music Gr 6-12	26-27 SY
Rund	Thomas	Gilmartin ELA Gr 7	WAMS Tech Ed - Information Tech.	26-27 SY
Shwartz	Amelia	Washington Gr 5	Wendell Gr 5	26-27 SY

16. Committee Chair Reports

17. Adjournment

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.1

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education of a Memorandum of Understanding, at no cost, with New Opportunities, Inc. Retired & Senior Volunteer Program (RSVP), to provide volunteer service to Waterbury Public Schools.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.2

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Memorandum of Understanding, at no cost, with New Opportunities Foster Grandparent Program, to provide volunteer service to Waterbury Public Schools.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.3

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a no-cost Memorandum of Understanding with State Education Resource Center (SERC) to support implementation of youth prevention efforts.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.4

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at Wendell L. Cross Elementary School (DAS Project 151-0310 PV).

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.5

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at M. M. Generali Elementary School (DAS Project 151-0311 PV).

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.6

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at Sprague Elementary School (DAS Project 151-0312 PV).

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.7

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve of Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project B. W. Tinker Elementary School (DAS Project 151-0313 PV).

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.8

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve Form SCG-042-REQUEST FOR REVIEW OF FINAL PLANS, and to authorize the Chair of the Waterbury Board of Education and the Superintendent of Schools to sign said form so that Waterbury Public Schools may submit the Final Plans and Professional Cost Estimates to the CT DAS Office of Grants Administration for their approval prior to commencement of construction of the rooftop solar photovoltaic project at West Side Middle School (DAS Project 151-0314 PV).

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.9

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve to apply for the CT State Department of Education, Office of Student Supports, Learner Engagement and Attendance Program (LEAP) Grant.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.10

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Professional Services Agreement with Connecticut Junior Republic Association, Inc., at no cost, to provide the SAFE Program and School-Based Clinic Program to Waterbury Public School students.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.11

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve of a Transportation Microgrant Agreement with Naugatuck Valley Council for North End Middle School.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.12

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve Amendment Two (2) to the Professional Services Agreement (RFP 6636) with Phi Delta Kappa Internationals, Inc., D/B/A Educators Rising for Teacher Preparation Courses (correction of previously approved Agreement).

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.13

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve Amendment Two (2) to the Professional Services Agreement with Empirical Resolutions, Inc. for an Online Grammar and Writing Program.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.14

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Research Study and Data Protection Agreement with Benchmark Education.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.15

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve to apply for the CSDE Nita M. Lowey 21st Century Community Learning Centers Grant.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.16

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Professional Services Agreement with IXL Learning, Inc. to provide Data Hub Setup, Configuration and Implementation.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.17

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Professional Services for Math Teacher Training with Math Concepts, Incorporated, to provide Math Teacher Training.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.18

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Construction Contract with Empire Paving, Inc. for Driggs Elementary Parking Lot Improvements.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.19

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Construction Contract with N & S Electric, Inc. for theatrical lighting system upgrades at WAMS.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.20

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve of Amendment #2 to the Professional Services Agreement with Catapult Learning, LLC for Waterbury Non-Public Schools (Title I) Tutoring Services.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #10.21

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the lateral transfer request of

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.22

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
K. Punter	Career Academy cafe: Friday, June 5, 3:30pm – 8:00pm (Class of 2028 hosting an Ice Cream Social)
N. French Graham	International School gym: Thursday, June 4, 4:45pm – 5:45pm (after school program showcase of students' artwork)
T. Afable	Gilmartin café: Saturday, May 23, 10:00am – 3:00pm (Pop-Up pantry for students/families)
L. Martinez	Reed café: Thursday, June 11, 5:00pm – 7:00pm (8th Grade Formal Dance)
A Simms	Bucks Hill Annex playground: Tuesday, June 9, 5:00pm – 7:00pm (end of year event for WPS Special Education students/families)
V. Balsamo	Wallace café: Friday, June 12, 4:00pm – 8:00pm (Grade 8 semi-formal dance)
N. French-Graham	Reed cafe & gym: July 6 – August 7, 11:00am – 5:30pm (Wtby. Bridge to Success summer camp)
Registrar of Voters T. Begnal	Tuesday, August 11, 5:00am – 9:00pm (Primary Election – voting held at 14 school buildings)
W.C.E.A.	Rotella café: Thursday, May 28, 4:00pm – 6:00pm (White Collar Union meeting with school based employees)
M. Depaiva	WAMS lobby: Tuesday, June 2, 5:00pm – 8:00pm (Super Senior Dinner)
M. Rivera	WAMS atrium: Monday, June 1, 5:00pm – 7:30pm (Art Show)
T. Santos	Wallace Media Center.: Wednesday, July 1, 6:00pm – 7:30pm (Wallace girls' basketball team meeting)
N. Albini	Driggs Media Centre.: Monday, June 8, 3:00pm – 5:00pm (Wtby. Health & Wellness Advisory Council meeting)
***R. Harmon**	**WAMS café: Thursday, June 25, 9:00am – 11:00am (summer food program meeting)**
***M. Waters**	**WAMS café, atrium, rooms, apron stage: August 18 & 19 8am – 3pm (New Teacher Orientation)**
***E. Lanza**	**Gilmartin café: Thursday, June 11, 5:00 – 6:30pm (Scholarship Award Night)**

Lisa K

SCHOOL PERSONNEL USE ONLY

DATE: 5/18/2026

TO: SCHOOL BUSINESS OFFICE

FROM: WCA - Kaisha Punter

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Waterbury Career Academy

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: June 5, 2026

FROM: 3:30 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Class of 2028 are hosting an Ice Cream Social.

K. Punter
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

DATE: 5/12/26

TO: SCHOOL BUSINESS OFFICE

FROM: Taylor Afable, Community School Coordinator at Gilmartin Elementary School

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Gilmartin Elementary School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: Saturday May 23

FROM: 10:00 am/pm TO: 3:00 am/pm

FOR THE FOLLOWING PURPOSES:

Pop-up food pantry for students/families from Gilmartin Elementary School.

Taylor Afable
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

DATE: May 12, 2026

TO: SCHOOL BUSINESS OFFICE

FROM: Reed School

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Reed School.

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: June 11, 2026

FROM: 5 am/(pm) TO: 7 am/(pm)

FOR THE FOLLOWING PURPOSES:

8th Grade Formal Dance

Ms. Latasha Mowery

APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

DATE: May 12, 2026

TO: SCHOOL BUSINESS OFFICE

FROM: Amy Simms, BH Preschool on behalf of SEPTO

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Bucks Hill Preschool Annex

☐ Auditorium ☐ Gymnasium/Playground ☐ Swimming Pool
☐ Café/Rooms

DATES REQUESTED: Tuesday, June 16

FROM: 5:00 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

End of the year event for the WPS Special Education Parent Teacher Organization, for all families with students with 504 plans and special education.

Amy Simms
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Cancel Ballers

Book

SCHOOL PERSONNEL USE ONLY

DATE: 5/20/26

TO: SCHOOL BUSINESS OFFICE
Vincent Balsamo

FROM: _____

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wallace MS

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: June 12, 2026

FROM: 4 am pm TO: 8 am pm

FOR THE FOLLOWING PURPOSES:

Grade 8 Semi-Formal Dance, 5-7pm

Vil Jan
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

DATE: 3-20-26

TO: SCHOOL BUSINESS OFFICE

FROM: Registrar of Voters

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR USE OF SCHOOL FACILITIES (AFTER REGULAR SCHOOL HOURS) AS FOLLOWS:

NAME OF SCHOOL REQUESTED: See Attached

☐ AUDITORIUM ☐ GYMNASIUM ☐ SWIMMING POOL ☐ CAFE/ROOMS

DATES REQUESTED: Tuesday, Aug. 11th 2026

FROM 5 am/pm TO 9 am/pm

FOR THE FOLLOWING PURPOSES:

Primary Election

APPLICANT /SM

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at police and fire headquarters.

DEPARTMENT OF REGISTRARS OF VOTERS
THE CITY OF WATERBURY
CONNECTICUT

April 2, 2025

Board of Education Members
236 Grand Street
Waterbury, CT 06702

Dear Board of Education Members:

I am writing to request the use of the following schools for the possible upcoming primary election which may take place on August 11, 2026 and the general election that will take place on November 3, 2026. We will need to be in the facilities starting at 5:00am on the day of the election. Please bring any concerns to my attention as soon as possible so they may be addressed in adequate time.

Kennedy High School	Regan Elementary	Crosby High School
Gilmartin Elementary	Carrington School	Tinker Elementary
Kingsbury Elementary	Maloney School	Reed School
Sprague Elementary	Waterbury Career Academy	Chase Elementary
Wendell Cross Elementary	International Dual Language School	

Our office would also kindly ask that the name and cell phone number of the maintainer who is responsible for opening the buildings of each school be given to our office prior to each election.

Feel free to reach out with any concerns.

Teresa Begnal
Registrar of Voters

Alexandra Desjardins
Registrar of Voters

Good

SCHOOL PERSONNEL USE ONLY

DATE: 5-21-26

TO: SCHOOL BUSINESS OFFICE

FROM: W.C.E.A. Union
Donna Orsatti, Pres.

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR USE OF SCHOOL FACILITIES (AFTER REGULAR SCHOOL HOURS) AS FOLLOWS:

NAME OF SCHOOL REQUESTED: Rotella

☐ AUDITORIUM ☐ GYMNASIUM ☐ SWIMMING POOL ☑ CAFE/ROOMS

DATES REQUESTED: Thursday May 28th 2026

FROM 4:00 am/pm TO 6:00 am/pm

FOR THE FOLLOWING PURPOSES:

Union Meeting with School Based Employees

APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at police and fire headquarters.

Yok

SCHOOL PERSONNEL USE ONLY

DATE: 5/26/26

TO: SCHOOL BUSINESS OFFICE

FROM: Depaiva/Mendello

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WAMS

need 5 long tables with 8 seats each

☒ Mirrored Lobby

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Tues. June 2nd

FROM: 5 am/pm TO: 8 am/pm

FOR THE FOLLOWING PURPOSES:

Super Senior dinner

(we need 5 long tables with 8 seats each

Podium

M. Depaiva
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Book

SCHOOL PERSONNEL USE ONLY

DATE: 5/27/26

TO: SCHOOL BUSINESS OFFICE

FROM: Mike Rivera

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WJHMS

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ ~~Café/Rooms~~ Atrium

DATES REQUESTED: June 1, 2026

FROM: 5^00 am/pm TO: 7^30 am/pm

FOR THE FOLLOWING PURPOSES:

Art Show

APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

DATE: 5/29/26

TO: SCHOOL BUSINESS OFFICE

FROM: Tony Santos

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Wallace

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms media Center

DATES REQUESTED: 7/1/26 - July 1st, 2026

FROM: 6 am/pm TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

Basketball - Girls Team - meeting

Wallace Team

Tony Santos
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

DATE: June 1, 2026

TO: SCHOOL BUSINESS OFFICE

FROM: Nicholas J. Albini. Chief Operating Officer

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Driggs Elementary School Library/Media Center

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Monday, June 8, 2026

FROM: 3:00 am/pm TO: 5:00 am/pm

FOR THE FOLLOWING PURPOSES:

Waterbury Public Schools Health & Wellness Advisory Council; No equipment or technology needed; 20 to 25 people. Set up 8 tables in a square with 24 chairs (3 at each table).

Nicholas J. Albini
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

DATE: 6/4/26

TO: SCHOOL BUSINESS OFFICE

FROM: Debbie Fiske - Cafe staff

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: WAMS

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: 6/25/26

FROM: 9:00 am/pm TO: 11:00 am/pm

FOR THE FOLLOWING PURPOSES:

Summer Food Program Meeting

Debbie Fiske
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

DATE: **6/9/26**

TO: SCHOOL BUSINESS OFFICE

FROM: **Marissa Waters & Carli Carpentieri**

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: **Waterbury Arts Magnet School**

Apron Stage

X Auditorium Gymnasium Swimming Pool X Café/Rooms X Attrium

DATES REQUESTED: **Tuesday, August 18 & Wednesday, August 19, 2026**

FROM: **8:00 am** TO: **3:00 pm**

FOR THE FOLLOWING PURPOSES:

2026 Waterbury Public Schools New Teacher Orientation

_____
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

Kook

SCHOOL PERSONNEL USE ONLY

DATE: 5/22/26

TO: SCHOOL BUSINESS OFFICE

FROM: Erika Lanza

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Gilmartin

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: June 11, 2026

FROM: 5:00 am/(pm) TO: 6:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

Scholarship Award Night

Erika Lanza
APPLICANT

Please note the following provisions:
When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.23
June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the use of school facilities by the following groups / organizations subject to fees and insurance as required:

GROUP	FACILITIES AND DATES/TIMES
City Youth Theater S. Davis	Crosby aud. & lobby: July 17 – August 22, various times (play rehearsals, performance)
City Youth Theater S. Davis	Crosby café, 2 classrooms: July 6 – 24, 8:30am – 4:30pm Monday – Friday
Hoops 4 Life D. Fryer	Reed gym: weekdays, July 6 – August 20, 5:00pm – 9:00pm (basketball program)
	West Side MS gym: weekdays, July 6 – Aug 20, 5:00pm – 9:00pm (basketball program)
Be A Baller Not A Bully Duval Zimmerman	Wilby gym, café: August 3 – August 7, 6:00am – 5:00pm (basketball camp)
CT. Rebound DeVonne Parker	Wilby gym, café: July 27 – 30, 12:30pm – 4:00pm (Unified Sports Camp)
***Bridge To Success N. French-Graham**	**Reed rooms, café, gym, lib.: July 6 -Aug. 7, Mon.-Thurs, 11am-5:30pm and Fri. field trips/leave & return to Reed**
***Wtby. Ballers Phil Lott**	**Career Academy gym: 7/1/26-8/17/26 Mon., Wed., Thurs. 5:30-8:30 pm (basketball practice)**
***AI 3 Leadership Academy/A. Ireland**	**Kennedy gym: Monday-Thursday, July 6-9, 10am – 3pm (Lifeskills thru Basketball) Crosby gym: Monday – Thursday, June 29 – July 2, 10am-3pm (Lifeskills thru Basketball) Rotella Magnet School gym: Mon.-Thurs. June 29 - July 2, 10am-3pm (Lifeskills thru Basketball)**

GROUPS NOT SUBJECT TO FEES OR WAIVER DUE TO TIME OF USE OR PREVIOUS WAIVE :

East Mt. Sports P. McCory	W. Cross café: Tuesdays, June 2, 16, 23, 30, 5:30pm – 7:00pm (registration)
CT. Stars S. Rincon	Reed field: June 19 – September 25, Fridays, 6:00pm – 8:00pm (kids' soccer practice)

GROUPS NOT SUBJECT TO FEES OR WAIVER DUE TO TIME OF USE OR PREVIOUS WAIVE:

East Mt. Sports	W. Cross café: Tuesdays/ **June 23, 30**	5:30-7:00 pm
P. McCory	(registration)	
CT. Stars	Reed field: 6/19-9/25/26 Fridays	6-8 pm
S. Rincon	(kids soccer practice)	

MONEY COLLECTED TO DATE: **$ 30,423.00**

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Shelby Davis NAME OF ORGANIZATION City Youth Theater

ADDRESS 42 Mt Vernon (street) Waterbury (city) CT (state) 06704 (zip code) TELEPHONE # 2034370325

SCHOOL REQUESTED Crosby DATES attached ROOM(S) Auditorium / Lobby

OPENING TIME 5p CLOSING TIME 10p 5th & 6th PURPOSE theater Programming

ADMISSION (if any) $10.00 CHARGE TO BE DEVOTED TO Fundraising

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 10

SIGNATURE OFAPPLICANT [signature] DATE 5/8/24

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Shelby Davis

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. SD (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($5670)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Building Permit)

APPLICANT/ORGANIZATION: City Youth Theatre

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Auditorium.

DATE(S): July 17, 20, 21, 22, 24	TIMES: 6-9	4	20
DATE(S): July 19, 26	TIMES: 11-3:30 PM	5.5	11
DATE(S): July 27, 28, 29, 30	TIMES: 6-9pm	4	16
DATE(S): July 31, Aug 3, Aug 4	TIMES: 6-9pm	4	12
DATE(S): Aug 2, 9	TIMES: 11-3:30p	5.5	11
DATE(S): Aug 5, 6, 7	TIMES: 6p-9pm	4	12
Aug 10, 11, 12	5-9	5	15
			97

Date 5/27/12

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

Building Usage Fees	Custodial Fees	Security Deposit
$	$ 4,074.00	$

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: City Youth Theater

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Auditorium

DATE(S):	Aug 14	TIMES:	5 - 9:30P 5,5
DATE(S):	Aug 15	TIMES:	12 - 9:30P 10.5
DATE(S):	Aug 16	TIMES:	12 - 5p 6
DATE(S):	Aug 21	TIMES:	5p - 9:30P 3.5
DATE(S):	Aug 22	TIMES:	12p - 9:30P 10,5
DATE(S):		TIMES:	38

5/27/24
Date

SD
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 1596.00	$
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Shelby Davis NAME OF ORGANIZATION City Youth Theatre

ADDRESS 42 mtn laurel drive CT 06704 TELEPHONE # 2034370325
(street) (city) (state) (zip code)

SCHOOL REQUESTED Crosby DATES July 6 - 24 ROOM(S) two classrooms cafe

OPENING TIME 8:30 AM CLOSING TIME 4:30 PM PURPOSE theatre programming

ADMISSION (if any) 0 CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 40

SIGNATURE OF APPLICANT [signature] DATE 5/27/26

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Shelby Davis 2034370325

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. SD (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($5,670.)

RENTAL FEES: $10/HR per Room (3 Rms) ($4,050.)

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: City Youth theater

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: two classrooms / Cafe - Breakfast Lunch

DATE(S): 7/6 7/7 7/8 7/9 7/10 TIMES: 8:30 AM - 4:30 PM

DATE(S): 7/13 7/14 7/15 7/16 7/17 TIMES: 8:30 AM - 4:30 PM

DATE(S): 7/20 7/21 7/22 7/23 7/24 TIMES: 8:30 AM - 4:30 PM

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

5/27/25
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ 4,050.- Building Usage Fees

$ 5,670.- Custodial Fees

$ _____ Security Deposit

Total $9,720.-

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT DENEEN FRYER NAME OF ORGANIZATION Hoopsyclite, Inc

ADDRESS 174 Grand Street (street) Wtby (city) CT (state) 06702 (zip code) TELEPHONE # (203) 232-4578

SCHOOL REQUESTED Johnathan Reed DATES See Attachment ROOM(S) Gym

OPENING TIME 5:00p CLOSING TIME 9:00p PURPOSE Youth Basketball Game

ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN 30

SIGNATURE OFAPPLICANT Deneen Fryer DATE 4/13/2026

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. _____(PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service ($7,140.)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT $_____ INSURANCE COVERAGE ✓ YES _____ NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE_____ _____
SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: Hoopsylife, Inc.

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Johnathan Reed School (Gym)

DATE(S): 7/6 7/7 7/8 7/9 7/10 7/13	TIMES: 5:00p - 9p
DATE(S): 7/14 7/15 7/16 7/17 7/20	TIMES: " "
DATE(S): 7/21 7/22 7/23 7/24 7/27	TIMES: " "
DATE(S): 7/28 7/29 7/30 7/31	TIMES: 5:00p - 9p
DATE(S): 8/3 8/4 8/5 8/6 8/7 8/10 8/11	TIMES: " "
DATE(S): 8/12 8/13 8/14 8/17 8/18 8/19 8/20	TIMES: " "

April 13, 2026
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

Building Usage Fees	Custodial Fees	Security Deposit
$	$ 7140.	$

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT DENEEN FRYER NAME OF ORGANIZATION Hoopsykick, Inc.

ADDRESS 174 Grand St Wtby CT 06702 TELEPHONE # (203) 232-4578
(street) (city) (state) (zip code)

SCHOOL REQUESTED West Side DATES See Attachment ROOM(S) Gym.

OPENING TIME 5:00p CLOSING TIME 9:00pm PURPOSE Youth Basketball Games

ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN 30

SIGNATURE OFAPPLICANT Deneen Fryer DATE 4/13/2026

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. DF (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($7,140.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: Hoops4Life, Inc

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: West Side Middle School (Gym)

DATE(S): 7/6 7/7 7/8 7/9 7/10 7/13	TIMES: 5:00p - 9pm
DATE(S): 7/14 7/15 7/16 7/17 7/20	TIMES: 5:00p - 9pm
DATE(S): 7/21 7/22 7/23 7/24 7/27	TIMES: " "
DATE(S): 7/28 7/29 7/30 7/31	TIMES: " "
DATE(S): 8/3 8/4 8/5 8/6 8/7 8/10 8/11	TIMES: " "
DATE(S): 8/12 8/13 8/14 8/17 8/18 8/19 8/20	TIMES: 5:00p - 9:00p

April 13, 2026
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

Building Usage Fees	Custodial Fees	Security Deposit
$	$ 7,140.-	$

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Duval Zimmerman NAME OF ORGANIZATION Be A Baller, Not A Bully

ADDRESS 200 Yale St Waterbury CT 06704 TELEPHONE # 203-519-9473
(street) (city) (state) (zip code)

SCHOOL REQUESTED Wilby DATES 8/3 - 8/7 ROOM(S) Gym, Cafe

OPENING TIME 6a CLOSING TIME 5p PURPOSE Basketball Camp

ADMISSION (if any)_____ CHARGE TO BE DEVOTED TO_____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 75 CHILDREN 150

SIGNATURE OFAPPLICANT [signature] DATE May 29, 2026

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: *

[signature] Duval Zimmerman

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. DZ (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service ($2520.)

RENTAL FEES: $10 per hr - Rm/cafe ($50.-)

MISCELLANEOUS FEES:_____

SECURITY DEPOSIT $_____ INSURANCE COVERAGE YES_____ NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE) .

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE_____ _____
SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with Building Permit)

APPLICANT/ORGANIZATION: Be A Baller NOT A Bully

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Wilby Gym - Cafe

DATE(S): Aug 3 - Aug 7 M-F TIMES: 6AM - 5 PM

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

May 29, 2026
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ 550.00 Building Usage Fees

$ 2,520.00 Custodial Fees

$ _____ Security Deposit

Total $3070

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

Booth

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT DeVonne Parker NAME OF ORGANIZATION CT Rebound

ADDRESS 146 Midwood Ave (street) Wby (city) CT (state) 06708 (zip code) TELEPHONE # (203)228-3144

SCHOOL REQUESTED Wilby DATES July 27-30 ROOM(S) Gym + Cafe

OPENING TIME 8:00 CLOSING TIME 4 pm PURPOSE Unified Sports Camp

ADMISSION (if any) free CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 10-50

SIGNATURE OFAPPLICANT DeVonne Parker DATE 5/26/26

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Maria Fox Rum DR Melissa Fanning Matesha Midfield Stephanie Pena
Cama Aderno ST. Davis DR. Midfield DR

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service ($672.)

RENTAL FEES: $10/HR ($160.)

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS SHALL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White Permittee Goldenrod School Business Office Pink Principal Blue Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: CT Rebound

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Wilby Gym - Cafe

DATE(S): July 27-30 TIMES: 1:00 - 4 pm

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

5-26-26
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ 160. Building Usage Fees $ 672. Custodial Fees $ _____ Security Deposit

Total $832.

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Nadia French-Graham NAME OF ORGANIZATION Waterbury Bridge to Success

ADDRESS 83 Prospect Street (street) Waterbury (city) CT (state) 06702 (zip code) TELEPHONE # 203-754-0040

SCHOOL REQUESTED Reed Elementary School DATES July 6th-August 7th ROOM(S) Entire first floor(classrooms/cafe/gym/library

OPENING TIME 11:00AM CLOSING TIME 5:30PM PURPOSE Boost! Summer Camp

ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO Waterbury Bridge to Success

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 35 CHILDREN 233 In total but will be different each day dependaing on the program that day

SIGNATURE OFAPPLICANT N. French DATE 6-5-26

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Nadia French-Graham/83 Prospect Street Waterbury CT 475-837-3341 Terrance Fullmore/83 Prospect Street Waterbury CT 475-305-9256

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. Waterbury BTS (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE (2) ($10,920.)

RENTAL FEES:

MISCELLANEOUS FEES: RM. USE - ($672)

SECURITY DEPOSIT $ 250.00 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Camp: Mon - Thurs

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES WAIVER REQUEST

(to be submitted with Application for Building Permit)

APPLICANT/ORGANIZATION: Waterbury Bridge to Success

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Entire first floor(classrooms/cafe/gym/library

DATE(S): July 6th-August 7th(Summer Camp)	TIMES: 11:00AM-5:30PM
DATE(S): July 10th(Field Trip)	TIMES: 10:00AM-4:00PM
DATE(S): July 17th(Field Trip)	TIMES: 9:30AM-4:00PM
DATE(S): July 24th(Field Trip)	TIMES: 10:15AM-4:00PM
DATE(S): July 31st(Field Trip)	TIMES: 10:00AM-4:00PM
DATE(S):	TIMES: Text

6-5-26
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

Building Usage Fees	Custodial Fees	Security Deposit
$ 672.-	$ 10,920.-	$

TOTAL $11,592.-

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

Book

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
235 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Phil Lott NAME OF ORGANIZATION Waterbury Ballers

ADDRESS 54 Joseph st (street) wtby (city) CT (state) 06705 (zip code) TELEPHONE # 2035104239

SCHOOL REQUESTED WCA DATES 7/1/26 - 8/17/26 ROOM(S) Gymnasium

OPENING TIME 5:30 CLOSING TIME 8:30 PURPOSE Basketball Practice

ADMISSION (if any) none CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 24

SIGNATURE OF APPLICANT PL DATE 3/18/26

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Phil Lott 54 Joseph st wtby CT 06705 2035104239

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. PL (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1HR SERVICE (#4,200)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250 INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-8963 FIRE DEPT. 597-3462

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

Mon. Wed. Thurs

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: Waterbury Ballers

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Waterbury Career Academy Gymnasium

DATE(S): 7/1/26 - 8/17/26 MON TIMES: 5:30pm - 8:30pm

DATE(S): Wed. TIMES:

DATE(S): Thurs. TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

6/10/26
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ Building Usage Fees

$ Custodial Fees

$ Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

$200

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Anthony Cleveland NAME OF ORGANIZATION AI 3 Leadership Academy

ADDRESS 526 Woodlick Road Waterbury CT 06705 TELEPHONE # 203-768-0837
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kennedy DATES 7/6-7/9 ROOM(S) Gymnasium

OPENING TIME 10 CLOSING TIME 3 PURPOSE Prevention / Life Skills Through Basketball

ADMISSION (if any) $200 or Scholarship CHARGE TO BE DEVOTED TO Organizational Needs / Scholarship Fund

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN 100

SIGNATURE OFAPPLICANT [signature] DATE 6/1/26

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Anthony Cleveland, Mustapha Heron, Aidan Roy

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. AI (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service (2) ($2016.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250.- INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

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POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Date of Building Permit)

APPLICANT/ORGANIZATION: AI 3 Leadership Academy / Anthony Moreland

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Kennedy Gymnasium

DATE(S): 7/6 - 7/9 TIMES: 10am - 3pm

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

6/1/26
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 2,016.00 Custodial Fees

$ _____ Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

Book

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Anthony Ireland NAME OF ORGANIZATION AI 3 Leadership Academy

ADDRESS 526 Woodrick Rd Waterbury, CT 06705 TELEPHONE # 203-768-0433
(street) (city) (state) (zip code)

SCHOOL REQUESTED Crosby DATES 6/29-7/2 ROOM(S) Gymnasium

OPENING TIME 10am CLOSING TIME 3pm PURPOSE Prevention / Life skills through basketball

ADMISSION (if any) $200 or Scholarship CHARGE TO BE DEVOTED TO Organizational needs / Scholarship Fund

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN 100

SIGNATURE OFAPPLICANT [signature] DATE 6/1/26

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Anthony Ireland, Mustapha Heron, Aidan Roy

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. AI (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR. plus 1 HA. SERVICE (2) ($201.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250. √ INSURANCE COVERAGE √ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

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CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

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IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with Application for Building Permit)

APPLICANT/ORGANIZATION: AI 3 Leadership Academy / Anthony Loveland

Please check below specific item(s):

Building Usage Fees ☒ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Crosby Gymnasium

DATE(S): 6/29 - 7/2 TIMES: 10am - 3pm

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

6/1/26
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 2,016. Custodial Fees

$ _____ Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

Book

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Anthony Areland NAME OF ORGANIZATION AI 3 Leadership Academy

ADDRESS 526 Woodtick Road Waterbury CT 06705 TELEPHONE # 203 768-0933
(street) (city) (state) (zip code)

SCHOOL REQUESTED Rotella DATES 6/29 - 7/2 ROOM(S) Gymnasium

OPENING TIME 12 CLOSING TIME 2 PURPOSE Prevention / Life Skills thru 2 Basketball

ADMISSION (if any) $200 or Scholarship CHARGE TO BE DEVOTED TO Organizational needs / Scholarship Fund

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN 100

SIGNATURE OF APPLICANT [signature] DATE 6/1/26

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Anthony Areland, Mustapha Heron, Aiden Ray

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. AI (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE (2) ($2,016)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250.- INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

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CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

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IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

USE OF SCHOOL FACILITIES WAIVER REQUEST

(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: Anthony Ackad / AI 3 Leadership Academy

Please check below specific item(s):

Building Usage Fees ☒ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Rotella Gymnasium

DATE(S): 6/23 - 7/2 TIMES: 12-2pm

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

6/1/26
Date

[signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____	$ 2,016.-	$ _____
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____.

ATTEST: _____
Clerk, Board of Education

BOOK

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Phil MaCary NAME OF ORGANIZATION EMAA

ADDRESS 38 Peach Orchard (street) Waterbury (city) CT (state) 06706 (zip code) TELEPHONE # 203-228-1888

SCHOOL REQUESTED Wendell Cross DATES 6/23/26 6/30/26 ROOM(S) Cafeteria

OPENING TIME 5:30 CLOSING TIME 7:00 PURPOSE Registration

ADMISSION (if any) No CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS CHILDREN

SIGNATURE OFAPPLICANT Phil MaCary DATE 5/21/2026

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Phil MaCary 38 Peach Orchard Waterbury, CT 06706 203-228-1888

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. PM (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ( ) YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

6/23
6/30

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT SERGIO DIAZ RINCON NAME OF ORGANIZATION CT STARS ACADEMY

ADDRESS 44 JILLSON CIR , WATERBURY CT 06708 TELEPHONE # 929-385-3568
(street) (city) (state) (zip code)

SCHOOL REQUESTED REED SCHOOL DATES 5/11/26 - 9/25/26 ROOM(S) Field - Soccer

OPENING TIME 6PM CLOSING TIME 8PM PURPOSE SOCCER PRACTICE FOR KIDS

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS CHILDREN 40 KIDS

SIGNATURE OFAPPLICANT SDR DATE 5/11/2026

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
MAURO SANANGO 203-470-6512

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. SDR (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Fridays

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

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IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.1

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of City Youth Theater in the amount of $5,670.00, for their use of Crosby High School's Auditorium and Lobby at various times during the period of July 17 through August 22, 2026 for play rehearsals and performances.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.2

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of City Youth Theater in the amount of $9,720.00, for their use of Crosby High School's Café and two classrooms during the period of July 6 through July 24, 2026.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.3

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of Hoops 4 Life in the amount of $7,140.00, for their use of Reed School's gym during the period of July 6 through August 20, 2026 for a basketball program.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.4

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of Hoops 4 Life in the amount of $7,140.00, for their use of West Side Middle School's gym during the period of July 6 through August 20, 2026 for a basketball program.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.5

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of Be a Baller Not a Bully in the amount of $3,070.00, for their use of Wilby High School's gym and café during the period of August 3 through August 7, 2026 for a basketball camp.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.6

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of CT Rebound in the amount of $936.00, for their use of Wilby High School's gym and café during the period of July 27 through 30, 2026, 2026 for a Unified Sports Camp.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.7

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of Waterbury Bridge to Success in the amount of $11,592, for their use of Reed School's gym from July 6 through 20, 2026 for a basketball program.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.8

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of Waterbury Ballers in the amount of $4,200, for their use of Career Academy's gym from July 1 through August 17, for basketball practice..

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.9

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of AI-3 Leadership Academy in the amount of $2,016, for their use of Kennedy High School's gym from July 6 through 9, 2026 for llife skills through basketball.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.10

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of AI-3 Leadership Academy in the amount of $2,016, for their use of Crosby High School's gym from July 6 through 9, 2026 for life skills through basketball.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #12.11

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the waiver of fees request of AI-3 Leadership Academy in the amount of $2,016.00, for their use of Rotella School for the period of June 28 through July 2, 2026 Magnet School's gym

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #13.1

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Contract Amendment with the State of Connecticut Office of Early Childhood for funding of Early Start CT.

WATERBURY
PUBLIC SCHOOLS

Office of Early Childhood
30-B Church Street
Waterbury, CT 06702
Ph-203-574-8024/F-203-574-6709
Maureen M. Bergin
Supervisor, Early Childhood Education

Executive Summary

DATE: June 8, 2026

TO: Honorable Board of Education

Honorable Board of Alderman

FROM: Maureen M. Bergin, Early Childhood Education, Supervisor

I respectfully request approval of an amendment to the Early Start CT Grant Agreement with the State of Connecticut to increase the total contract amount by $272,160.00, raising the total from $3,888,000.00 to $4,160,160.00. This increase is designated for Child Care and Education Services for the current contract period spanning July 1, 2025, to June 30, 2027.

Early Start CT is a state-funded early care and education program successfully launched on July 1, 2025. There are currently twenty-three operational classrooms located across ten schools in Waterbury. The original agreement provided the City with $3,888,000.00 over two years to fund 360 spaces annually at no cost to the City. The Early Start system has replaced the School Readiness program as the mechanism through which State funds are distributed to early care and education providers in high-needs communities.

This amendment will provide the City with the additional $272,160.00 through June 30, 2027, increasing the per-space funding allocation to better support these 360 annual spaces at no additional cost to the City.

STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD

CONTRACT AMENDMENT

Contractor: City of Waterbury Board of Education

Contractor Address: 236 Grand Street, Waterbury, 06702

Contract Number: 25OECESC01WAT

Amendment Number: A1

Total Contract Amount: $4,160,160.00

Contract Term: 7/1/25 - 6/30/27

The Contract between City of Waterbury Board of Education *(the "Contractor")* and the Office of Early Childhood *(the "Agency"),* which was executed on 7/21/2025**,** and amended on N/A is hereby further amended as follows:

1. The cover page of the Original Contract **as previously amended on N/A** is hereby further amended to increase the total Contract Amount by **$272,160.00** from **$3,888,000.00** to **$4,160,160.00**. **The increase includes:**

a. an increase of **$272,160.00** from **$3,888,000.00** to **$4,160,160.00** for Child Care Services for the contract period from **7/1/2025 to 6/30/2027**.

b. an increase of **$ 0.00** from **$ 0.00** to **$ 0.00** for State Head Start Funding Child Care Spaces for the contract period from **7/1/2025 to 6/30/2027.**

c. an increase the Contract Amount by **$ 0.00** from **$ 0.00** to **$ 0.00** for State Head Start Funding Program Quality for the contract period from **7/1/2025 to 6/30/2027**.

2. **Part I, Section B., Subsection 4.a. 'Prohibition of Space Funding'** is hereby deleted and the following substituted in lieu thereof:

a. The Contractor shall not allow the purchase of, or accept funding by, any other state or federal child care grantor contract for full-time child care spaces identified in Part I, Section B.3., **Categories of Child Care Services**, including, but not limited to, the following grantors:
   i. The Federal Head Start/Early Head Start program;
   ii. CSDE's Family Resource Center programs; and

iii. Child care grantor contract programs of DCF.

3. Part I, Section E, Subsection 1 'Budget' of the Original Contract is hereby deleted, and the following is substituted in lieu thereof:

a. The Contractor shall receive a maximum payment of **$4,160,160.00** for performance under this Contract.

Fund	SID	Department	Project	Bud Ref	Program	Account	ChartField	Amount
11000	16274	OEC64845	OEC*7	State-funded slots	83032	51290	CF2: OEC00020 Infant/Tod	**$ 0.00**
11000	16274	OEC64845	OEC*7	State-funded slots	83032	51290	CF2: OEC00021 Preschool	**$3,888,000.00**
11000	16274	OEC64845	OEC*7	State-funded slots	83032	51290	CF2: OEC00022 School Age	**$ 0.00**
11000	16274	OEC64845	OEC*7	Admin (FCC)	83032	51290	CF2: OEC00011	**$ 0.00**
11000	16274	OEC64845	OEC*7	Private Provider Payment	83032	51290	CF2: OEC00017	**$ 0.00**
11000	16101	OEC64845	OEC*7	State Head Start	83032	51290	CF1: 170104	**$ 0.00**
11000	16101	OEC64845	OEC*7	SHS PQ	83032	51290	CF1: 170106	**$ 0.00**
12060	35753	OEC64845	OEC*7	State-funded slots	83032	51290	CF2: OEC00020 Infant/Tod	**$ 0.00**
12060	35753	OEC64845	OEC*7	State-funded slots	83032	51290	CF2: OEC00021 Preschool	**$272,160.00**
12060	35753	OEC64845	OEC*7	State-funded slots	83032	51290	CF2: OEC00022 School Age	**$ 0.00**
12060	35753	OEC64845	OEC*7	State Head Start	83032	51290	CF1: 170104	**$ 0.00**
12060	35753	OEC64845	OEC*7	SHS PQ	83032	51290	CF1: 170106	**$ 0.00**

SFY 2026

# Spaces	Categories of Care	Annual Rate	# of months	Chartfield	Total Annual Amount
0	Full-time Infant/Toddler care (Full year)	**$13,500.00**	**3**	**CF2:00020**	**$ 0.00**
0	Full-time Infant/Toddler care (Full year)	**$14,580.00**	**3**	**CF2:00020**	**$ 0.00**
0	Full-time Infant/Toddler care (Full year)	**$14,580.00**	**6**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (Full year)	**$9,300.00**	**3**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (Full year)	**$10,044.00**	**3**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (Full year)	**$10,044.00**	**6**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (Full year)	**$4,800.00**	**3**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (Full year)	**$5,184.00**	**3**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (Full year)	**$5,184.00**	**6**	**CF2:00020**	**$ 0.00**
0	Full-time Infant/Toddler care (10 Months)	**$11,250.00**	**3**	**CF2:00020**	**$ 0.00**
0	Full-time Infant/Toddler care (10 Months)	**$12,150.00**	**3**	**CF2:00020**	**$ 0.00**
0	Full-time Infant/Toddler care (10 Months)	**$12,150.00**	**6**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (10 Months)	**$7,750.00**	**3**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (10 Months)	**$8,370.00**	**3**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (10 Months)	**$8,370.00**	**6**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (10 Months)	**$4,000.00**	**3**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (10 Months)	**$4,320.00**	**3**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (10 Months)	**$4,320.00**	**6**	**CF2:00020**	**$ 0.00**
0	Full-time Preschool care (Full year)	**$10,500.00**	**3**	**CF2:00021**	**$ 0.00**
0	Full-time Preschool care (Full year)	**$11,340.00**	**3**	**CF2:00021**	**$ 0.00**
0	Full-time Preschool care (Full year)	**$11,340.00**	**6**	**CF2:00021**	**$ 0.00**
0	Half-time Preschool care (Full year)	**$7,200.00**	**3**	**CF2:00021**	**$ 0.00**
0	Half-time Preschool care (Full year)	**$7,776.00**	**3**	**CF2:00021**	**$ 0.00**
0	Half-time Preschool care (Full	**$7,776.00**	**6**	**CF2:00021**	**$ 0.00**

	year)				
0	Quarter-time Preschool care (Full year)	**$3,600.00**	**3**	**CF2:00021**	**$ 0.00**
0	Quarter-time Preschool care (Full year)	**$3,888.00**	**3**	**CF2:00021**	**$ 0.00**
0	Quarter-time Preschool care (Full year)	**$3,888.00**	**6**	**CF2:00021**	**$ 0.00**
0	Full-time Preschool care (10 Months)	**$8,750.00**	**3**	**CF2:00021**	**$ 0.00**
0	Full-time Preschool care (10 Months)	**$9,450.00**	**3**	**CF2:00021**	**$ 0.00**
0	Full-time Preschool care (10 Months)	**$9,450.00**	**6**	**CF2:00021**	**$ 0.00**
288	Half-time Preschool care (10 Months)	**$6,000.00**	**3**	**CF2:00021**	**$432,000.00**
288	Half-time Preschool care (10 Months)	**$6,480.00**	**3**	**CF2:00021**	**$466,560.00**
288	Half-time Preschool care (10 Months)	**$6,480.00**	**6**	**CF2:00021**	**$933,120.00**
72	Quarter-time Preschool care (10 Months)	**$3,000.00**	**3**	**CF2:00021**	**$54,000.00**
72	Quarter-time Preschool care (10 Months)	**$3,240.00**	**3**	**CF2:00021**	**$58,320.00**
72	Quarter-time Preschool care (10 Months)	**$3,240.00**	**6**	**CF2:00021**	**$116,640.00**
0	Full-time School Age care (Hybrid space)	**$4,125.00**	**3**	**CF2:00022**	**$ 0.00**
0	Full-time School Age care (Hybrid space)	**$4,464.00**	**3**	**CF2:00022**	**$ 0.00**
0	Full-time School Age care (Hybrid space)	**$4,464.00**	**6**	**CF2:00022**	**$ 0.00**
0	Half-time School Age care (10 Months)	**$2,700.00**	**3**	**CF2:00022**	**$ 0.00**
0	Half-time School Age care (10 Months)	**$2,920.00**	**3**	**CF2:00022**	**$ 0.00**
0	Half-time School Age care (10 Months)	**$2,920.00**	**6**	**CF2:00022**	**$ 0.00**
0	Quarter-time School Age care (2 Months)	**$1,150.00**	**3**	**CF2:00022**	**$ 0.00**
0	Quarter-time School Age care (2 Months)	**$1,242.00**	**3**	**CF2:00022**	**$ 0.00**
0	Quarter-time School Age care (2 Months)	**$1,242.00**	**6**	**CF2:00022**	**$ 0.00**
	Total Amount for Child Care Spaces				**$2,060,640.00**
	State Head Start Funding – Child Care Spaces				**$ 0.00**
	State Head Start Funding –				**$ 0.00**

	Program Quality			
	Private Provider Payment			**$ 0.00**
	Cost of Living Adjustment (COLA)			**$ 0.00**
	10% Administrative Fee			**$ 0.00**
	Total Child Care Funding			**$2,060,640.00**

FY2027

# Spaces	Categories of Care	Annual Rate	# of months	Chartfield	Total Annual Amount
0	Full-time Infant/Toddler care (Full year)	**$14,580.00**	**12**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (Full year)	**$10,044.00**	**12**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (Full year)	**$5,184.00**	**12**	**CF2:00020**	**$ 0.00**
0	Full-time Infant/Toddler care (10 Months)	**$12,150.00**	**12**	**CF2:00020**	**$ 0.00**
0	Half-time Infant/Toddler care (10 Months)	**$8,370.00**	**12**	**CF2:00020**	**$ 0.00**
0	Quarter-time Infant/Toddler care (10 Months)	**$4,320.00**	**12**	**CF2:00020**	**$ 0.00**
0	Full-time Preschool care (Full year)	**$11,340.00**	**12**	**CF2:00021**	**$ 0.00**
0	Half-time Preschool care (Full year)	**$7,776.00**	**12**	**CF2:00021**	**$ 0.00**
0	Quarter-time Preschool care (Full year)	**$3,888.00**	**12**	**CF2:00021**	**$ 0.00**
0	Full-time Preschool care (10 Months)	**$9,450.00**	**12**	**CF2:00021**	**$ 0.00**
288	Half-time Preschool care (10 Months)	**$6,480.00**	**12**	**CF2:00021**	**$1,866,240.00**
72	Quarter-time Preschool care (10 Months)	**$3,240.00**	**12**	**CF2:00021**	**$233,280.00**
0	Full-time School Age care (Hybrid space)	**$4,464.00**	**12**	**CF2:00022**	**$ 0.00**
0	Half-time School Age care (10 Months)	**$2,920.00**	**12**	**CF2:00022**	**$ 0.00**
0	Quarter-time	**$1,242.00**	**12**	**CF2:00022**	**$ 0.00**

	School Age care (2 Months)				
	Total Amount for Child Care Spaces				**$2,099,520.00**
	State Head Start Funding – Child Care Spaces				**$ 0.00**
	State Head Start Funding – Program Quality				**$ 0.00**
	Private Provider Payment				**$ 0.00**
	Cost of Living Adjustment (COLA)				**$ 0.00**
	10% Administrative Fee				**$ 0.00**
	Total Child Care Funding				**$2,099,520.00**

4. Part I, Section E, Subsection 3 'Payment Schedule' of the Original Contract is hereby deleted and the following is substituted in lieu thereof:

a. **Child Care Services Payments.** OEC shall make payments up to a maximum amount of **$4,160,160.00** for Child Care Services as described in Part I, Section E, Subsection 1, delivered during the Contract term on the following schedule:

Payment Date	Amount
FY26 Contract Execution (PAID)	**$486,000.00**
FY26Quarter 2 (PAID)	**$486,000.00**
FY26 Quarter 3 (PAID)	**$486,000.00**
FY26 Quarter 4 (PAID)	**$486,000.00**
Amendment 1 Execution	**$116,640.00**
FY27 Quarter 1	**$524,880.00**
FY27 Quarter 2	**$524,880.00**
FY27 Quarter 3	**$524,880.00**
FY27 Quarter 4	**$524,880.00**

5. Part I, Section E, Subsection 5, 'Budget Variance' of the original contract is hereby deleted and the following is substituted in lieu thereof:

Budget Revision.

The Contractor shall not move Spaces, listed in Part l, Section E. 1. Budget, from one category of care to another category of care without submitting a budget revision request, in a format and form provided by OEC, to the ECE Program Manager and receiving written approval by OEC.

Budget Revision requests for more than ten (10) spaces will require a contract amendment. Only one budget revision request for more than ten (10) spaces will be approved per contract year.

OEC will execute amendments for approved budget revision requests quarterly on the following schedule:

Amendment Date	**Budget Revision Request Submission Date**
July 1st	On or before April 1st
October 1st	On or before July 1st
January 1st	On or before October 1st
April 1st	On or before January 1st

6. Effective on and after **February 11, 2026**, **Part II**, **TERMS and CONDITIONS** of the Original Contract shall be deleted in its entirety and replaced with the following:

PART II. TERMS AND CONDITIONS

The Contractor shall comply with the following terms and conditions.

A. Definitions. Unless otherwise indicated, the following terms shall have the following corresponding definitions:

1. **"Artificial Intelligence"** has the same meaning as provided in Conn. Gen. Stat. § 4a-2e, as may be amended.

2. **"Bid"** shall mean a bid submitted in response to a solicitation.

3. **"Breach"** shall mean a party's failure to perform some contracted-for or agreed-upon act, or his failure to comply with a duty imposed by law which is owed to another or to society.

4. **"Cancellation"** shall mean an end to the Contract affected pursuant to a right which the Contract creates due to a Breach.

5. **"Claims"** shall mean all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.

6. **"Client"** shall mean a recipient of the Contractor's Services.

7. "**Client Agency"** shall mean the agency of the State of Connecticut that is entering into this Contract.

8. **"Contract"** shall mean this agreement, as of its effective date, between the Contractor and the State for Services.

9. **"Contractor Parties"** shall mean a Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract (e.g. subcontractor) and the Contractor intends for such other person or entity to perform under the Contract in any capacity. For the purpose of this Contract, vendors of support services, not otherwise known as human service providers or educators, shall not be considered subcontractors, e.g. lawn care, unless such activity is considered part of a training, vocational or educational program.

10. **"Data"** shall mean all results, technical information and materials developed and/or obtained in the performance of the Services hereunder, including but not limited to all reports, survey and evaluation tools, surveys and evaluations, plans, charts, recordings (video and/or sound), pictures, curricula, electronically prepared presentations, public awareness or prevention campaign materials, drawings, analyses, graphic representations, computer programs and printouts, notes and memoranda, and documents, whether finished or unfinished, which result from or are prepared in connection with the Services performed hereunder.

11. **"Expiration"** shall mean an end to the Contract due to the completion in full of the mutual performances of the parties or due to the Contract's term being completed.

12. **"Force Majeure"** shall mean events that materially affect the Services or the time schedule within which to perform and are outside the control of the party asserting that such an event has occurred, including, but not limited to, labor troubles unrelated to the Contractor, failure of or inadequate permanent power, unavoidable casualties, fire not caused by the Contractor, extraordinary weather conditions, disasters, riots, acts of God, insurrection or war.

13. **"Confidential Information" (formerly "Personal Information")** shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information regarding clients that the Agency classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

14. **"Confidential Information Breach" (formerly "Personal Information Breach")** shall mean, generally, an instance where an unauthorized person or entity accesses Confidential

Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Agency, the Contractor, or the State.

15. **"Records"** shall mean all working papers and such other information and materials as may have been accumulated and/or produced by the Contractor in performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, correspondence, and program and individual service records and other evidence of its accounting and billing procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature incurred in the performance of this Contract, kept or stored in any form.

16. **"Services"** shall mean the performance of Services as stated in Part I of this Contract.

17. **"State"** shall mean the State of Connecticut, including any agency, office, department, board, council, commission, institution or other executive branch agency of State Government.

18. **"Term"** shall mean the contract term as stated in Part I.

19. **"Termination"** shall mean an end to the Contract affected pursuant to a right which the Contract creates, other than for a Breach.

B. <u>Client-Related Safeguards</u>.

1. **Safeguarding Client Information.** The Agency and the Contractor shall safeguard the use, publication and disclosure of information on all applicants for and all Clients who receive Services under this Contract with all applicable federal and state law concerning confidentiality and as may be further provided under the Contract.

2. **Reporting of Client Abuse or Neglect.** The Contractor shall comply with all reporting requirements relative to Client abuse and neglect, including but not limited to requirements as specified in C.G.S. §§ 17a-101 through 17a-101q, inclusive, 17a-102a, 17a-103 through17a-103e, inclusive, 19a-216, 46b-120 (related to children); C.G.S. § 46a-11b (relative to persons with intellectual disabilities or any individual who receives services from the State); and C.G.S. § 17a-412 (relative to elderly persons).

3. **Background Checks.** The State may require that the Contractor and Contractor Parties undergo criminal background checks as provided for in the State of Connecticut Department of Emergency Services and Public Protection Administration and Operations Manual or such other State document as governs procedures for background checks. The Contractor and Contractor Parties shall cooperate fully as necessary or reasonably requested with the State and its agents in connection with such background checks.

C. Contractor Obligations.

1. Cost Standards. The Contractor and funding state Agency shall comply with the Cost Standards issued by OPM, as may be amended from time to time. The Cost Standards are published by OPM the Web at https://portal.ct.gov/opm/fin-pos/standards/pos-cost-standards.

2. Credits and Rights in Data. Unless expressly waived in writing by the Agency, all Records and publications intended for public distribution during or resulting from the performances of this Contract shall include a statement acknowledging the financial support of the State and the Agency and, where applicable, the federal government. All such publications shall be released in conformance with applicable federal and state law and all regulations regarding confidentiality. Any liability arising from such a release by the Contractor shall be the sole responsibility of the Contractor and the Contractor shall indemnify and hold harmless the Agency, unless the Agency or its agents co-authored said publication and said release is done with the prior written approval of the Agency Head. All publications shall contain the following statement: "This publication does not express the views of the Office of Early Childhood or the State of Connecticut. The views and opinions expressed are those of the authors." Neither the Contractor nor any of its agents shall copyright Data and information obtained under this Contract, unless expressly previously authorized in writing by the Agency. The Agency shall have the right to publish, duplicate, use and disclose all such Data in any manner, and may authorize others to do so. The Agency may copyright any Data without prior Notice to the Contractor. The Contractor does not assume any responsibility for the use, publication or disclosure solely by the Agency of such Data.

3. Organizational Information, Conflict of Interest, IRS Form 990. During the term of this Contract and for the one hundred eighty (180) days following its date of Termination and/or Cancellation, the Contractor shall upon the Agency's request provide copies of the following documents within ten (10) days after receipt of the request:

(a) its most recent IRS Form 990 submitted to the Internal Revenue Service, and

(b) its most recent Annual Report filed with the Connecticut Secretary of the State's Office or such other information that the Agency deems appropriate with respect to the organization and affiliation of the Contractor and related entities.

THIS PROVISION SHALL CONTINUE TO BE BINDING UPON THE CONTRACTOR FOR ONE HUNDRED AND EIGHTY (180) DAYS FOLLOWING THE TERMINATION OR CANCELLATION OF THE CONTRACT.

4. Federal Funds.

(a) The Contractor shall comply with requirements relating to the receipt or use of federal funds. The Agency shall specify all such requirements in Part I of this Contract.

(b) The Contractor acknowledges that the Agency has established a policy, as mandated by section 6032 of the Deficit Reduction Act ("DRA") of 2005, P.L. 109-171, that provides detailed information about the Federal False Claims Act, 31 U.S.C. §§ 3729-3733, and other laws supporting the detection and prevention of fraud and abuse.

(1) Contractor acknowledges that it has received a copy of said policy and shall comply with its terms, as amended, and with all applicable state and federal laws, regulations and rules. Contractor shall provide said policy to subcontractors and shall require compliance with the terms of the policy. Failure to abide by the terms of the policy, as determined by the Agency, shall constitute a Breach of this Contract and may result in cancellation or termination of this Contract.

(2) This section applies if, under this Contract, the Contractor or Contractor Parties furnishes, or otherwise authorizes the furnishing of health care items or services, performs billing or coding functions, or is involved in monitoring of health care provided by the Agency.

(c) Contractor represents that it is not excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs.

(d) Contractor shall not, for purposes of performing the Contract with the Agency, knowingly employ or contract with, with or without compensation:

(1) any individual or entity listed by a federal agency as excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs; or

(2) any person or entity who is excluded from contracting with the State of Connecticut or the federal government (as reflected in the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, Department of Health and Human Services, Office of Inspector General ("HHS/OIG") Excluded Parties list and the Office of Foreign Assets Control ("OFAC") list of Specially Designated Nationals and Blocked Persons List). Contractor shall immediately notify the Agency should it become subject to an investigation or inquiry involving items or services reimbursable under a federal health care program or be listed as ineligible for participation in or to perform Services in connection with such program. The Agency may cancel or terminate this Contract immediately if at any point the Contractor, subcontractor or any of their employees are sanctioned, suspended, excluded from or otherwise become ineligible to participate in federal health care programs.

5. Audit and Inspection of Plant, Places of Business and Records.

(a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, or where applicable, federal agencies, may, at reasonable hours, inspect and

examine all of the parts of the Contractor's and Contractor's Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract. The Contractor shall comply with federal and state single audit standards as applicable.

(b) The Contractor shall maintain, and shall require each of the Contractor Parties to maintain accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.

(c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.

(d) The Contractor will pay for all costs and expenses of any audit and inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Contract. The Contractor will remit full payment to the State for such audit or inspection no later than thirty (30) days after receiving an invoice from the State.

(e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of:

(1) final payment under this Contract,

(2) the expiration or earlier termination of this Contract, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.

(f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.

(g) The Contractor must incorporate this entire Section verbatim into any contract or other agreement it enters into with any Contractor Party.

6. Related Party Transactions. The Contractor shall report all related party transactions, as defined in this section, to the Agency on an annual basis in the appropriate fiscal report as specified in Part I of this Contract. "Related party" means a person or organization related through marriage, ability to control, ownership, family or business association. Past exercise of influence or control need not be shown, only the potential or ability to directly or indirectly exercise influence or control. "Related party transactions" between a Contractor or Contractor Party and a related party include, but are not limited to:

(a) Real estate sales or leases;

(b) Leases for equipment, vehicles or household furnishings;

(c) Mortgages, loans and working capital loans; and

(d) Contracts for management, consultant and professional services as well as for materials, supplies and other services purchased by the Contractor or Contractor Party.

7. Suspension or Debarment. In addition to the representations and requirements set forth in Section C.4:

(a) The Contractor certifies for itself and Contractor Parties involved in the administration of federal or state funds that they:

(1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any governmental agency (federal, state or local);

(2) within a three year period preceding the effective date of this Contract, have not been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

(3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the above offenses; and

(4) have not within a three year period preceding the effective date of this Contract had one or more public transactions terminated for cause or fault.

(b) Any change in the above status shall be immediately reported to the Agency.

8. Liaison. Each Party shall designate a liaison to facilitate a cooperative working relationship between the Contractor and the Agency in the performance and administration of this Contract.

9. Subcontracts. Each Contractor Party's identity, services to be rendered and costs shall be detailed in Part I of this Contract. Absent compliance with this requirement, no Contractor Party may be used or expense paid under this Contract unless expressly otherwise provided in Part I of this Contract. No Contractor Party shall acquire any direct right of payment from the Agency by virtue of this section or any other section of this Contract. The use of Contractor Parties shall not relieve the Contractor of any responsibility or liability under this Contract. The Contractor shall make available copies of all subcontracts to the Agency upon request.

10. Independent Capacity of Contractor. The Contractor and Contractor Parties shall act in an independent capacity and not as officers or employees of the state of Connecticut or of the Agency.

11. Indemnification.

(a) The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all:

(1) third party Claims arising, directly or indirectly, in connection with the Contract; and

(2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning

i. the confidentiality of any part of or all of the Contractor's bid or proposal, and

ii. Records, intellectual property rights that may be included in the deliverables or performance, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, trade secrets, trademarks, or Goods furnished or used in the performance of the Contract. For purposes of this provision, "Goods" means all things which are movable at the time that the Contract is effective and which includes, without limiting this definition, supplies, materials and equipment.

(b) The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.

(c) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the acts giving rise to the Claims and/or where the State is alleged or is found to have merely contributed in part to the acts giving rise to the Claims. The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability solely from the negligence of the State or any other person or entity acting under the direct control or supervision of the State.

(d) The Contractor shall carry and maintain at all times during the Term of the Contract, and during the time that any provisions survive the Term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall cause the State to be named as an additional insured on the policy and shall provide

(1) a certificate of insurance,

(2) the declaration page and

(3) the additional insured endorsement to the policy to the Client Agency all in an electronic format acceptable to the Client Agency prior to the Effective Date of the Contract evidencing that the State is an additional insured. The Contractor shall not begin performance until the delivery of these three (3) documents to the Client Agency. Contractor shall provide an annual electronic update of the three (3) documents to the Client Agency on or before each anniversary of the Effective Date during the Contract Term. State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that State is contributorily negligent.

(e) This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

12. Insurance. Before commencing performance, the Agency may require the Contractor to obtain and maintain specified insurance coverage. In the absence of specific Agency requirements, the Contractor shall obtain and maintain the following insurance coverage at its own cost and expense for the duration of the Contract:

(a) Commercial General Liability. $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability, and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the services to be performed under this Contract or the general aggregate limit shall be twice the occurrence limit;

(b) Automobile Liability. $1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of this Contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of this Contract then automobile coverage is not required.

(c) Professional Liability. $1,000,000 limit of liability, if applicable; and/or

(d) Workers' Compensation and Employers Liability. Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage

shall include Employer's Liability with minimum limits of $100,000 each accident, $500,000 Disease – Policy limit, $100,000 each employee.

13. Sovereign Immunity. The Contractor and Contractor Parties acknowledge and agree that nothing in the Contract, or the solicitation leading up to the Contract, shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this Section conflicts with any other Section, this Section shall govern.

14. Choice of Law/Choice of Forum, Settlement of Disputes, Claims Against the State.

(a) The Contract shall be deemed to have been made in the City of Hartford, State of Connecticut. Both Parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

(b) Any dispute concerning the interpretation or application of this Contract shall be decided by the Agency Head or his/her designee whose decision shall be final, subject to any rights the Contractor may have pursuant to state law. In appealing a dispute to the Agency Head pursuant to this section, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final resolution of a dispute, the Contractor and the Agency shall proceed diligently with the performance of the Contract.

(c) The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State arising from this Contract shall be in accordance with Title 4, Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings, except as authorized by that Chapter, in any state or federal court in addition to or in lieu of said Chapter 53 proceedings.

15. Compliance with Law and Policy, Facility Standards and Licensing. Contractor shall comply with all:

(a) Pertinent local, state and federal laws and regulations as well as Agency policies and procedures applicable to contractor's programs as specified in this Contract.

The Agency shall notify the Contractor of any applicable new or revised laws, regulations, policies or procedures which the Agency has responsibility to promulgate or enforce; and

(b) Applicable local, state and federal licensing, zoning, building, health, fire and safety regulations or ordinances, as well as standards and criteria of pertinent state and federal authorities. Unless otherwise provided by law, the Contractor is not relieved of compliance while formally contesting the authority to require such standards, regulations, statutes, ordinance or criteria.

16. Representations and Warranties. Contractor shall:

(a) Perform fully under the Contract;

(b) Pay for and/or secure all permits, licenses and fees and give all required or appropriate notices with respect to the provision of Services as described in Part I of this Contract; and

(c) Adhere to all contractual sections ensuring the confidentiality of all Records that the Contractor has access to and are exempt from disclosure under the State's Freedom of Information Act or other applicable law.

17. Reports. The Contractor shall provide the Agency with such statistical, financial and programmatic information necessary to monitor and evaluate compliance with the Contract. All requests for such information shall comply with all applicable state and federal confidentiality laws. The Contractor shall provide the Agency with such reports as the Agency requests as required by this Contract.

18. Delinquent Reports. The Contractor shall submit required reports by the designated due dates as identified in this Contract. After notice to the Contractor and an opportunity for a meeting with an Agency representative, the Agency reserves the right to withhold payments for services performed under this Contract if the Agency has not received acceptable progress reports, expenditure reports, refunds, and/or audits as required by this Contract or previous contracts for similar or equivalent services the Contractor has entered into with the Agency. This section shall survive any Termination of the Contract or the Expiration of its term.

19. Protection of Confidential Information.

(a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.

(b) Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data – security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with

and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the Agency or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:

(1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;

(2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;

(3) A process for reviewing policies and security measures at least annually;

(4) Creating secure access controls to Confidential Information, including but not limited to passwords; and

(5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.

(c) The Contractor and Contractor Parties shall notify the Agency and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Agency and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to C.G.S. § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Agency, any State of Connecticut entity or any affected individuals.

(d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.

(e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or the provisions of this Contract

concerning the obligations of the Contractor as a Business Associate of Covered Entity.

20. Workforce Analysis. The Contractor shall provide a workforce Analysis Affirmative Action report related to employment practices and procedures.

21. Litigation.

(a) The Contractor shall require that all Contractor Parties, as appropriate, disclose to the Contractor, to the best of their knowledge, any Claims involving the Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to perform fully under the Contract, no later than ten (10) days after becoming aware or after they should have become aware of any such Claims. Disclosure shall be in writing.

(b) The Contractor shall provide written Notice to the Agency of any final decision by any tribunal or state or federal agency or court which is adverse to the Contractor or which results in a settlement, compromise or claim or agreement of any kind for any action or proceeding brought against the Contractor or its employee or agent under the Americans with Disabilities Act of 1990 as revised or amended from time to time, Executive Orders Nos. 3 & 17 of Governor Thomas J. Meskill and any other requirements of federal or state law concerning equal employment opportunities or nondiscriminatory practices.

D. <u>Changes to the Contract, Termination, Cancellation and Expiration</u>.

1. Contract Amendment.

(a) Should the parties execute an amendment to this Contract on or before its expiration date that extends the Term of this Contract, then the Term of this Contract shall be extended until an amendment is approved as to form by the Connecticut Office of the Attorney General provided the extension provided hereunder shall not exceed a period of 90 days. Upon approval of the amendment by the Connecticut Office of the Attorney General the Term of the contract shall be in accord with the provisions of the approved amendment.

(b) No amendment to or modification or other alteration of this Contract shall be valid or binding upon the parties unless made in writing, signed by the parties and, if applicable, approved by the Office of the Connecticut Attorney General.

(c) The Agency may amend this Contract to reduce the contracted amount of compensation if:

(1) the total amount budgeted by the State for the operation of the Agency or Services provided under the program is reduced or made unavailable in any way; or

(2) federal funding reduction results in reallocation of funds within the Agency.

(d) If the Agency decides to reduce the compensation, the Agency shall send written Notice to the Contractor. Within twenty (20) days of the Contractor's receipt of the Notice, the Contractor and the Agency shall negotiate the implementation of the reduction of compensation unless the parties mutually agree that such negotiations would be futile. If the parties fail to negotiate an implementation schedule, then the Agency may terminate the Contract effective no earlier than sixty (60) days from the date that the Contractor receives written notification of Termination and the date that work under this Contract shall cease.

2. Contractor Changes and Assignment.

(a) The Contractor shall notify the Agency in writing:

(1) at least ninety (90) days prior to the effective date of any fundamental changes in the Contractor's corporate status, including merger, acquisition, transfer of assets, and any change in fiduciary responsibility;

(2) no later than ten (10) days from the effective date of any change in:

i. its certificate of incorporation or other organizational document;

ii. more than a controlling interest in the ownership of the Contractor; or

iii. the individual(s) in charge of the performance.

(b) No such change shall relieve the Contractor of any responsibility for the accuracy and completeness of the performance. The Agency, after receiving written Notice from the Contractor of any such change, may require such contracts, releases and other instruments evidencing, to the Agency's satisfaction, that any individuals retiring or otherwise separating from the Contractor have been compensated in full or that allowance has been made for compensation in full, for all work performed under terms of the Contract. The Contractor shall deliver such documents to the Agency in accordance with the terms of the Agency's written request. The Agency may also require, and the Contractor shall deliver, a financial statement showing that solvency of the Contractor is maintained. The death of any Contractor Party, as applicable, shall not release the Contractor from the obligation to perform under the Contract; the surviving Contractor Parties, as appropriate, must continue to perform under the Contract until performance is fully completed.

(c) Assignment. The Contractor shall not assign any of its rights or obligations under the Contract, voluntarily or otherwise, in any manner without the prior written consent of the Agency.

(1) The Contractor shall comply with requests for documentation deemed to be appropriate by the Agency in considering whether to consent to such assignment.

(2) The Agency shall notify the Contractor of its decision no later than forty-five (45) days from the date the Agency receives all requested documentation.

(3) The Agency may void any assignment made without the Agency's consent and deem such assignment to be in violation of this Section and to be in Breach of the Contract. Any cancellation of this Contract by the Agency for a Breach shall be without prejudice to the Agency's or the State's rights or possible claims against the Contractor.

3. Breach.

(a) If either party Breaches this Contract in any respect, the non-breaching party shall provide written notice of the Breach to the breaching party and afford the breaching party an opportunity to cure within ten (10) days from the date that the breaching party receives the notice. In the case of a Contractor Breach, the Agency may modify the ten (10) day cure period in the notice of Breach. The right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure, but the nature of the Breach is such that it cannot be cured within the right to cure period. The Notice may include an effective Contract cancellation date if the Breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the cancellation date, no further action shall be required of any party to affect the cancellation as of the stated date. If the notice does not set forth an effective Contract cancellation date, then the non-breaching party may cancel the Contract by giving the breaching party no less than twenty four (24) hours' prior written Notice after the expiration of the cure period.

(b) If the Agency believes that the Contractor has not performed according to the Contract, the Agency may:

(1) withhold payment in whole or in part pending resolution of the performance issue, provided that the Agency notifies the Contractor in writing prior to the date that the payment would have been due in accordance with the budget;

(2) temporarily discontinue all or part of the Services to be provided under the Contract;

(3) permanently discontinue part of the Services to be provided under the Contract;

(4) assign appropriate State personnel to provide contracted for Services to assure continued performance under the Contract until such time as the contractual Breach has been corrected to the satisfaction of the Agency;

(5) require that contract funding be used to enter into a subcontract with a person or persons designated by the Agency in order to bring the program into contractual compliance;

(6) take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the State or the program(s) provided under this Contract or both; or

(7) any combination of the above actions.

(c) The Contractor shall return all unexpended funds to the Agency no later than thirty (30) days after the Contractor receives a demand from the Agency.

(d) In addition to the rights and remedies granted to the Agency by this Contract, the Agency shall have all other rights and remedies granted to it by law in the event of Breach of or default by the Contractor under the terms of this Contract.

(e) The action of the Agency shall be considered final. If at any step in this process the Contractor fails to comply with the procedure and, as applicable, the mutually agreed plan of correction, the Agency may proceed with Breach remedies as listed under this section.

4. Non-enforcement Not to Constitute Waiver. No waiver of any Breach of the Contract shall be interpreted or deemed to be a waiver of any other or subsequent Breach. All remedies afforded in the Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided in the Contract or at law or in equity. A party's failure to insist on strict performance of any section of the Contract shall only be deemed to be a waiver of rights and remedies concerning that specific instance of performance and shall not be deemed to be a waiver of any subsequent rights, remedies or Breach.

5. Suspension. If the Agency determines in its sole discretion that the health and welfare of the Clients or public safety is being adversely affected, the Agency may immediately suspend in whole or in part the Contract without prior notice and take any action that it deems to be necessary or appropriate for the benefit of the Clients. The Agency shall notify the Contractor of the specific reasons for taking such action in writing within five (5) days of immediate suspension. Within five (5) days of receipt of this notice, the Contractor may request in writing a meeting with the Agency Head or designee. Any such meeting shall be held within five (5) days of the written request, or such later time as is mutually agreeable to the parties. At the meeting, the Contractor shall be given an opportunity to present information on why the Agency's actions should be reversed or modified. Within five (5) days of such meeting, the Agency shall notify the Contractor in writing of his/her decision upholding, reversing or modifying the action of the Agency head or designee. This action of the Agency head or designee shall be considered final.

6. Ending the Contractual Relationship.

(a) This Contract shall remain in full force and effect for the duration of its entire Term or until such time as it is terminated earlier by either party or cancelled. Either party may terminate this contract by providing at least sixty (60) days prior written notice pursuant to the Notice requirements of this Contract.

(b) The Agency may immediately terminate the Contract in whole or in part whenever the Agency makes a determination that such termination is in the best interest of the State. Notwithstanding Section D.2, the Agency may immediately terminate or cancel this Contract in the event that the Contractor or any subcontractors becomes financially unstable to the point of threatening its ability to conduct the services required under this Contract, ceases to conduct business in the normal course, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or its assets.

(c) The Agency shall notify the Contractor in writing of Termination pursuant to subsection (b) above, which shall specify the effective date of termination and the extent to which the Contractor must complete or immediately cease performance. Such Notice of Termination shall be sent in accordance with the Notice provision contained on page 1 of this Contract. Upon receiving the Notice from the Agency, the Contractor shall discontinue all Services affected in accordance with the Notice, undertake all reasonable and necessary efforts to mitigate any losses or damages, and deliver to the Agency all Records as defined in Section A.13, unless otherwise instructed by the Agency in writing, and take all actions that are necessary or appropriate, or that the Agency may reasonably direct, for the protection of Clients and preservation of any and all property. Such Records are deemed to be the property of the Agency and the Contractor shall deliver them to the Agency no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the Agency for the specified records whichever is less. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to ASCII or .TXT.

(d) The Agency may terminate the Contract at any time without prior notice when the funding for the Contract is no longer available.

(e) The Contractor shall deliver to the Agency any deposits, prior payment, advance payment or down payment if the Contract is terminated by either party or cancelled within thirty (30) days after receiving demand from the Agency. The Contractor shall return to the Agency any funds not expended in accordance with the terms and conditions of the Contract and, if the Contractor fails to do so upon demand, the Agency may recoup said funds from any future payments owing under this Contract or any other contract between the State and the Contractor. Allowable costs, as detailed in audit findings, incurred until the date of termination or cancellation for operation or transition of program(s) under this Contract shall not be subject to recoupment.

7. Transition after Termination or Expiration of Contract.

(a) If this Contract is terminated for any reason, cancelled or it expires in accordance with its Term, the Contractor shall do and perform all things which the Agency determines to be necessary or appropriate to assist in the orderly transfer of Clients served under this Contract and shall assist in the orderly cessation of Services it performs under this Contract. In order to complete such transfer and wind down the performance, and only to the extent necessary or appropriate, if such activities are expected to take place beyond the stated end of the Contract Term then the Contract shall be deemed to have been automatically extended by the mutual consent of the parties prior to its expiration without any affirmative act of either party, including executing an amendment to the Contract to extend the Term, but only until the transfer and winding down are complete.

(b) If this Contract is terminated, cancelled or not renewed, the Contractor shall return to the Agency any equipment, deposits or down payments made or purchased with start-up funds or other funds specifically designated for such purpose under this Contract in accordance with the written

instructions from the Agency in accordance with the Notice provision of this Contract. Written instructions shall include, but not be limited to, a description of the equipment to be returned, where the equipment shall be returned to and who is responsible to pay for the delivery/shipping costs. Unless the Agency specifies a shorter time frame in the letter of instructions, the Contractor shall affect the returns to the Agency no later than sixty (60) days from the date that the Contractor receives Notice.

E. <u>Statutory and Regulatory Compliance</u>.

Note: The following provisions in this section do not apply if the Contractor is a municipality, political subdivision of
the State, or a quasi-public agency: 3, 7, 9, 10, and 11.

1. Health Insurance Portability and Accountability Act of 1996. Notwithstanding the language in Part II, Section E.1(c) of this Contract, the language below is not applicable if the Agency is not a Covered Entity for the purposes of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). However, if the Agency becomes a Covered Entity in the future and if the Contractor accordingly becomes a Business Associate, Contractor will comply with the terms of this Section upon written notice from the Agency that the Agency is a Covered Entity.

The Contractor ☐ IS or ☐ IS NOT CURRENTLY a Business Associate under the Health Insurance Portability and Accountability Act of 1996, as amended.

(a) If the Contactor is a Business Associate under the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as noted in this Contract, the Contractor must comply with all terms and conditions of this Section of the Contract. If the Contractor is not a Business Associate under

HIPAA, this Section of the Contract does not apply to the Contractor for this Contract.

(b) The Contractor is required to safeguard the use, publication and disclosure of information on all applicants for, and all clients who receive, services under the Contract in accordance with all applicable federal and state law regarding confidentiality, which includes but is not limited to HIPAA, more specifically with the Privacy and Security Rules at 45 C.F.R. Part 160 and Part 164, subparts A, C, and E; and

(c) The State of Connecticut Agency named on page 1 of this Contract ("Agency") is a "covered entity" as that term is defined in 45 C.F.R. § 160.103; and

(d) The Contractor is a "business associate" of the Agency, as that term is defined in 45 C.F.R. § 160.103; and

(e) The Contractor and the Agency agree to the following in order to secure compliance with the HIPAA, the requirements of Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"), (Pub. L. 111-5, §§ 13400 to 13423), and more specifically with the Privacy and Security Rules at 45 C.F.R. parts 160 and 164, subparts A, C, and E (collectively referred to herein as the "HIPAA Standards").

(f) Definitions

(1) "Breach" shall have the same meaning as the term is defined in 45 C.F.R. § 164.402 and shall also include a use or disclosure of PHI that violates the HIPAA Standards.

(2) "Business Associate" shall mean the Contractor.

(3) "Covered Entity" shall mean the Agency of the State of Connecticut named on page 1 of this Contract.

(4) "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 C.F.R. § 164.501.

(5) "Electronic Health Record" shall have the same meaning as the term is defined in section 13400 of the HITECH Act (42 U.S.C. § 17921(5)).

(6) "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. § 160.103 and shall include a person who qualifies as a personal representative as defined in 45 C.F.R. § 164.502(g).

(7) "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E.

(8) "Protected Health Information" or "PHI" shall have the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, and includes electronic PHI, as defined in 45 C.F.R. § 160.103, limited to information created, maintained, transmitted or received by the Business Associate from or on behalf of the Covered Entity or from another Business Associate of the Covered Entity.

(9) "Required by Law"' shall have the same meaning as the term "required by law" in 45 C.F.R. § 164.103.

(10) "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

(11) "More stringent" shall have the same meaning as the term "more stringent" in 45 C.F.R. § 160.202.

(12) "This Section of the Contract" refers to the HIPAA Provisions stated herein, in their entirety.

(13) "Security Incident" shall have the same meaning as the term "security incident" in 45 C.F.R. § 164.304.

(14) "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. part 160 and part 164, subpart A and C.

(15) "Unsecured protected health information" shall have the same meaning as the term as defined in 45 C.F.R. § 164.402.

(g) Obligations and Activities of Business Associates.

(1) Business Associate agrees not to use or disclose PHI other than as permitted or required by this Section of the Contract or as Required by Law.

(2) Business Associate agrees to use and maintain appropriate safeguards and comply with applicable HIPAA Standards with respect to all PHI and to prevent use or disclosure of PHI other than as provided for in this Section of the Contract and in accordance with HIPAA Standards.

(3) Business Associate agrees to use administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Covered Entity.

(4) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by Business Associate in violation of this Section of the Contract.

(5) Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by this Section of the Contract or any security incident of which it becomes aware.

(6) Business Associate agrees in accordance with 45 C.F.R. § 502(e)(1)(ii) and § 164.308(d)(2), if applicable, to ensure that any subcontractor that creates, receives, maintains or transmits PHI on behalf of the Business Associate agrees to the same restrictions, conditions and requirements that apply to the Business Associate with respect to such information.

(7) Business Associate agrees to provide access (including inspection, obtaining a copy or both), at the request of the Covered Entity, and in the time and manner designated by the Covered Entity, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. § 164.524. Business Associate shall not charge any fees greater than the lesser of the amount charged by the Covered Entity to an Individual for such records; the amount permitted by state law; or the Business Associate's actual cost of postage, labor and supplies for complying with the request.

(8) Business Associate agrees to make any amendments to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. § 164.526 at the request of the Covered Entity, and in the time and manner designated by the Covered Entity.

(9) Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created, maintained, transmitted or received by, Business Associate on behalf of Covered Entity, available to Covered Entity or to the Secretary in a time and manner agreed to by the parties or designated by the Secretary, for purposes of the Secretary investigating or determining Covered Entity's compliance with the HIPAA Standards.

(10) Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528 and section 13405 of the HITECH Act (42 U.S.C. § 17935) and any regulations promulgated thereunder.

(11) Business Associate agrees to provide to Covered Entity, in a time and manner designated by the Covered Entity, information collected in accordance with subsection (g)(10) of this Section of the Contract, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528 and section 13405 of the HITECH Act (42 U.S.C. § 17935) and any

regulations promulgated thereunder. Business Associate agrees at the Covered Entity's direction to provide an accounting of disclosures of PHI directly to an Individual in accordance with 45 C.F.R. § 164.528 and section 13405 of the HITECH Act (42 U.S.C. § 17935) and any regulations promulgated thereunder.

(12) Business Associate agrees to comply with any state or federal law that is more stringent than the Privacy Rule.

(13) Business Associate agrees to comply with the requirements of the HITECH Act relating to privacy and security that are applicable to the Covered Entity and with the requirements of 45 C.F.R. §§ 164.504(e), 164.308, 164.310, 164.312, and 164.316.

(14) In the event that an Individual requests that the Business Associate

i. restrict disclosures of PHI;

ii. provide an accounting of disclosures of the Individual's PHI;

iii. provide a copy of the Individual's PHI in an electronic health record; or

iv. amend PHI in the Individual's designated record set

(15) The Business Associate agrees to notify the Covered Entity, in writing, within five (5) business days of the request.

(16) Business Associate agrees that it shall not, and shall ensure that its subcontractors do not, directly or indirectly, receive any remuneration in exchange for PHI of an Individual without

i. the written approval of the Covered Entity, unless receipt of remuneration in exchange for PHI is expressly authorized by this Contract; and

ii. the valid authorization of the Individual, except for the purposes provided under section 13405(d)(2) of the HITECH Act, (42 U.S.C. § 17935(d)(2)) and in any accompanying regulations

(17) Obligations in the Event of a Breach.

i. The Business Associate agrees that, following the discovery by the Business Associate or by a subcontractor of the Business Associate of any use or disclosure not provided for by this section of the Contract, any breach of unsecured PHI, or any Security Incident, it shall notify the Covered Entity of such breach in accordance with Subpart D of Part 164 of Title 45 of the Code of Federal Regulations and this Section of the Contract.

ii. Such notification shall be provided by the Business Associate to the Covered Entity without unreasonable delay, and in no case later than thirty (30) days after the breach is discovered by the Business Associate, or a subcontractor of the Business Associate, except as otherwise instructed in writing by a law enforcement official pursuant to 45 C.F.R. § 164.412. A breach is considered discovered as of the first day on which it is, or reasonably should have been, known to the Business Associate or its subcontractor. The notification shall include the identification and last known address, phone number and email address of each Individual (or the next of kin of the Individual if the Individual is deceased) whose unsecured PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, or disclosed during such breach.

iii. The Business Associate agrees to include in the notification to the Covered Entity at least the following information:

(a) A description of what happened, including the date of the breach; the date of the discovery of the breach; the unauthorized person, if known, who used the PHI or to whom it was disclosed; and whether the PHI was actually acquired or viewed.

(b) A description of the types of unsecured PHI that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, or disability code).

(c) The steps the Business Associate recommends that Individual(s) take to protect themselves from potential harm resulting from the breach.

(d) A detailed description of what the Business Associate is doing or has done to investigate the breach, to mitigate losses, and to protect against any further breaches.

(e) Whether a law enforcement official has advised the Business Associate, either verbally or in writing, that he or she has determined that notification or notice to Individuals or the posting required under 45 C.F.R. § 164.412 would impede a criminal investigation or cause damage to national security and; if so, include contact information for said official.

iv. If directed by the Covered Entity, the Business Associate agrees to conduct a risk assessment using at least the information in subparagraphs 1 to 4 inclusive, of (g)(16)(C) of this Section and

determine whether, in its opinion, there is a low probability that the PHI has been compromised. Such recommendation shall be transmitted to the Covered Entity within twenty (20) business days of the Business Associate's notification to the Covered Entity.

v. If the Covered Entity determines that there has been a breach, as defined in 45 C.F.R. § 164.402, by the Business Associate or a subcontractor of the Business Associate, if directed by the Covered Entity, shall provide all notifications required by 45 C.F.R. §§ 164.404 and 164.406.

vi. Business Associate agrees to provide appropriate staffing and have established procedures to ensure that Individuals informed of a breach have the opportunity to ask questions and contact the Business Associate for additional information regarding the breach. Such procedures shall include a toll-free telephone number, an e-mail address, a posting on its Web site and a postal address. Business Associate agrees to include in the notification of a breach by the Business Associate to the Covered Entity, a written description of the procedures that have been established to meet these requirements. Costs of such contact procedures will be borne by the Contractor.

vii. Business Associate agrees that, in the event of a breach, it has the burden to demonstrate that it has complied with all notifications' requirements set forth above, including evidence demonstrating the necessity of a delay in notification to the Covered Entity.

(h) Permitted Uses and Disclosure by Business Associate.

(1) General Use and Disclosure Provisions. Except as otherwise limited in this Section of the Contract, Business Associate may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Contract, provided that such use or disclosure would not violate the HIPAA Standards if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.

(2) Specific Use and Disclosure Provisions

i. Except as otherwise limited in this Section of the Contract, Business Associate may use PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

ii. Except as otherwise limited in this Section of the Contract, Business Associate may disclose PHI for the proper management and administration of Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further

disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

iii. Except as otherwise limited in this Section of the Contract, Business Associate may use PHI to provide data aggregation services to Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).

(i) Obligations of Covered Entity.

(1) Covered Entity shall notify Business Associate of any limitations in its notice of privacy practices of Covered Entity, in accordance with 45 C.F.R. § 164.520, or to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

(2) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual(s) to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

(3) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(j) Permissible Requests by Covered Entity. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the HIPAA Standards if done by the Covered Entity, except that Business Associate may use and disclose PHI for data aggregation, and management and administrative activities of Business Associate, as permitted under this Section of the Contract.

(k) Term and Termination.

(1) Term. The Term of this Section of the Contract shall be effective as of the date the Contract is effective and shall terminate when the information collected in accordance with provision (g)(10) of this Section of the Contract is provided to the Covered Entity and all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.

(2) Termination for Cause Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

i. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Contract if Business Associate does not cure the breach or end the violation within the time specified by the Covered Entity; or

ii. Immediately terminate the Contract if Business Associate has breached a material term of this Section of the Contract and cure is not possible; or

iii. If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(3) Effect of Termination.

i. Except as provided in (k)(2) of this Section of the Contract, upon termination of this Contract, for any reason, Business Associate shall return or destroy all PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity. Business Associate shall also provide the information collected in accordance with section (g)(10) of this Section of the Contract to the Covered Entity within ten (10) business days of the notice of termination. This section shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.

ii. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon documentation by Business Associate that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Section of the Contract to such PHI and limit further uses and disclosures of PHI to those purposes that make return or destruction infeasible, for as long as Business Associate maintains such PHI. Infeasibility of the return or destruction of PHI includes, but is not limited to, requirements under state or federal law that the Business Associate maintains or preserves the PHI or copies thereof.

(l) Miscellaneous Sections.

(1) Regulatory References. A reference in this Section of the Contract to a section in the Privacy Rule means the section as in effect or as amended.

(2) Amendment. The Parties agree to take such action as in necessary to amend this Section of the Contract from time to time as is necessary for Covered Entity to comply with requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.

(3) Survival. The respective rights and obligations of Business Associate shall survive the termination of this Contract.

(4) Effect on Contract. Except as specifically required to implement the purposes of this Section of the Contract, all other terms of the Contract shall remain in force and effect.

(5) Construction. This Section of the Contract shall be construed as broadly as necessary to implement and comply with the Privacy Standard. Any ambiguity in this Section of the Contract shall be resolved in favor of a meaning that complies, and is consistent with, the Privacy Standard.

(6) Disclaimer. Covered Entity makes no warranty or representation that compliance with this Section of the Contract will be adequate or satisfactory for Business Associate's own purposes. Covered Entity shall not be liable to Business Associate for any claim, civil or criminal penalty, loss or damage related to or arising from the unauthorized use or disclosure of PHI by Business Associate or any of its officers, directors, employees, contractors or agents, or any third party to whom Business Associate has disclosed PHI contrary to the sections of this Contract or applicable law. Business Associate is solely responsible for all decisions made, and actions taken, by Business Associate regarding the safeguarding, use and disclosure of PHI within its possession, custody or control.

(7) Indemnification. The Business Associate shall indemnify and hold the Covered Entity harmless from and against any and all claims, liabilities, judgments, fines, assessments, penalties, awards and any statutory damages that may be imposed or assessed pursuant to HIPAA, as amended or the HITECH Act, including, without limitation, attorney's fees, expert witness fees, costs of investigation, litigation or dispute resolution, and costs awarded thereunder, relating to or arising out of any violation by the Business Associate and its agents, including subcontractors, of any obligation of Business Associate and its agents, including subcontractors, under this section of the contract, under HIPAA, the HITECH Act, and the HIPAA Standards.

2. Americans with Disabilities Act. The Contractor shall be and remain in compliance with the Americans with Disabilities Act of 1990 (http://www.ada.gov/) as amended from time to time ("ADA") to the extent applicable, during the Term of the Contract. The Agency may cancel or terminate this Contract if the Contractor fails to comply with the ADA. The Contractor represents that it is familiar with the terms of this Act and that it is in compliance with the law. The Contractor warrants that it shall hold the State harmless from any liability which may be imposed upon the state as a result of any failure of the Contractor to be in compliance with this ADA. As applicable, the Contractor shall comply with § 504 of the Federal Rehabilitation Act of 1973, as amended from time to time, 29 U.S.C. § 794 (Supp. 1993), regarding access to programs and facilities by people with disabilities.

3. Non-discrimination. The Contractor will not discriminate or permit discrimination against any person or group of persons pursuant to Conn. Gen. Stat. § 4a-60.

4. Freedom of Information.

(a) Contractor acknowledges that the Agency must comply with the Freedom of Information Act, C.G.S. §§ 1-200 et seq. ("FOIA") which requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b).

(b) Governmental Function. In accordance with C.G.S. § 1-218, if the amount of this Contract exceeds two million five hundred thousand dollars ($2,500,000), and the Contractor is a "person" performing a "governmental function", as those terms are defined in C.G.S. § 1-200(4) and (11), the Agency is entitled to receive a copy of the Records and files related to the Contractor's performance of the governmental function, which may be disclosed by the Agency pursuant to the FOIA.

5. Whistleblowing. This Contract is subject to C.G.S. § 4-61dd if the amount of this Contract is a "large state contract" as that term is defined in C.G.S. § 4-61dd(h). In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the Contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars ($5,000) for each offense, up to a maximum of twenty per cent (20%) of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state Contractor, as defined in the statute, shall post a notice of the relevant sections of the statute relating to large state Contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

6. Executive Orders and Other Enactments.

(a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.

(b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.

(c) This Contract may be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017, concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

7. **Campaign Contribution Restriction**. For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value of $50,000 or more, or a combination or series of such agreements or contracts having a value of $100,000 or more in a calendar year, the authorized signatory to this Agreement represents that they have received the State Elections Enforcement Commission's ("SEEC") notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations."

8. **Summary of Ethics Laws**. Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes:

(a) the State has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract;

(b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law;

(c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law;

(d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and

(e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.

9. Large State Contract Representation for Contractor. Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

(a) That no gifts were made by:

(1) the Contractor,

(2) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or

(3) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to:

i. any public official or State employee of the State agency or quasi-public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or

ii. any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

(b) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(c) That the Contractor submitted bids or proposals without fraud or collusion with any person.

10. Large State Contract Representation for Official or Employee of State Agency. Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the State agency official or employee represents that the selection of the person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

11. Iran Energy Investment Certification.

(a) Pursuant to section 4-252a of the Connecticut General Statutes, the Contractor

certifies that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.

(b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section shall not be deemed to be in breach of the Contract or in violation of this section. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the Contract.

12. Access to Data for State Auditors. The Contractor shall provide to OPM access to any data, as
defined in Conn. Gen Stat. Sec. 4e-1, concerning the Contract and OPM that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by the Client Agency and the State Auditors of Public Accounts at no additional cost.

13. State Business-Related Call Center and Customer Service Work. Pursuant to subsection (h) of section 31-57aa of the Connecticut General Statutes, Contractor shall perform all required state business-related call center and customer service work entirely within the State of Connecticut. If Contractor performs work outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Contractor shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.

14. Consumer Data Privacy and Online Monitoring. Pursuant to section 4e-72a of the Connecticut General Statutes, Contractor shall at all times comply with all applicable provisions of sections 42-515 to 42-525, inclusive, of the Connecticut General Statutes, as the same may be revised or modified.

15. Artificial Intelligence.

(a) During the Term, Contractor shall respond to Client Agency and the State of Connecticut Department of Administrative Services (“DAS”) information requests, no later than fifteen (15) Business Days from the date the Contractor receives a request, regarding (i) the use of Artificial Intelligence in any Services or performance of the Services by providing the data sets being collected and algorithms being used by the Contractor relating to such use, and (ii) the ongoing monitoring, assessment protocol and tools used by Contractor relating to the Artificial Intelligence used in any Services or performance of the Services. Contractor’s response and data shall be delivered in a format acceptable to the Client Agency or DAS, as applicable.

(b) If during the Term Contractor introduces Artificial Intelligence functionality into the performance or any portion of the Services that was not originally included in the Services or performance of the Services, Contractor shall provide DAS and the Client Agency the option, in DAS and Client Agency's sole discretion, to opt in or opt out of that Artificial Intelligence. Contractor shall not implement any such Artificial Intelligence without DAS' and the Client Agency's prior express written authority. Notwithstanding the foregoing, Contractor shall, no later than fifteen (15) Business Days after receiving a written request from DAS or the Client Agency, provide Artificial Intelligence functionality including, but not limited to, data sources and algorithms for any Services or performance of the Services.

(c) No Artificial Intelligence used in the Services or performance of the Services shall (i) result in any unlawful discrimination against any individual or group of individuals, or (ii) have any unlawful disparate impact on any individual or group of individuals on the basis of any actual or perceived differentiating characteristic, including, but not limited to, age, genetic information, color, ethnicity, race, creed, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, marital status, familial status, pregnancy, veteran status, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including but not limited to blindness, or lawful source of income.

16. Consulting Agreements Representation. Pursuant to section 4a-81 of the Connecticut General Statutes, the person signing this Contract on behalf of the Contractor represents, to their best knowledge and belief and subject to the penalty of false statement as provided in section 53a-157b of the Connecticut General Statutes, that the Contractor has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below or in an attachment to this Contract. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes.

_____	_____
Consultant's Name and Title	Name of Firm (if applicable)

_____	_____	_____
Start Date	End Date	Cost

The basic terms of the consulting agreement are:_____

Description of Services Provided:_____

Is the consultant a former State employee or former public official? ☐ YES ☐ NO

If Yes:_____ _____

Name of Former State Agency Termination Date of Employment

7. All provisions of the Original Contract, except those provisions specifically changed by this Amendment, shall remain in full force and effect.

SIGNATURE PAGE TO FOLLOW

[**X**] Amendment #**A1**
(*For Internal Use Only*)

SIGNATURES AND APPROVALS

25OECESC01WAT A1

IN WITNESS WHEREOF, the parties have executed this Contract Amendment by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

CONTRACTOR

City of Waterbury Board of Education

Paul K. Pernerewski, Jr., Mayor

Date

CONNECTICUT OFFICE OF EARLY CHILDHOOD

Elena Trueworthy, Commissioner Date

OFFICE OF THE ATTORNEY GENERAL, *approved as to form*:

___X__This contract amendment is exempt from the Connecticut Attorney General's review in accordance with terms of the Memorandum of Agreement between the Connecticut Office of Early Childhood and the Connecticut Attorney General, as amended, on _11/26/2025.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #13.2

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve a Construction Contract with Glass Plus to provide Front Entry Door Replacements at Driggs and Woodrow Wilson Elementary Schools.

Waterbury Board of Education

THE CITY OF WATERBURY 236 Grand Street | Waterbury, CT 06702 203-574-8009

Elizabeth C. Brown
President

June 11, 2026

Honorable Board of Aldermen
c/o City Clerk
City of Waterbury
235 Grand Street
Waterbury, CT 06702

Ladies and Gentlemen:

We request your review and approval, subject to the Board of Education's anticipated approval at its regular meeting of June 18, 2026, of a Construction Contract with Glass Plus (RFP 8487), in the not to exceed amount of $72,600.00, to provide Front Entry Door Replacements at Driggs and Woodrow Wilson Elementary Schools.

Respectfully,

Carrie A. Swain, Clerk
Waterbury Board of Education

WATERBURY
PUBLIC SCHOOLS

Nicholas J. Albini
Chief Operating Officer
(203) 346-2340
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EXECUTIVE SUMMARY

TO: Honorable Board of Education Commissioners
Honorable Board of Aldermen Members

FROM: Nicholas J. Albini, Chief Operating Officer

DATE: June 5, 2026

RE: Contraction Contract for Front Door Replacements at Driggs and Wilson Elementary Schools (RFP #8487) with Glass Plus

The Education Department respectfully requests your review and approval of a construction contract for front door replacements at Driggs and Wilson Elementary Schools in the total amount of $72,600. This project addresses critical entrance safety and security needs at Wilson Elementary School and Driggs Elementary School and will be funded through the Education Department's FY27 Capital budget.

At Wilson Elementary School, recent changes to student arrival and traffic patterns have increased the need for enhanced access control. The current entrance lacks a secure man trap vestibule, limiting the school's ability to properly screen visitors and prevent unauthorized access. Installation of a man trap entry system will strengthen visitor management procedures and improve the overall safety and security of students, staff, and visitors.

At Driggs Elementary School, the existing main entrance doors and wooden arch assembly have reached the end of their useful life. The structure contains lead-based paint, and the obsolete hardware is the source of frequent work orders due to recurring operational failures. These conditions create security concerns, impact reliable building access, and increase maintenance costs. Replacing the entrance system will improve safety, reliability, code compliance, and compatibility with modern security technologies.

This project was bid twice previously. RFP#8405 didn't receive any vendor responses and RFP#8267 received one vendor response, which their pricing was deemed too high ($94,000). For the current RFP, we received two bids with Glass Plus being the lowest qualified bidder consisting of $23,000 for Wilson Elementary School and $43,000 for Driggs Elementary School.

A 10% construction contingency ($6,600) is requested to address unforeseen conditions that may arise during construction, bringing the total contract amount to $72,600. This amount does not include any costs associated with lead abatement, which may be required at Driggs Elementary School pending further evaluation.

Both projects address important school security needs and will help provide safer, more secure learning environments while reducing long-term maintenance and operational concerns.

The Education Department will have a representative present at your upcoming meeting to answer any questions you may have regarding this matter. Thank you for your assistance on this matter.

FINAL CONTRACT (V2) for Glass Plus
RFP 8487
JPY 5.12.26

Construction Contract
for
RFP No. 8487
Front Entry Door Replacements
at the
Driggs and Woodrow Wilson Elementary Schools
between
City of Waterbury
and
Glass Plus

THIS CONTRACT, effective on the date signed by the Mayor, is by and between the **CITY OF WATERBURY**, City Hall, 235 Grand Street, Waterbury, Connecticut 06702 (the "City") and **GLASS PLUS** located at 576 Rubber Avenue, Naugatuck, Connecticut 06770, a sole proprietorship owned and operated by Christopher Boncal (the "Contractor").

WHEREAS the Contractor submitted a bid to the City in response to **Request for Proposal ("RFP") No. 8487** for certain improvements related to the removal and replacement of front entry doors at the Driggs and Woodrow Wilson Elementary Schools located in Waterbury, Connecticut (the "Project");

WHEREAS the City accepted the Contractor's bid for **RFP No. 8487**; and

WHEREAS the City desires to obtain the Contractor's services pursuant to the terms set forth in this Contract.

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

1. Scope of Services. The Contractor shall furnish all the labor, services, equipment, materials, supplies, transportation, and incidentals necessary to complete the Project as specified in this agreement (also referred to herein as the "Contract") and such shall be completed in a satisfactory manner, as reasonably determined by the City. All labor, services, equipment, materials, supplies, transportation, and incidentals shall comply with **(i)** all applicable local, state and federal laws, statutes, ordinances, rules and regulations, including without limitation all notice requirements thereunder, and **(ii)** generally accepted professional standards.

1.1. The Project consists of the removal and replacement of front entry doors at the Driggs and Woodrow Wilson Elementary Schools located at 77 Woodlawn Terrace and 235 Birch Street, respectively, in Waterbury, Connecticut, all of which is more particularly detailed and described in the Bid Documents in **Attachment A**. **Attachments A** and **B** (**see Section 5.1**) are hereby made material provisions of this

Contract. **Attachment A** shall consist of the following, which are attached hereto, are acknowledged by the Contractor as having been received, or otherwise hereby incorporated by reference as noted below, and all are made a part hereof:

1.1.1 City's **RFP No. 8487** (incorporated by reference);
1.1.2 Addendum _ to **RFP No. 8487** (incorporated by reference);
1.1.3 Contractor's Price Proposal, dated May 27, 2025, consisting of 3 pages (attached hereto);
1.1.4 Contractor's Response with associated attachments to **RFP No. 8487** from May 27, 2025, consisting of 21 pages, (incorporated by reference);
1.1.5 "City of Waterbury, **RFP No. 8487**, "Scope of Services" (also referred to as "Technical Specifications"), which were listed in the **RFP**;
1.1.6 "Site Map" with List of Drawings prepared by TDB;
1.1.7 State of Connecticut Prevailing Wage Schedule dated _____, 2025, and related information, consisting of _ pages (**NOT APPLICABLE**);
1.1.8 Contractor's Certificate of Insurance (incorporated by reference);
1.1.9 Contractor's Performance Bond (incorporated by reference);
1.1.10 Contractor's Payment Bond (incorporated by reference);
1.1.11 All amendments and change orders issued by the City after execution of Contract (incorporated by reference);
1.1.12 All applicable Federal, State and local statutes, regulations charter and ordinances (incorporated by reference); and
1.1.13 All applicable permits and licenses (incorporated by reference).

1.2. The entirety of **Attachment A** plus this executed instrument (including **Attachment B**) are together deemed the Contract Documents (hereinafter collectively referred to as "Contract Documents"). The City's record copy of the Contract Documents shall control and shall be effective and binding on the Contractor. If any provision in the Contract Documents conflicts with any other provision therein, the provision in the component part of the Contract Document first enumerated below shall govern any other component part which follows it numerically:

1.2.1 All applicable Federal, State, and local laws, regulations, charter and ordinances;
1.2.2 Contract Amendment(s) and Change Orders;
1.2.3 This Contract;
1.2.4 Addendums to **RFP No. 8487**;
1.2.5 **RFP No. 8487** including "City of Waterbury, **RFP No. 8487**, "Scope of Services" ("Technical "Specifications") contained in the body of the **RFP**;
1.2.6 Drawings, if any;
1.2.7 Contractor's Price Proposal; and
1.2.8 Contractor's Response.

2. Representations Regarding Qualification and Accreditation. The Contractor represents that its employees are licensed to perform the scope of work set forth in this Contract. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Contract, including any supplementary work and the City relies upon Contractor's representations.

2.1. Representations regarding Personnel. The Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City, unless use of City employees or of personnel having a contractual relationship with the City is approved in writing. As set forth above, all the services required hereunder shall be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

2.2. Representations regarding Qualifications. The Consultant hereby represents that, to the extent required by Federal, State and Local statutes, regulations, codes, ordinances, and policies, that the Consultant and/or its employees be licensed, certified, registered, or otherwise qualified, the Consultant and all employees providing services under this Contract, are in full compliance with those statutes, regulations and ordinances. Upon City request, the Consultant shall provide to the City a copy of the Consultant's licenses, certifications, registrations, etc.

3. Responsibilities of the Contractor. The Contractor agrees to properly implement the services required in the manner herein provided. The Contractor shall, in addition to any other responsibilities set forth in this Contract and the Schedules and Attachments hereto, perform the following coincident with the performance of this Contract:

3.1. Due Diligence Obligation. The Contractor acknowledges its responsibility to examine and to be thoroughly familiar with the City's bid document, including, but not limited to the plans, specifications, drawings and any addenda thereto. The Contractor hereby warrants and represents that prior to the submission of its proposal during the bid process it reviewed or was afforded opportunity, by the City, to review all physical items, facilities, services and functions essential to the satisfactory performance of the services required ("Due Diligence") and thereby certifies that all such items, facilities, services and functions are included in this Contract and thereby warrants that:

3.1.1 it conducted or had opportunity to conduct all due diligence prior to the submission of its bid and, accordingly, any additional costs, services or products resulting from the failure of the Contractor to complete Due Diligence prior to submission of its bid proposal shall be borne by the Contractor. Furthermore, the Contractor had the opportunity during the bid process to ask questions it saw fit and to review the responses from the City;

3.1.2 its failure or omission to make investigation and verification of data shall, in no way, be cause for future claim of ignorance of such data or conditions nor shall such failure to investigate and verify be the basis for any claim whatsoever, monetary or otherwise;

3.1.3 it is solely responsible for resolving any issues resulting from its failure to conduct due diligence and it shall assume all resulting costs it incurs during the Project;

3.1.4 it was responsible for specifying any changes and disclosing any associated new costs prior to submitting its bid. In the event the Contractor failed to disclose any such new cost prior to the submittal of its bid, the Contractor hereby covenants that it shall remain solely responsible for, and shall absorb, those non-disclosed costs;

3.1.5 it has familiarized itself with the nature and extent of the Contract Documents, Project, locality, and with all local conditions and Federal, State and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Project;

3.1.6 it has given the City written notice of any conflict, error or discrepancy that the Contractor discovered in the City's bid documents and other documents for **RFP No. 8487** (collectively, the "Bid Documents");

3.1.7 it agrees that the Bid Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Project;

3.1.8 it has carefully studied all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Scope of Services which were utilized in the preparation of the plans and specifications;

3.1.9 it has made or caused to be made examinations, investigations, measurements and tests and studies of any applicable reports and related data as it deems necessary for ensuring performance of the Scope of Services at the Contract Price within the Contract Time and in accordance with the other terms and conditions of the Contracts; and certifies no additional examinations, investigations, tests, reports or similar data are or will be required by Contractor for such purposes; and

3.1.10 it shall not take advantage of any obvious error or apparent discrepancy in the Contract. Notice of any error or discrepancy discovered shall be given immediately in writing to the City, who shall make such corrections and interpretations as it may deem necessary for the completion of the Project in a satisfactory and acceptable manner.

3.2. Safety. Contractor shall perform all work in a safe manner in full compliance with local, state and federal health and safety regulations. Contractor shall immediately correct any dangerous conditions caused by or resulting from its work. If it fails to correct, or to act diligently to correct, any condition which the City reasonably believes to be a hazard to persons or property, then immediately upon oral or written notice to any supervisory or similar personnel of Contractor, City may, but shall not be required to, correct same at Contractor's expense. City shall Contractor in writing any oral notice given within five (5) business days thereafter.

3.3. Storage. In the event the Project site has insufficient, inadequate, and/or improper storage space, it shall be the responsibility of the Contractor to secure, provide and maintain at the Contractor's sole cost and expense **(i)** adequate off-site storage space for equipment, materials, incidentals, etc., and **(ii)** all associated delivery and transportation services. In either event, the Contractor shall assume full responsibility for equipment, materials, incidentals, etc. until both title and risk of loss pass to the City pursuant to **Section 8** of this Contract.

3.4. Working Hours. To the extent the Contractor is required to be on City property to render the Contractor's services hereunder, the Contractor shall coordinate its schedule so that work on and at the Project site is performed during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday and 9:00 a.m. to 6:00 p.m. on Saturday, Sunday and legal holidays unless more exactly specified elsewhere in this Contract or **Attachment A** or unless prior written permission is obtained from the City to work during other times; for example, a second shift from 3 p.m. to 11 p.m. may be possible. This provision shall not excuse the Contractor from timely performance under the Contract.

3.5. Cleaning Up. The Contractor shall always keep the Project site free from accumulation of waste materials or rubbish caused by Contractor's employees or subcontractors, and at the completion of the work shall remove all rubbish from and about the Project and all tools, scaffolding and surplus materials and shall leave the Project site "broom clean" or its equivalent, unless more exactly specified. In case of dispute, the City may remove the rubbish and charge the cost to the Contractor.

3.6. Publicity. Contractor agrees not to deliberately disclose the fact that the City has entered into or terminated this Contract or disclose any of the terms of the Contract or use the City's name in connection with any publicity unless the City gives prior written consent to such use of the City's name in each instance.

3.7. Standard of Performance. All Contractor labor, materials, supplies, components, equipment, reports, plans, specifications, drawings, deliverables, incidentals, etc., required to be furnished or delivered under this Contract shall conform in all respects with the requirements set forth in this Contract and shall meet or exceed those standards generally recognized in the Contractor's craft and trade in the State of

Connecticut. City specified manufacturer and/or brand name substitution desired by the Contractor shall be made only with the prior written consent of an authorized representative of the City's Using Agency.

3.7.1 In carrying out the Project, the Contractor must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor, nor with the normal routine of the institution or agency operating at the Project site.

3.8. Contractor's Employees. The Contractor shall always enforce strict discipline and good order among its employees and shall not employ on the work any unfit person or anyone not skilled in the work assigned. The Contractor shall not, without the prior written approval of the City's Using Agency, substitute, terminate, replace or otherwise remove any Contractor employee expressly named, identified or required in this Contract.

3.9. Subsurface/Unknown Site Conditions. If Project site conditions are encountered which are **(i)** subsurface or otherwise concealed physical conditions or other conditions which differ materially from those indicated in the Contract Documents, or **(ii)** unknown conditions of an unusual nature which differ materially from those ordinarily found to exist and generally recognized as inherent or common in construction activities of the character provided for in this Contract, then prompt notice by the observing party shall be given to the other party to this Contract before Project site conditions may be disturbed; the Contractor shall thereafter wait for written instructions from the City before proceeding under such conditions.

3.10. Surveys. All surveys required under this Contract shall be performed by a State of Connecticut duly licensed land surveyor. Unless expressly stated to the contrary in **Section 1** of this Contract and **Attachment A**, the Contractor shall perform all layout work, all field measurements and all construction staking required, necessary or prudent for the satisfactory prosecution of the Contractor's obligations under this Contract.

3.11. Permits and Licenses. Unless expressly stated to the contrary in **Section 1** of this Contract and **Attachment A**, the Contractor shall secure and obtain all permits and all licenses required, or necessary, or prudent for the performance of the Contractor's obligations under this Contract., and for the City's occupancy, use, and operation of the Project.

3.12. Manufacturer's Directions. Where it is required in this Contract that materials, products, processes, equipment or the like be installed or applied in accord with manufacturer's directions, specifications or instructions, it shall be construed to mean that the said application or installation by the Contractor shall be in strict accord with printed instructions furnished by the manufacturer of the material concerned for

use under conditions like those at the Project site. One (1) copy of such instructions shall be furnished to the City.

3.13. Review by the City. The Contractor shall permit the City and the City's duly authorized representatives and agents to review, at any time, all work performed under the terms of this Contract at any stage of the Project.

3.14. Records Maintenance. The Contractor shall maintain or cause to be maintained all records, books or other documents relative to charges, costs, expenses, fees, alleged breaches of the Contract, settlement of claims or any other matter pertaining to the Contractor's demand for payment.

3.15. ARPA/ESSER. If applicable, the Contractor possesses the knowledge and understanding of **ARPA** and **ESSER** and recognizes this Project is subject to the rules, regulations and mandatory contract provisions required by each one.

3.16. Activities, Work, and Services Performed in Department of Education Facilities, on School Grounds, at Student Sporting Events, and/or where City Students are Present. For all activities in school facilities and/or Department of Education facilities, the Contractor shall first be required to coordinate all on-site visits and activities with the appropriate Department/personnel in Education, or the designated person and shall obtain any necessary clearance, ID badges, etc. Contractor shall enter and exit all school facilities and Department of Educational facilities as designated as authorized by the appropriate Department/personnel in Education, or the designated person.

3.17. Criminal Background Check and DCF Registry Check. The Contractor shall comply with the requirements of C.G.S. 10-222 c (g) and shall ensure, and represents to the City, that any employee who will be on school grounds/Department of Education Property/at Department of Education events and/or where City students are present, that will or may have direct contact with a student's while providing services pursuant to this Agreement, has stated, in writing, whether such person has ever been convicted of a crime or whether criminal charges were ever pending against such person. The Contractor shall further ensure, and represents to the City, that any person who will have direct contact with a student has submitted to a records check of the Department of Children and Families Child Abuse and Neglect Registry established pursuant to Conn. Gen. Stat. §17a-101k, as well as State and National criminal history records checks conducted in accordance with Conn. Gen. Stat. §29-17a, the Federal National Child Protection Act of 1993, and the Federal Volunteers for Children Act of 1998. The Contractor shall not permit any person with a disqualifying criminal history to have contact with a student. The contractor agrees the "direct contact" shall include the contractor and its employees providing services under this contract if said services are performed on school grounds/Department of Education Property/at Department of Education events and/or where City students are present.

4. Responsibilities of the City and City Reservation of Rights. Upon the City's receipt of Contractor's written request for specific information, the City will provide the Contractor with existing documents, data and other materials the City agrees are necessary and appropriate to the services to be performed by the Contractor hereunder and the City will endeavor to secure, where feasible and where the City agrees it is necessary and appropriate, materials or information from other sources requested by the Contractor for the purpose of carrying out the services under this Contract.

4.1. The City may, in its sole discretion, designate person(s) to act as the City's Project Engineer(s) and/or Manager(s) and the City may, in its sole discretion, define such person(s) authority and responsibilities; initially, the Department of Education's School Inspector's Office is so designated.

4.2. The City reserves the right to **(i)** perform work related or unrelated to the Project with the City's own forces adjoining, adjacent to, or in the vicinity of, the Project site and/or **(ii)** let separate contracts related or unrelated to the Project for work and services adjoining, adjacent to, or in the vicinity of, the Project site. In such event, the Contractor shall afford all such parties reasonable opportunity for storage of materials and equipment and for the uninterrupted provision and delivery of such parties' work and/or services. The Contractor shall cooperate with such parties and in the case of a dispute, the decision of the City shall be complied with by all.

5. Contract Time. The Contractor shall Substantially Complete all work and services required under this Contract within **one hundred fifty (150) consecutive days** and shall reach Final Completion within **one hundred eighty (180) consecutive days** of the City's issuance of a written Notice to Proceed with the Project ("Contract Time").

5.1. Attachment B, if any, is the Project's schedule. On a monthly basis, the Contractor shall deliver to the City a written status report setting forth an analysis and critique of the Contractor's compliance with said schedule.

5.2. Delay Damages.

5.2.1 Time is and shall be of the essence for all Project Phase Completion Dates, Milestones, Substantial and Final Completion Date. The Contractor further agrees that the Project shall be prosecuted regularly, diligently and uninterruptedly and at such rate of progress as will ensure full completion thereof within the Contract time stated above. It is expressly understood and agreed, by and between the Contractor and City, that the Phase Completion Dates, Milestones, Substantial and Final Completion Date are reasonable for the completion of the Project.

5.2.1.1 The Contractor shall pay to the City the sum of the greater of **Five Hundred and 00/100 Dollars ($500)** per consecutive calendar day for each calendar day for which the Contractor is in default in

completing the work beyond the Final Completion Date, Substantial Completion Date, Milestones and Phase Completion Dates, as set forth in **Section 5**, or the actual damages incurred by the City caused by the delay. The preceding sum is hereby agreed upon not as a penalty, but as delay damages for the delay that the City shall suffer due to such default.

5.2.1.2 The City shall have the right to recover all damages pursuant to any remedy at law or equity including but not limited to deducting the amount of any such damage from any monies due to the Contractor under this Contract. The Contractor understands that if the entire Work or of any portion of the Work that the City has agreed to accept separately, if any, is not attained by the applicable completion dates as set forth in the entire **Section 5**, the City will suffer damages, which are difficult to specify accurately and ascertain. Delay damages based upon delay shall be assessed to compensate the City for all actual loss sustained by the delay, including, but not limited to, loss of use, increased cost of material or services to complete the project, loss of State funding, all other another actual expense, and all other damages allowed by law, including attorney's fees.

5.3. No Damage for Delay. In no event shall the Contractor be entitled to any compensation or recovery of any damages in connection with any Delay, including, without limitation, consequential damages, lost opportunity damages, attorney's fees or other, similar remuneration. The City's exercise of any of its rights or remedies under the Contract Documents, including without limitation, ordering changes in the Work, or directing suspension, rescheduling or correction of the Work, regardless of the extent or frequency of the City's exercise of these rights has been contemplated by the parties and shall not be construed as an exception.

6. Compensation. The City shall compensate the Contractor for satisfactory provision of all the goods and services set forth in this Contract as follows in this **Section 6**. No claims for additional compensation will be considered for conditions made known to the Contractor prior to bidding. No claims for additional compensation will be considered on account of the failure of the Contractor to completely inform itself as required herein above.

6.1. Fee Schedule. Subject to retainage, limitations, etc. set forth below in this **Section 6**, the fee payable to the Contractor shall not exceed **SEVENTY-TWO THOUSAND SIX HUNDRED DOLLARS ($72,600)** (hereafter referred to as "Total Compensation") with the basis for payment being Contractor's Pricing Proposal set forth in **Attachment A**, which is summarized below and inclusive of the required payment and performance bonds:

i. Wilson Elementary School -- $23,000;
ii. Driggs Elementary School -- $43,000; and

iii. Owner Controlled Contingency - $6,600 as governed by **Section 6.1.1** below.

6.1.1 Owner Controlled Contingency. At the sole discretion and control of the City, the Contingency amount as set forth in **Section 6.1(iii)** of this Contract shall be utilized for the payment to the Contractor for additional work not covered by this contract and requested and approved by the City in writing to be performed by the Contractor. The basis for payment for the additional work under the Contingency shall be separate and apart from the Base Payment set forth above. The Owner Controlled Contingency shall be the funding source for any City approved additional work and services not provided for in this Contract. Unless properly approved in writing by the City (**see Section 27**), Contractor shall not be entitled to any compensation from such contingency. The parties agree that a Change Order Form shall be utilized to set forth the additional services, cost of additional services and time for Contractor to provide said service.

6.2. Retainage. At the City's sole discretion, it hereby reserves the right to withhold as retainage of five percent (5%) of any payment (or monetary sum otherwise required by law) owed to the Contractor to be withheld from payments to the Contractor otherwise payable to the Contractor until such time as the Contractor's work and services to be provided under this Contact are fully completed and accepted in writing by the City. The retainage does not include additional sums that the City may withhold due to the Contractor's failure to comply with the provisions of this Contract.

6.3. Limitation of Payment. Compensation to the Contractor is limited to those fees set forth in **Section 6.1** of this Contract and is further limited to work **(i)** performed in fact, **(ii)** conforming with this Contract, and **(iii)** accepted in writing by a duly authorized City employee. Such compensation shall be paid by the City upon its review and approval of the Contractor's invoices for payment and review of the Contractor's work.

6.3.1 Funding. In the event this Contract is funded, in whole or in part, by Federal and/or State monies, grants, loans, etc., all City payment(s) shall fully comply with all relevant Federal and State statutes and regulations. In the event this Contract is 100% funded by Federal and/or State monies, grants, loans, etc., the aggregate sum of all City payments shall not exceed the aggregate sum of such funding.

6.3.2 The Contractor and its affiliates are hereby provided with notice that the City reserves the right, in the City's sole discretion, to offset, withhold, or otherwise reduce City payment(s) to the Contractor, in an amount equaling the sum or sums of money the Contractor and/or its affiliates is/are, or become delinquent or in arrears on, regarding the Contractor's and/or its affiliates real and personal property taxes and other payment obligations to the City.

6.4. Bid Costs. All costs of the Contractor in preparing its bid for **RFP No. 8487** shall be borne solely by the Contractor and are not included in the compensation to be paid by the City to the Contractor under this Contract or any other agreement.

6.5. Payment for Services, Materials, Appliances, Employees. The Contractor shall be responsible to the City for the suitability of services, materials and equipment furnished to comply fully with the requirements set forth in this Contract. The Contractor shall promptly pay all employees as their pay falls due, shall pay promptly as they fall due all bills for subcontractors, materials, supplies and services going into the work, and all bills for insurance, bonds, Worker's Compensation coverage, Federal and State Unemployment Compensation, and Social Security charges applicable to this Project. Before final City payment is made, the Contractor shall furnish to the City a sworn, notarized, affidavit stating that all the foregoing payment obligations have been fully completed. Additionally, during the Project, at the City's option, it may require partial waivers of lien and claim from the Contractor and all subcontractors and materialmen with each payment application.

6.6. Liens. Neither the City's final payment nor any part of the retained percentage, if any, shall become due until the Contractor, if required by the City, shall deliver to the City a complete release of all liens arising out of this Contract, or receipts in full in lieu thereof, and, if required, in either case, an affidavit that so far as the Contractor has knowledge or information, the releases and receipts include all the labor and material for which a lien could be filed; but the Contractor may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the City, to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the City all moneys that the City may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fees.

6.7. Attorney's Fees and Costs. The prevailing party in any litigation arising hereunder shall be entitled to attorney's fees and costs from the losing party.

6.8. Contractor's Certificate of Completion. Upon the Contractor's **(i)** completion of all Project milestones, and **(ii)** Substantial Completion of the Project, and **(iii)** Final Completion of the Project, the Contractor shall, in each instance, file with the City a written, notarized affidavit setting forth the amount of Project work performed. The City reserves the right to verify or challenge by any reasonable means the accuracy of said affidavit.

6.9. Final Payment. All prior estimates and City payments, including those relating to extra or additional work, retainage(s), and holdback(s), shall be subject to correction by this final payment which is throughout this Contract called "Final Payment". No payment, final or partial, shall act as a release to the Contractor or its surety from any Contractor obligation(s) under this Contract.

6.10. Clean Water Fund Project Requirements. In the event this Contract is funded in whole or in part, is reliant upon, or falls within the jurisdiction of the Clean Water Fund and its statutes, regulations and rules, the Contractor shall:

6.10.1 Submit Applications for Payment in accordance with the following:

The City must receive the Contractor's Application for Payment by the City's or its designee's, review and recommendation for payment, by the fifteenth calendar day of the month to receive payment within the next 50 days. If not received by the fifteenth calendar day of the month, payment cannot be made until 50 days after the fifteenth calendar day of the subsequent month. The Contractor shall provide, at the City's request, reasonable documentation to substantiate Contractor's Application for Payment.

6.10.2 Progress and Final Payments

The City will make progress payments on account of the Contract Price based on the Contractor's Applications for Payment, monthly during construction as provided below. All progress payments will be based on the progress of the Scope of Services as determined by the City, according to the schedule of values provided for in the Contract Documents and approved by the City. Prior to Substantial Completion, progress payments will be limited to an amount equal to 95 percent of the value of the Scope of Services completed. Upon Substantial Completion, the City will pay the amount as specified in the Contract Documents, subject to reasonable monetary holdback for punch list items.

7. Warranty of the Contractor. The Contractor warrants to the City that all materials, supplies, components, equipment, etc. furnished under this Contract shall be new and of good quality, except as otherwise expressly stated and permitted by the City elsewhere in this Contract. The Contractor warrants that none of its work shall be defective. The Contractor shall be liable to repair and install and/or replace without charge any service, component, equipment or part thereof which is defective or does not conform with this Contract within the greater of **(i)** 365 calendar days after the City delivers its written notice of its acceptance of the Project and statement therein establishing the final completion date, or **(ii)** that time or date expressly stated elsewhere in this Contract or **Attachment A**.

7.1. The Contractor further warrants that all materials, supplies, services, components, equipment, reports, plans, drawings, deliverables, incidentals, etc., shall be free from all defects caused by faulty design, faulty material or poor workmanship. The Contractor shall supply to the City copies of any written manufacturer's warranties and guarantees and assign same to the City and the City shall avail itself of same to the fullest extent provided by the terms thereof. The Contractor's foregoing warranty obligations are in addition to, and not a limitation of, all manufacturer's warranties and guarantees, and any other remedy stated in this contract or otherwise available to the City under applicable law.

8. Passing of Title and Risk of Loss.

8.1. The City's beneficial use of Project equipment, materials, site-work, etc. prior to the Contractor's final completion of the Project or prior to the City's final payment for the Project shall neither act to vest title in the City nor act to transfer risk of loss from the Contractor to the City. Said title and risk shall pass to the City upon the City's final payment for the Project.

8.2. Contractor and its insurer shall assume the risks of loss or damage to the equipment up to and including the date title passes, except that City shall be responsible for loss or damage caused by City's gross negligence.

8.3. After Project equipment, materials, etc. are delivered to the Project worksite and become operable or functional, the Contractor shall not thereafter remove any such equipment, materials, etc. from the Project worksite without securing the prior written consent of an authorized City Using Agency employee.

9. Indemnification.

9.1. The Contractor shall indemnify, defend, and hold harmless the City, City's Boards and all affiliated entities and each of their respective members, managers, partners, officers, directors, shareholders, commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from the delivery of the labor, services, equipment, materials, reports, plans, specifications, design, drawings, deliverables, incidentals, etc. provided that any such claims, suits, damages, losses, judgments, costs or expenses **(i)** are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from, **(ii)** are alleged to be caused in whole or in part by any willful, intentional, negligent, or reckless act or omission of the Contractor, its employees, any subcontractor or consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder; **(iii)** enforcement action or any claim for breach of the Contractor 's duties hereunder or **(iv)** claim for intangible loss(es) including but not limited to business losses, lost profits or revenue, regardless of whether or not it is caused in part by a party indemnified hereunder.

9.2. In any and all claims against the City or any of its boards and all affiliated entities and each of their respective members, managers, partners, officers, directors, shareholders, commissions, agents, employees or officials by the Contractor or any employee of the Contractor , any subcontractor or consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 9 above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits

payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

9.3. The Contractor understands and agrees that any insurance required by this Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, defend, keep and hold harmless the City, its boards and all affiliated entities and each of their respective members, managers, partners, officers, directors, shareholders, commissions, agents, employees and officials as provided in this Contract.

9.4. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City and the City's boards and all affiliated entities and each of their respective members, managers, partners, officers, directors, shareholders, commissions, agents, employees or officials as provided herein.

9.5. Royalties and Patents. The Contractor shall, for all time, secure to the City the free and undisputed right to the use of any and all patented articles and methods used in the work and shall defend at Contractor's own expense any and all suits for infringement or alleged infringement of such patents, and in the event of adverse award under patent suits, the Contractor shall pay such awards and hold the City harmless in connection with any patent suits that may arise as a result of installations made by the Contractor and as to any award made thereunder.

9.6. In the event this Contract and/or the Contractor's, or its subcontractor, work and services provisioned hereunder is/are subject to the provisions of any Federal or State statute or regulations, or the City Charter or City Ordinance, the Contractor shall indemnify, defend and hold harmless the City from any fine, penalty or other amounts imposed on the City under said statutes, regulations, Charter or Ordinances, if caused by Contractor, or its subcontractor, omission or commission.

10. Contract Bonds. The Contractor shall furnish to the City, prior to the execution of this Contract by the City, both a performance bond and a payment bond, each bond written for a penal sum equaling the **Section 6** "Total Compensation" amount in a form and with a surety acceptable to the City. The bonds shall continue in effect for the greater of **(i)** the warranty period set forth in **Section 7** of this Contract, or **(ii)** 365 calendar days after the Final Completion Date referenced elsewhere in this Contract.

11. Contractor's Insurance.

11.1. The Contractor shall not commence work under this Contract until all insurance required under this **Section 11** has been obtained by the Contractor and such insurance has been approved by the City. The Contractor shall not allow any subcontractor to commence work on any subcontract until all insurance required of any such

subcontractor has been obtained and approved by the City. Insurance shall be provided by insurers, satisfactory to the City and authorized to do business in the State of Connecticut, an "A-" Best's Rating and at least a Class V3 or better financial size category as shown in the most current A.M. Best Company ratings.

11.2. At no additional cost to the City, the Contractor shall purchase and maintain the insurance coverages set forth below which shall protect the City and all affiliated entities and each of their respective members, managers, partners, agents, officers, directors, commissions, officials, stakeholders, shareholders and employees from claims which may arise out of or result from the Contractor's obligation under this Contract, whether such obligations are the Contractor's or subcontractor or person or entity directly or indirectly employed by said Contractor or subcontractor, or by any person or entity for whose acts said Contractor or subcontractor may be liable.

11.3. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

11.4. The following policies with stated limits shall be maintained, in full force and effect, always during which the services are to be performed by the Contractor:

11.4.1 General Liability Insurance: $1,000,000.00 per occurrence, **$2,000,000.00** aggregate and **$2,000,000.00** products and completed operations aggregate; providing coverage to protect the City for all damages arising out of bodily injuries, sickness to or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence.

11.4.2 Automobile Liability Insurance: $1,000,000.00 combined single limit (CSL); providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance, operation, use or loading and unloading of any auto including hired & non-owned autos.

11.4.3 Workers' Compensation: Statutory Limits within the State of Connecticut: Employers' Liability:

EL Each Accident **$1,000,000.00**
EL Disease Each Employee **$1,000,000.00**
EL Disease Policy Limit **$1,000,000.00**

Contractor shall comply with all State of Connecticut statutes as it relates to workers' compensation.

11.4.4 Excess/Umbrella Liability Insurance: Excess or Umbrella insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances **-- $1,000,000.00** each occurrence and **$1,000,000.00** Aggregate.

11.5. Failure to Maintain Insurance: In the event the Contractor fails to maintain the minimum required coverage as set forth herein, the City may at its option purchase same and offset the Contractor's invoices for the cost of said insurance.

11.6. Cancellation: The City of Waterbury shall receive written notice of cancellation from the Contractor at least thirty (30) calendar days prior to the date of actual cancellation, regardless of the reason for such cancellation.

11.7. Certificates of Insurance: The Contractor's General, Automobile, Builder's Risk and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City and all affiliated entities and each of their respective members, managers, partners, agents, officers, directors, commissions, officials, stakeholders, shareholders and employees as an additional insured and provide waiver of subrogation on all policies except Builder's Risk and Pollution Liability. The insurance afforded by the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under the Contractor's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. Prior to the execution of this Contract by the City, the Contractor shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury, as follows: **"The City of Waterbury and its Boards and all affiliated entities and each of their respective members, managers, partners, agents, officers, directors, commissions, officials, stakeholders, shareholders and employees are listed as additional insured on all lines of coverage except Pollution Liability and waiver of subrogation applies to all lines of coverage except Pollution Liability and Builder's Risk as their interest may appear".** The City's Invitation to Bid Number must be shown on the certificate of insurance to ensure correct filing. The Contractor must supply replacement/renewal certificates at least 30 days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of than thirty (30) calendar days has been mailed to the City's Using Agency and a copy to the City's Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

11.8. No later than thirty (30) calendar days after Contractor receipt, the Contractor shall deliver to the City a copy of the Contractor's insurance policies and endorsements and riders.

12. Conformance with Federal, State and Other Jurisdictional Requirements. By executing this Contract, the Contractor represents and warrants that, at all pertinent and relevant times to the Contract, it has been, is and will continue to be in full compliance with all applicable statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, and regulations of all government authorities applicable to performance by the Contractor of services hereunder, including those having jurisdiction over its registration and licensing to perform services hereunder; including, but not limited to, the following: **EQUAL EMPLOYMENT OPPORTUNUTY; COPELAND ANTI-KICKBACK ACT**, as supplemented in the Department of Labor Regulations (29 CFR, Part 3); **DAVIS BACON ACT** as supplemented by Department of Labor Regulations (29 CFR Part 5); Section 103 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor Regulations (29 CFR Part 5); the **HOUSING and COMMUNITY DEVELOPMENT ACT OF 1974**, as amended; **TITLE 31** and Section 12-430(7) of the State of Connecticut General Statutes. All applicable sections of the City Charter and Code of Ordinances are incorporated by reference made a part hereof.

12.1. Taxes-Federal, State and Local. The City is exempt from Federal Excise and Transportation, State and Local Sales and Use Taxes, including without limitation, taxes that would otherwise be imposed upon the Contractor for transactions required or necessitated hereunder between it and its subcontractors, suppliers, etc. The Contractor remains liable, however, for any applicable tax obligations it incurs. Moreover, the Contractor represents that the bid and pricing contained in this Contract do not include the amount payable for said taxes.

12.2. Labor and Wages-Federal and State. The Contractor and its subcontractors shall conform to Federal and State of Connecticut labor laws, and all other laws, ordinances, and legal requirements affecting the work in Connecticut.

12.2.1 The Contractor is aware of, and shall comply with, the provisions of Title 31, §53 of the Connecticut General Statutes, latest revision (the "Act"), concerning the payment of minimum wages for work on public facilities. The provisions of the Act are hereby incorporated by reference and made a part of this Contract. The Act provides that the Connecticut prevailing wage law applies to certain remodeling, refurbishing, alteration, repair and new construction. The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in Conn. Gen. Stat. 31-53(i), shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of

such person's wages the amount of payment or contribution for such person's classification on each pay day.

12.2.2 The Contractor is aware of, and shall comply with, as applicable, the provisions of the Federal Davis-Bacon Act, the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021), the Elementary and Secondary School Emergency Relief Supplemental Appropriations Act of 2021 signed into law December 27, 2020 (ESSER II Fund) and the American Rescue Plan Elementary and Secondary School Emergency Relief Fund signed into law March 11, 2021, all the provisions of which are hereby incorporated by reference and made a part of this Contract.

12.3. Compliance with Chapters 34, 38, and 39 of the Code of Ordinances of the City. By executing this Contract, the Contractor represents and warrants that, at all pertinent and relevant times to the Contract, it has been, is and will continue to be in full compliance with the provisions of Chapters 34, 38, and 39 of the Code of Ordinances of the City and well as any other relevant provisions of the Charter and the Code of Ordinances.

13. Discriminatory Practices. In performing this Contract, the Contractor shall not discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. Subcontracts with each subcontractor shall contain a provision requiring non-discrimination in employment as specified herein. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this Contract. Said provisions with subcontractors shall require conformity and compliance with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

13.1. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this Contract shall be discharged or in any way discriminated against because such person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or related to the labor standards applicable hereunder to its employer.

13.2. Equal Opportunity. In its execution of the performance of this Contract, the Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements and will require the same of all subcontractors.

13.3. Contractor Corrective Action.

13.3.1. Pursuant to Conn. Gen. Stat. § 4a-60, as amended by June 2015 Special Session Public Act 15-5, the following are required for every Municipal Public Works Contract:

(a) Every contract to which an awarding agency is a party, every quasi-public agency project contract and every municipal public works contract shall contain the following provisions:

(1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut; and the contractor further agrees to take corrective action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;

(2) The contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission on Human Rights and Opportunities;

(3) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;

(4) The contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, as amended by this act, 46a-68e, 46a-68f and 46a-86; and

(5) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and

permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56, as amended by this act.

(b) If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency project.

13.3.2. Pursuant to Conn. Gen. Stat. § 4a-60a, as amended by June 2015 Special Session Public Act 15-5, the following are required for every Municipal Public Works Contract:

(a) Every contract to which an awarding agency is a party, every contract for a quasi-public agency project and every municipal public works contract shall contain the following provisions:

(1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and employees are treated when employed without regard to their sexual orientation;

(2) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;

(3) The contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; and

(4) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

14. Place Holder.

15. Place Holder.

16. Termination.

16.1. Termination of Contract for Cause. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by either **(i)** giving written notice to the Contractor of a date certain by which Contractor shall, to the written satisfaction of the City, cure after which and without further action by any party, such termination shall automatically become effective and binding, or **(ii)** giving written notice to the Contractor specifying the effective date of such termination at least five (5) business days before the effective date of such termination. Notwithstanding the above, upon determination by a court of competent jurisdiction that the termination of the agreement pursuant to this **Section 16.1** was wrongful, such termination will be deemed converted to a termination for convenience pursuant to **Section 16.2** and the Contractor's remedy for wrongful termination shall be limited to the recovery of the payments permitted for termination for convenience pursuant to **Article 16.2**.

16.1.1 In the event of a termination, all finished or unfinished documents, data, studies, reports, plans, specifications, drawings, supplies, services, etc. prepared by the Contractor under this Contract shall, at the option of the City, become the City's property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

16.1.2 Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the City from the Contractor is determined.

16.2. Termination for Convenience of the City. The City may terminate this Contract at any time for the convenience of the City, by a notice in writing from the City to the Contractor. If this Contract is terminated by the City as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services performed bear to the total services of the Contractor covered by this Contract, less payments of compensation previously made.

16.3. Termination for Non-Appropriation or Lack of Funding. The Contractor acknowledges that the City is a municipal corporation and that this Contract is subject to the appropriation and disbursement of funds by the City sufficient for this Contract for each budget year in which this Contract is in effect. The Contractor therefore agrees that the City shall have the right to terminate this Contract in whole or in part without penalty to the City if sufficient funds to provide for City payment(s) under this Contract is not appropriated, not authorized, or not made available, or such funding has been reduced. In the event this Contract is subject, in whole or in part, to the appropriation and disbursement of Federal and/or State funds and those Federal and/or State funds are not appropriated or are not disbursed to the City, the Contractor hereby agrees that

the City shall have the right to terminate this Contract in whole or in part without penalty to the City.

16.3.1 Effects of Non-Appropriation. If funds to enable the City to effect continued payment under this Contract are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this Contract without penalty at the end of the last period for which funds have been appropriated, authorized or otherwise made available by law by giving written notice of termination to the Contractor.

16.3.2 Effects of Reduced Levels of Funding. If funding is reduced by law, or funds to pay the Contractor for the agreed to level of the products, services and functions to be provided by the Contractor under this Contract are not appropriated, authorized or otherwise made available by law, the City may, upon seven (7) business days written notice to the Contractor, reduce the level of the products, services or functions in such manner and for such periods of time as the City may elect. The charges payable under this Contract shall be equitably adjusted to reflect such reduced level of products, services or functions and the parties shall be afforded the rights set forth in this Contract.

16.3.3 No Payment for Lost Profits. In no event shall the City be obligated to pay or otherwise compensate the Contractor for any lost or expected future profits.

16.4. Rights Upon Termination.

16.4.1 Termination for Cause. In the event the City terminates this Contract for cause, the Contractor shall relinquish to the City any applicable interest, title and ownership including, but not limited to, perpetual use of any proprietary rights in and to the products and deliverables delivered to, in possession of and properly invoiced and paid for by (except to the extent such invoiced amount is disputed) the City. Regarding third party products, the Contractor shall transfer all licenses which it is permitted to transfer in accordance with the applicable third-party license. The City shall have no financial obligation to compensate the Contractor for such terminated products unless payment is otherwise approved by the City prior to such termination. The Contractor shall be liable for costs incurred by the City, including but not limited to reasonable attorney fees and all court awarded fees and costs incurred in terminating this Contract in whole or in part.

16.4.2 Termination for Lack of Funding or Convenience. In the event of termination by the City for lack of funding or convenience, the City shall pay the Contractor for all labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc.(including any holdbacks) installed and delivered to the City as of the Termination Date and the

Contractor shall relinquish to the City any applicable interest, title and ownership including, but not limited to perpetual use of any proprietary rights in and to said labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. delivered to, in possession of and paid for by the City (except to the extent any invoiced amount is disputed). The Contractor shall be required to exercise commercially reasonable efforts to mitigate damages. In the event of a termination for Lack of Funding or Convenience the City and the Contractor may negotiate a mutually acceptable payment to the Contractor for reasonable demobilization expenses. Said demobilization expenses, if any, shall be handled in accordance with the provision of this Contract pertaining to changes in the Project.

16.4.3 Assumption of Subcontracts. In the event of termination, the City shall have the right to assume, at its option, one or all subcontracts for products, services and functions provided exclusively under this Contract.

16.4.4 Delivery of Documents. In the event of termination, **(i)** the Contractor shall promptly deliver to the City, in a manner reasonably specified by the City, all documents and other tangible items furnished by, or owned, leased, or licensed by, the City, and **(ii)** the City shall pay the Contractor for all services performed and deliverables completed and accepted (pro-rated for deliverables partially completed) prior to the effective date of the termination (except to the extent any invoice amount is disputed).

17. Force Majeure. Contractor shall not be held responsible for delays nor be subject to liquidated damages when such delays are caused by conditions beyond its control, including without limitation:

17.1. Acts of God, fire, explosion, epidemic, cyclone, flood, war, strikes, revolution, civil commotion, or acts of public enemies; and

17.2. Change of law and order, proclamation, regulation, ordinance, or governmental requirement.

17.3. Upon cessation of work for reason of force majeure delays, Contractor shall use its best efforts to meet the schedule set forth in **Section 5** of this Contract.

18. Subcontracting. The Contractor shall not, without the prior written approval of the City's Using Agency, subcontract, in whole or in part, any of the Contractor's services. Any subcontractor so approved shall be required to secure and maintain insurance coverage equal to or better than that required of the Contractor and shall name the City as an additional insured party and said subcontractors shall deliver to the City a certificate of insurance evidencing such coverages. All subcontractors shall comply with all federal, state and local, laws, regulations and ordinances but such requirement shall not relieve the Contractor from its requirement that all services provided hereunder shall comply with all Federal, State and local, laws, regulations and ordinances.

18.1. The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Contractor.

18.2. The Contractor is responsible for and shall control the activities of its subcontractors, and the subcontractors shall consult and cooperate with one another and other contractors working on the Project site. Each subcontractor shall furnish all necessary information to other subcontractors and shall lay out and install its own work to avoid any delays or interferences with the work of another. Any cost for changes, cutting and/or repairing made necessary by failure to observe the above requirements shall be borne by the Contractor or subcontractor responsible for such failure or neglect.

18.3. The Contractor shall not, without the prior written approval of the City's Using Agency, substitute, terminate, replace or otherwise remove a subcontractor.

19. Assignability. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City; provided, however, that claims for money due or to become due the Contractor from the City under this Contract may be assigned to a bank, trust, company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

20. Audit. The City reserves the right to audit the Contractor's books of account in relation to this Contract at any time during the period of this Contract or at any time during the twelve-month period immediately following the closing or termination of this Contract. In the event the City elects to make such an audit, the Contractor shall immediately make available to the City all records pertaining to this Contract, including, but not limited to, payroll records, bank statements and canceled checks.

21. Interest of City Officials. No member of the governing bodies of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract.

22. Interest of Contractor. The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the Project or any parcel of land therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

23. Entire Contract. This Contract shall constitute the complete and exclusive statement of the contract between the parties as it relates to this transaction and supersedes all previous agreements and understandings, whether written or oral, relating to such subject matter. Any

amendment to this Contract must be in writing and agreed to and executed by the City and the Contractor and must comply with the City's Charter and Code of Ordinances.

24. Independent Contractor Relationship. The relationship between the City and the Contractor is that of client and independent contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract.

25. Severability. Whenever possible, each provision of this Contract shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Contract, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law, and if capable of substantial performance, the remaining provisions of this Contract shall be enforced as if this Contract was entered into without an invalid provision. If the ruling and/or controlling principle of law or equity leading to the ruling is subsequently overruled, modified or amended by legislation, judicial or administrative action, then the provision(s) in question as originally set forth in this Contract shall be deemed valid and enforceable to the maximum extent permitted by the new controlling principal of law or equity.

26. Survival. Any provisions of this Contract that impose continuing obligations on the parties shall survive the expiration or termination of this Contract for any reason.

27. Changes in the Project: Change Orders.

27.1. Requests for Change Orders. The City reserves the right on its own volition or based upon a proposal for a Change Order submitted in written form with a thorough explanation by the Contractor, to request from time to time any changes to the requirements and specifications of this Contract and the products to be provided and the functions and services to be performed by the Contractor under this Contract. Such changes must be authorized by the City. The City will not approve of any change orders, deletions, additions, or additional work items to the Scope of Services or any change in the terms and conditions of this Contract except by means of a City authorized amended Scope of Services, applicable and restricted to those items set forth in §1, above, or Change Order issued as set forth in this section, except in the event of an emergency endangering life or property.

27.2. Procedures.

27.2.1 The Contractor's Response to a Change Request.

i. Within thirty (30) calendar days after receipt of a request by the City for any such change or such other period as the Parties may

mutually agree to in writing, the Contractor shall submit to the City a proposal describing any changes in Contract Milestones or Contract completion dates, products, functions, timing of delivery, assignment of personnel, and the like, and any associated price adjustment. The Contractor's proposal shall describe, in detail, the basis for the proposed price adjustment, including the charges for any products required to implement the change request.

ii. To the extent that additional costs or cost savings result from a change in required products, the Contractor shall obtain any additional products and provide them to the City at a negotiated price acceptable to the City and the Contractor. Similarly, if the change request is expected to result in a reduction in products required to perform the services, the Contractor's charges shall be reduced by the cost savings resulting from the products eliminated by the change request**.**

27.2.2 City's Acceptance of Change Request. If the City accepts the Contractor's proposal, the City shall issue a change order referencing the Contractor's proposal and both parties shall sign the change order. The Contractor shall not implement any change request until the City has issued a valid, properly executed, change order.

27.2.3 City's Rejection of Change Request. If the City does not accept the Contractor's proposal, the City may within two weeks of such non-acceptance: **(i)** withdraw its change request; or, **(ii)** modify its change request, in which case the procedures set forth above shall apply to the Contractor's response to the modified change request.

27.3. City Discretion. The City may, in its sole discretion, approve the proposed Change Order and shall forward same for additional signatures under the following conditions: **(i)** If it conforms to provisions of applicable laws, and **(ii)** if it is consistent with this Contract, and **(iii)** if the time of performance of this Contract will not be unreasonably delayed, **(iv)** the Final Completion date is not changed, **(v)** if the Change Order requires a change to the Final Completion date, such change has been authorized by an approved, executed, written Amendment to this Contract, and **(vii)** if the Change Order requires an increase in the price of the Contract, the City **(1)** has sufficient funds, and **(2)** if a budget transfer is required to cover the cost of the proposed Change Order, such transfer has secured the written approval of the Board of Aldermen and other required regulatory agencies.

27.4. Change Orders Governed by the Provisions of this Contract. All work performed under a Change Order is governed by the provisions of this Contract.

28. Conflicts or Disputes. This Contract represents the concurrence between the City and the Contractor and governs all disputes between them. In the instance of a conflict or dispute

over issues not specifically referenced within the Contract, the following documents shall be used as historical documents, without regard to the order of precedence, to resolve such conflicts or disputes, as follows: **(i)** the City's **RFP No. 8487** and **(ii)** the Contractor's Bid response to **RFP No. 8487**, dated May 27, 2025. Said historical documents are attached hereto as part of **Attachment A.**

28.1. Procedure. This procedure supersedes all statements to the contrary occurring either in proposals or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

28.2. Presumption. This Contract or any section thereof shall not be construed against any party because the Contract or any section thereof was drafted by such party.

29. Disputes; Legal Proceedings; Waiver of Trial by Jury and Continued Performance. The Contractor agrees that it waives a trial by jury as to all claims, causes of action or disputes arising out of this Contract or services to be provided pursuant to this Contract. Notwithstanding any such claim, dispute or legal action, the Contractor shall continue to perform services under this Contract in a timely manner, unless otherwise directed by the City.

30. Binding Contract. The City and the Contractor each bind themselves, and their successors, assigns and legal representatives to the other party to this Contract and to the successors, assigns and legal representatives of such other party with respect to all covenants of this Contract.

31. Waiver. Any waiver of the terms and conditions of this Contract by either of the parties hereto shall not be construed to be a waiver of any other term or condition of this Contract.

32. Governing Laws. This Contract, its terms and conditions and any claims arising there from shall be governed by the laws of the State of Connecticut.

33. Notice. Except as otherwise specifically prohibited in this Contract, whenever under this Contract approvals, authorizations, determinations, notices, satisfactions or waivers are required or permitted, such items shall be effective and valid only when given in writing signed by a duly authorized officer of the City or the Contractor, and delivered in hand or sent by mail, postage prepaid, to the party to whom it is directed, which until changed by written notice, are as follows:

Contractor:	Glass Plus Christopher Boncal 576 Rubber Avenue Naugatuck, CT 06770
City:	City of Waterbury

Corporation Counsel's Office
Third Floor
235 Grand Street
Waterbury, CT 06702

34. City Code of Ordinances, Ethics and Conflict of Interest Code, Provisions. The Person (the term "Person" shall herein be as defined in Section 38 of the City's Code of Ordinances) supplying the labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. under this Contract shall comply with all applicable Federal, State and Municipal statutes, regulations, charters, ordinances, rules, etc, whether they are expressly stated in this Contract, including but not limited to the following:

34.1. It shall be a material breach of this Contract, and, except as may be permitted by regulations or rulings of the City of Waterbury Board of Ethics it shall be a violation of the City's Code of Ordinances, for any Public Official, City Employee or Member of a Board or Commission who is participating directly or indirectly in the procurement process as set forth in the City's Code of Ordinances, including those participating in exempt transactions, to become or be the employee of any person contracting with the governmental body by whom the Official, Employee, or Board or Commission member is employed or is a member.

34.2. It shall be a material breach of this Contract, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former Public Official, Employee or Member of a Board or Commission, or for such current or former Public Official, Employee or Member of a Board or Commission to solicit, demand, accept or agree to accept from another Person, a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or Purchase Order, or to any solicitation or proposal therefore.

34.3. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for any payment, Gratuity, or offer of employment to be made as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime Contractor or higher tier subcontractor or any Person associated therewith, under a Contract or Purchase Order to the City.

34.4. The value of anything transferred or received in violation of the City's Charter, Code of Ordinances, and/or regulations promulgated there under, by any Person subject to said Charter and/or Ordinances may be recovered by the City.

34.5. Upon a showing that a subcontractor made a kickback to the City, a prime Contractor or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, said value may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

34.6. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City Contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection 34.6, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection 34.6 shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

34.7. The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has **(i)** delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owned to the City; **(ii)** filed the City authored financial disclosure statement form as set forth in the City's Code of Ordinances regarding disclosure of financial interests; **(iii)** delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinances; and **(iv)** filed a current list of all taxable personal and real property as required by the State of Connecticut General Statutes. Any violation of this subsection 34.7 shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

34.8. The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections 34.1-34.7.

34.9. The Contractor is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, all relevant provisions of the City's Charter and all relevant provisions of the City's Code of Ordinances, including without limitation Chapters 93, titled "Discriminatory Practices", Chapter 38 titled "Centralized Procurement System", and Chapter 39 titled "Ethics and Conflict of Interest", of said Code as may be amended from time to time.

34.10. The Contractor hereby acknowledges receipt of a copy of Chapters 38 and 39 of the City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has

familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: *http://www.waterburyct.org/content/458/539/default.aspx* [click link titled "The City of Waterbury Code of Ordinances *Passed 8/24/2009*". For Chapter 38, click on **"TITLE III: ADMINISTRATION",** then click **on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM"**. For Chapter 39, click on **"TITLE III: ADMINISTRATION"**, then click on **"CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST"**].

34.11. The Contractor is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, the City's Ordinance Sections 34.15 through 34.99 entitled, "Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly Funded Construction Projects," and the State of Connecticut Legislature's Special Act No. 01-1.

34.12. Every Person who conducts business with, contracts, with or provides commodities or services to the City, is charged with notice of the extent of the powers and authority, and the limitations thereon, of the Public Officials and Employees of the City, as set forth in the charter of the City, the Code of Ordinances and any Regulations or Policies pertaining thereto. In particular, and without implying any limitation as to its applicability, it applies to all Persons who participate in the procedures pertaining to the Centralized Procurement System as set forth in Chapter 38, and the Ethics and Conflict of Interest provisions set forth in Chapter 39 of the Code of Ordinances.

34.13. INTEREST OF CITY OFFICIALS. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the project, to which this agreement pertains, shall have any personal interest, direct or indirect, in this agreement.

34.14. PROHIBITION AGAINST CONTINGENCY FEES. The Contractor hereby represents that it has not retained anyone to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage or contingency fee.

34.15. FREEDOM OF INFORMATION ACT NOTICE. Pursuant to State statute, in the event the total compensation payable to the Contractor set forth in **Section 6** of this Contract is greater than $2,500,000.00, the City is entitled to receive a copy of all Contractor records and files related to the performance of this Contract and those records and files are subject to the Freedom of Information Act ("the Act") and may be disclosed by the City pursuant to the Act.

35. Definitions. Whenever the following, words, terms, etc. appear in this Contract, the intent and meaning shall be as follows:

35.1. Additional Work: Work required by the City that involves a substantial addition to, deduction from or modification of the Contract Documents.

35.2. Bid or Proposal: The form on which the bidder is to submit a bid for the Work contemplated.

35.3. Bidder: A person, partnership, corporation or other business organization submitting a bid on the form for the Work contemplated.

35.4. City: The City of Waterbury, acting directly or through specifically authorized personnel.

35.5. Construction Supervisor: An employee of the City of Waterbury, or another City duly authorized person.

35.6. Contract Time: The number of days as stated in the Contract to: **(i)** achieve Substantial Completion and **(ii)** Final Completion.

35.7. Equal: The recognized equivalent in substance and function; considering quality, workmanship, economy of operation, durability and suitability for purposes intended, and not constituting a change in the Work specified. Whenever the words "equal" or "equals" or words of like import are used, it shall be understood they mean "equal" in the opinion of the City.

35.8. Final Completion: The time at which the Project has progressed to the point where, in the opinion of the City, the Project is complete such that it is ready for final payment as evidenced by the City's, or its duly authorized City representative's, written recommendation of final payment. The terms "finally complete" and "finally completed" as applied to the Project refer to Final Completion.

35.9. Notice to Proceed: A letter from the City which shall state the date of execution of the Contract and specifically advise the Contractor to begin work on the Contract.

35.10. Plans: All drawings or reproductions of drawings pertaining to the construction of the work contemplated and its appurtenances.

35.11. Project Engineer or Manager: An employee of the City or a person, partnership, corporation or other business organization under contract with the City, commissioned to perform construction administration and inspection duties during construction.

35.12. Shop Drawings: Drawings, diagrams, schedules, performance charts, brochures and other materials prepared by the Contractor or subcontractors, manufacturers or distributors which illustrate some portion of the work.

35.13. Specifications or Technical Specifications: The description, provisions and other requirements pertaining to the materials, methods and manner of performing the Project.

35.14. Subcontractor: A person, partnership, corporation or other business organization supplying labor and/or materials for work at the site of the Project to and under agreement with the Contractor.

35.15. Substantial Completion: The time at which, in the opinion of the Engineer, the Project (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Project (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms "substantially complete" and "substantially completed" as applied to all or part of the Project mean Substantial Completion thereof.

35.16. Substitution: A replacement of specified material, device or equipment which is sufficiently different in substance, function, quality or workmanship to become the subject of a Change Order.

35.17. Supplementary General Conditions: An extension to the terms, conditions, and provisions set forth in this document as additional, material, provisions of this Contract.

35.18. Work: All plant, labor, materials, services, supplies, equipment and other facilities and items necessary for, or incidental to, the completion of the terms of the Contract.

35.19. Using Agency: Waterbury Department of Education

IN WITNESS WHEREOF, the parties hereto execute this Contract on the dates signed below.

WITNESSES: **CITY OF WATERBURY**

_____ By:_____
Paul K. Pernerewski, Jr., Mayor

_____ Date: _____

WITNESSES: **GLASS PLUS**

_____ By:_____
Christopher Boncal, Owner

_____ Date: _____

ATTACHMENT A

ATTACHMENT B

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #13.3

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve an Agreement with Prism Academy, LLC to provide educational services in accordance with students' Individual Education Program (IEP).

WATERBURY
PUBLIC SCHOOLS

Tracy-Ann Menzies
Assistant Director of Pupil Services
(203) 346-3505
Tracyann.Menzies@waterbury.k12.ct.us

EXECUTIVE SUMMARY

Date: June 8, 2026

TO: Board of Education
Board of Aldermen

FROM: Tracy-Ann Menzies, Assistant Director of Pupil Services

RE: Approval of Agreement between the City of Waterbury and **Prism Academy – Out-of-District Special Education Placement**

The Special Education Department requests approval of the Agreement between the City of Waterbury Public Schools (WPS) and **Prism Academy for an Out-of-District (OOD) Special Education Placement.** The purpose of this agreement is to provide a specialized educational program, including instruction and related services, in accordance with the Connecticut General Statutes, the Individuals with Disabilities Education Act (IDEA), all applicable regulations, and each individual student's IEP as developed by the City and the Planning and Placement Team (PPT).

This contract is being brought forward on an expedited basis to ensure continuity of services and the timely implementation of IEPs for students requiring an Out-of-District placement. **Prism Academy** offers a highly structured, therapeutic program designed to meet the intensive learning, behavioral, and clinical needs identified by the Planning and Placement Team (PPT). Approval of this contract would ensure placement availability and prevent any interruption in mandated services for eligible students.

The agreement will commence on July 1, 2026, and will terminate on June 30, 2029. The total cost of the three-year agreement is $588,871.00, funded through General Funds.

AGREEMENT
BETWEEN
CITY OF WATERBURY
AND
PRISM ACADEMY LLC

THIS AGREEMENT, effective on the date signed by the Mayor (the "Effective Date") is by and between the **CITY OF WATERBURY**, City Hall, 235 Grand Street, Waterbury, Connecticut, 06702, hereinafter referred to as the "City" and **PRISM ACADEMY LLC**, a duly registered State of Connecticut domestic limited liability company with a principal place of business located at 80 Washington Street, Ste P55, Norwell, MA, 02061-1742 hereinafter referred to as the "Contractor".

WHEREAS, Contractor is a private education institution specializing and licensed in the education of children with disabilities;

WHEREAS, Contractor is willing to provide educational services to identified City of Waterbury students in accordance with each student's Individual Education Program (I.E.P.), by providing education to children with disabilities, placed in its facility for non-residential reasons, by the Waterbury Board of Education; and

WHEREAS, Contractor is desirous of performing said services for the City.

NOW THEREFORE, it is mutually agreed as follows:

1. **Scope of Services**

1.1 Contractor hereby agrees to provide a special education program, including instruction and related services, suitable for those children to be served in accordance with the Connecticut General Statutes, the Individuals with Disabilities Education Act ("I.D.E.A."), and their respective regulations, and each individual students I.E.P. as developed by the City and the Planning and Placement Team (PPT), which is incorporated herein by reference as if fully set forth herein. Contractor shall provide conferences with parents and report to the City when necessary regarding the progress of the child.

1.2 Contractor agrees to provide the education component, as approved by the City and identified in the student's I.E.P. by the Planning and Placement Team (PPT). All other activities will be the responsibility of the Contractor.

1.3 The Contractor shall hold and attend PPT meetings as needed, but at a minimum on an annual basis. It shall be the responsibility of the City to notify all necessary participants of any PPT meeting, which shall include a representative from the City and a

representative from Contractor. A PPT meeting may be held via a telephone conference as required by the City.

1.4 Contractor shall provide the City with monthly reports of the attendance of each child at Contractor's facility along with documentation of services rendered. Student attendance reports shall accompany the City of Waterbury voucher and the Contractor's billing.

1.5 Contractor shall not withdraw any child, for any reason, from the program without first giving thirty (30) days' notice to the City.

1.6 The Superintendent or his agent shall have the right to visit and observe the program at any time.

1.7 Contractor shall immediately notify the child's parents and/or guardian and the City in the event of an emergency or injury, concerning or involving the child.

2. Term

2.1 The term of this Agreement shall be for three (3) fiscal years commencing on July 1, 2026 and terminating on June 30, 2029 ("Contract Term"). The City shall have the option, at its sole discretion, to extend this Agreement for two (2) additional one-year options, upon the same terms and conditions as set forth herein, by giving notice to the School at least thirty (30) days prior to the end of the contract term. No agency or individual can increase the specified number, or length of school days, without the prior approval or authority of the City. If such change is made without the City's prior approval, it shall be deemed a breach of this Agreement and the City shall have no obligation for payment of said services or further obligation under this Agreement.

3. Payment

3.1 The City shall pay Contractor the amount up to **FIVE HUNDRED EIGHTY-EIGHT THOUSAND, EIGHT HUNDRED SEVENTY-ONE AND 00/100 DOLLARS ($588,871.00)** for the entire three (3) year contract term, for educational and related services properly rendered hereunder, unless said contract is terminated as provided herein. The basis for payment of said services for shall be as set forth in **Attachment A** entitled "Rate Schedule". Payment shall be made only for the school days as identified in each child's I.E.P. and shall be in accordance with the City of Waterbury's payment policy and procedures. Contractor shall provide a yearly "Rate Schedule" for each fiscal year of this three (3) year agreement, in accordance with all requirements of Conn. Gen. Stat. 10-76a – 10-76i, for all services that may be rendered by Contractor under this Contract.

3.2 The City may add or delete students, or any services required by each student, at any time, as it deems necessary per each students I.E.P., as may be amended from time to time, thereby increasing or decreasing the number of students placed in the Contractor

facility. Accordingly, all rates shall remain as set forth in the current "Rate Schedule" for each fiscal year.

3.3 For all the services provided to each child under this Agreement, the City shall pay to Contractor an amount based upon the "Rate Schedule" for that fiscal year. Payment for each child may be changed from time to time based upon each child's individual I.E.P. and services required. Payment to be made by the City shall be for educational costs and related services only.

3.4 In the event that any child enters Contractor's facility at a time subsequent to the beginning of the school term or should withdraw from Contractor's facility prior to the end of the school year, said educational costs shall be proportionately reduced. Contractor shall provide the City with a yearly rate per child as mandated by the State of Connecticut. The daily rate per child shall be calculated by dividing the annual rate by the days each child is required to attend Contractor's program as indicated on each child's I.E.P. Contractor shall provide the City with a monthly attendance log and the City shall only be responsible to pay Contractor for days the child is actually in attendance, or in which Contractor is providing services. In the case of pupil absence, payment will be reduced where such absence is chronic or extended; however, this is contingent upon Contractor's adhering to the City of Waterbury Board of Education's attendance policy with regard to absences. City will compensate Contractor for school days as set forth under this contract unless the student is withdrawn by the City. Further, unless the Planning and Placement Team recommends a change in placement or length of the school day the City shall compensate Contractor in accordance with the day rate schedule attached hereto. In no case will payment be made in excess of the rates approved by the State of Connecticut to schools subject to such rates.

4. Records/Reports

4.1 The City hereby agrees to provide to Contractor such medical, psychological and educational evaluations, as are available to the City, to determine the appropriateness of the placement of those children with disabilities under this Agreement. It shall be the responsibility of the City, in conjunction with the Planning and Placement Team (PPT), to develop an annual I.E.P. for each student placed at the Contractors facility. Contractor shall provide evaluative reports that may be required to keep the City duly informed concerning the educational needs of children enrolled and to enable the City to make judgments concerning those needs and the desirability of continuing the children in Contractor's program. Contractor and the City hereby agree that medical and psychological records shall not be open to public inspection, in accordance with Section 10-209 of the Connecticut General Statutes without the written permission of the parent or guardian.

4.2 Contractor agrees to adhere to the City of Waterbury Board of Education's policy regarding student attendance and shall notify and contact all parties regarding attendance or lack thereof pursuant to said policy. Contractor hereby acknowledges receipt of said policy and has familiarized itself with all aspects of said policy.

5. **Student Data Requirements**

5.1 Contractor shall comply with all relevant provisions of Connecticut General Statutes ("C.G.S."). §10-234 bb regarding Student Data, including, but not limited to the following:

5.2 Contractor agrees that student records, student information, and student-generated content (collectively "Student Data") as defined by C.G.S. §10-234aa are not the property of, or under the control of the Contractor.

5.3 Contractor agrees that the City may at any time upon prior written notice to the Contractor, request deletion, within a reasonable time, of Student Data in the possession of the Contractor that is not (a) otherwise prohibited from deletion or required to be retained under state or federal law, or (b) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the contractor, however, the City may request the deletion of any such Student Data if such copy has been used by the operator to repopulate accessible data following a disaster recovery.

5.4 Contractor agrees that it will not use Student Data for any purposes other than those specifically allowed under the terms of this Agreement.

5.5 Contractor agrees that students, their parents or legal guardians may review personally identifiable information contained in student information, student records, or student-generated content and correct erroneous information, if any, in such student record pursuant to the Waterbury Board of Education Policies.

5.6 The Contractor shall take all necessary actions designed and required by applicable State, Federal, and local law, to ensure the confidentiality of all Student Data.

5.7 The Contractor agrees that it shall not retain Student Data and that Student Data shall not be available to the Contractor upon the expiration of this Agreement unless the student, parent, or legal guardian of the student has independently established or maintained an electronic account with the Contractor after the expiration of this Agreement for the purpose of storing student-generated content.

5.8 All Student Data is the property of the student or the parent or legal guardian of the student.

5.9 Contractor shall not use (a) student information, student records or student–generated content for any purposes other than those authorized pursuant to the contract,

or (b) personally identifiable information contained in student information, student records or student-generated content to engage in targeted advertising.

5.10 Contractor shall comply with the provisions of C.G.S. §10-234dd as amended with regard to unauthorized release, disclosure or acquisition of student data.

6. **Confidentiality/FERPA.**

6.1 Contractor shall strictly adhere to all State and Federal Statutes, rules, policy, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education of Waterbury regarding confidentiality of student records, files, PPTs, IEPs, etc. Contractor shall further ensure that its employees, agents, or anyone performing work on their behalf under the terms of this Agreement shall strictly adhere to all State and Federal Statutes, rules, policy, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education established by the City of Waterbury regarding confidentiality of student records, files, PPTs, IEPs, etc.

6.2 Any and all materials contained in City of Waterbury student files that are entrusted to Contractor or gathered by the Contractor in the course of its services shall remain in the strictest confidence to prevent disclosure of the same. All information furnished by the City or gathered by Contractor shall be used solely for the purposes of providing services under this agreement.

6.3 Contractor acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records of City Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. § 1232g) and related regulations (34 C.F.R. § 99) Contractor shall comply with the requirements of said statute and regulations, and agrees to use information obtained from the City or student education records only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, Contractor has no authority to make disclosures of any information from education records.

7. **Criminal Background Check and DCF Registry Check.**

7.1 Contractor represents and warrants that it and its employees who may be assigned to perform the Scope of Services set forth in this Agreement have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime and have no criminal investigation pending. That each of the Contractor's employees have submitted to a state and national criminal history records check and the Contractor warrants and represents that each records check has not revealed any violations or criminal activities. That the Contractor and its employees have submitted to a DCF registry check and represents that there are no pending actions with

the Department of Children and Families and are not listed on the child abuse and neglect registry. The City and Board shall rely upon these representations

8. Representation Regarding Qualification

8.1 Contractor hereby represents that it has been duly approved by the Connecticut State Department of Education for the education of children with or without disabilities, as defined by the Connecticut General Statutes and its regulations.

8.2 Contractor hereby represents that it is knowledgeable regarding any and all federal and/or state regulations, policies, procedures, statutes, codes, participant protection and confidentiality, family rights to privacy, protection of pupil rights, local school system policies and procedures, administrative directives of the Connecticut State Board of Education and the State Department of Education. Contractor hereby represents that it has reviewed all the state and federal policies, regulations, procedures, statutes, codes (applicable to this Agreement) and agrees to adhere to each and every condition as it applies.

8.3 Contractor represents that its employees are licensed and certified to perform the scope of work set forth in this Agreement. Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Agreement. Upon request, Contractor shall provide the City with copies of Contractor's license, certification and resumes, as applicable. Contractor further represents and shall provide documentation that all present staff have the requisite skill and are properly licensed and credentialed, and shall make such licenses available for inspection upon said request. If Contractor is a corporation, it shall provide a corporate resolution authorizing this Agreement and the signatory thereof.

8.3.1 **Representations regarding Personnel.** Contractor represents that it has or will secure at its own expense, all personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City, unless use of City employees or of personnel having a contractual relationship with the City is approved in writing. As set forth above, all the services required hereunder shall be performed by Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

8.3.2 The Contractor represents and warrants that it and its employees who may be assigned to perform the Scope of Services set forth in this Agreement have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime and have no criminal investigation pending. That each of Contractor's employees have submitted to a state and national criminal history records check and a DCF registry check and said results revealed not violations.

9. **Debarment** 9.1 Contractor hereby certifies that it and its principals are not debarred or suspended from doing business as required by Executive Orders 12549 and shall provide to the City of Waterbury a signed certificate regarding debarment and suspension.

10. **Indemnification**

10.1 Contractor shall indemnify and hold harmless the City, the City's Board of Education and their agents, commissioners, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from the performance of the Contractor's services, caused in whole or in part by any willful or negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

10.2 Contractor assumes all risk in the operation of this Agreement, and shall be solely responsible and answerable in damages for all accidents or injuries to person or property, except for the actions or negligence of the City and the Board and their officers, agents or employees. Contractor hereby covenants and agrees to (i) indemnify, (ii) pay the City and Board, their officers, agents, or employees attorney's fees, and (iii) hold harmless the City and Board and their officers, agents or employees from any claims, suits, actions, damages, losses and injury to person or property arising out of the operation of this Agreement or the negligence or improper conduct of Contractor or any servant, agent or employee thereof, which responsibility shall not be limited to the insurance coverage herein provided.

10.3 In any and all claims against the City, the Board of Education or any of its employees by any employee of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

10.4 Contractor expressly understands and agrees that any insurance protection required by this Agreement, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City as provided here.

10.5 The City shall indemnify and hold harmless Contractor, and their agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from any of the City's obligations under this agreement, provided that any such claims, suits, damages, losses, judgments, costs or expenses are caused in whole by any willful or negligent act or omission of the City, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

10.6 The City assumes all risk with regards to its obligations as set forth in this agreement, and shall be solely responsible and answerable in damages for all accidents or injuries to person or property, except for the actions or negligence of the Contractor their officers, subcontractors, agents or employees. The City hereby covenants and agrees to hold harmless Contractor and their officers, agents or employees from any claims, suits, actions, damages, losses and injury to person or property arising out the negligence or improper conduct of the City or any servant, agent or employee thereof, which responsibility shall not be limited to the insurance coverage herein provided.

10.7 In any and all claims against Contractor, or any of its employees by any employee of the City, any of the City's subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the City or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

11. Contractor's Liability Insurance

11.1 Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained by Contractor and such insurance has been approved by the City, nor shall Contractor allow any subcontractor to commence work on any subcontract until all similar insurance required of any such subcontractor has been so obtained and approved by the City. Insurance shall be provided by insurers, satisfactory to the City and authorized to do business in the State of Connecticut, an "A-" Best's Rating and at least a Class V3 or better financial size category as shown in the most current A.M. Best Company ratings. Contractor shall secure and maintain for the duration of this Agreement, including any amendments hereto, with the City and the Board of Education being named as an additional insured party, the following minimum liability insurance coverage at no cost to the City.

11.2 At no additional cost to the City, the Contractor shall purchase and maintain the insurance coverages set forth below which shall protect the City from claims which may arise out of or result from the Contractor's obligation under this Contract, whether such obligations are the Contractor's or subcontractor or person or entity directly or indirectly employed by said Consultant or subcontractor or anyone for whose acts Contractor or subcontractor may be liable.

11.3 Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

11.3.1 **Comprehensive General Liability Insurance** coverage with limits of $1,000,000 per Occurrence/ $2,000,000 Aggregate/ $2,000,000 Products Completed Operations Aggregate

11.3.2 **Commercial Auto Liability Insurance** coverage with limits of $1,000,000 Combined Single Limit (Any Auto, All Owned and Hired Autos)

11.3.3 **Worker's Compensation Insurance** in accordance with the State of Connecticut's Worker's Compensation Laws; Employer Liability (EL):

$1,000,000 EL Each Accident
$1,000,000 EL Disease each Employee
$1,000,000 EL Disease Policy Limits

11.3.4 **Professional Liability/Errors and Omissions** coverage for the acts and/or omissions of any professional, if applicable, in the amount of at least $1,000,000 per Occurrence (or per Claim, if Claims Made coverage) /$1,000,000 Aggregate limits. Professional Liability coverage will be needed for program operations that include (1) Medical Professional Services provided to program recipients or (2) Counseling Services from a social worker or licensed clinical social worker;

11.3.5 **Abuse & Molestation Liability** coverage is required when any of the following types of activities are involved: (1) Counseling programs or programs that include (especially one-to-one counseling) including substance abuse; (2) group homes (or facilities with overnight stays allowed and not with a transient population); and (3) child-related programs (day care, day camp, preschool, early learning, alternate education schools, etc.). The limits should be $1,000,000 per Occurrence and $1,000,000 Aggregate limit.

11.3.6 **Certificates of Insurance.** Contractor will, prior to the execution of this Agreement, provide the City with Certificates of Insurance. Said policies shall be endorsed to add the City and the Board of Education as additional insured and provide a waiver of subrogation on all lines of coverage except Professional Liability. The insurance afforded the addition insured shall be primary and non-contributory insurance and the coverage and limits provided under the Consultant's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. Certificate(s) of Insurance shall evidence the aforementioned Comprehensive General Liability, Professional Liability, Worker's Compensation and Excess General Liability Insurance coverage and a 30-day notice of cancellation prior to the cancellation of any insurance. **The Certificates of Insurance must read: "The City of Waterbury and its Board of Education is listed as an Additional Insured on a primary and non-contributory basis on all policies except Workers Compensation and Professional Liability. All policies shall include a waiver of subrogation except Professional Liability."**

Such certificate(s) shall be subject to certification by the City's Risk Manager. Contractor shall provide replacement and/or renewal certificates at least thirty (30) days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of no less than thirty (30) days has been mailed to:

City of Waterbury
Attn: Education Dept.,
Chief Operating Officer, 3rd Floor
236 Grand Street
Waterbury, CT 06702

Upon request, Contractor shall deliver to the City a copy of its insurance policies and endorsements and riders.

11.3.7 **Failure to Maintain Insurance** In the event Contractor fails to maintain the minimum required coverage as set forth herein, the City may, at its option, purchase same, and invoice or offset Contractor's invoices for the cost of said insurance, or the City and Board may terminate this Agreement immediately upon information of no insurance coverage.

11.3.8 **Cancellation.** THE CITY SHALL RECEIVE WRITTEN NOTICE OF CANCELLATION FROM THE INSURER AT LEAST THIRTY (30) CALENDAR DAYS PRIOR TO THE DATE OF ACTUAL CANCELLATION, REGARDLESS OF THE REASON FOR SUCH CANCELLATION.

12. Discriminatory Practices

12.1 In performing this Agreement, Contractor shall not discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. Subcontracts with each subcontractor shall contain a provision requiring non-discrimination in employment as herein specified. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this Agreement. Said provisions with subcontractors shall require conformity and compliance with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

12.2 The Contractor shall admit any eligible child and shall not discriminate against any child regardless of race, religion, color, ancestry, natural origin, sex, handicap or disability.

12.2.1 **Equal Opportunity.** In its execution of the performance of this Agreement, Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements, and will require the same of all subcontractors.

13. Termination

13.1 **Termination of Agreement for Cause.** If, through any cause, in part or in full, not the fault of Contractor, Contractor shall fail to fulfill in timely and proper manner his obligations under this Agreement, or if Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to Contractor of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In the event of such termination, all documents, data, studies, and reports prepared by Contractor under this Agreement shall, at the option of the City, become its property.

13.2 Notwithstanding the above, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by Contractor, and the City may withhold any payments to Contractor for the purpose of setoff until such time as the exact amount of damages due the City from Contractor is determined.

13.3 **Termination for Convenience of the City.** The City may terminate this Agreement at any time for the convenience of the City, by a notice in writing from the City, to Contractor. If this Agreement is terminated by the City as provided herein, Contractor will be paid an amount for the services actually performed and provided for under this agreement.

13.4 **Termination for Lack of Funding.** The Contractor acknowledges that the payment obligations of the City under this Agreement are intended to be funded by the City through General Fund appropriations, federal or state assistance or grant monies provided by the federal or state governments as well as the sale of tax exempt long and short term debt obligations issued by the City. Contractor acknowledges that continuation of this Agreement is subject to the lawful continual appropriation of funds by the City, State or Federal government, including the funding of grants for the purpose of this Agreement. Moreover, this Agreement may also be subject to the ability of the City to legally issue and sell the aforementioned debt obligations, (as determined by opinion of bond counsel and or the Internal Revenue Service) and to do so in a commercially viable

manner, and is furthermore subject to the lawful continual appropriation of funds by the City, State or Federal government. Contractor therefore agrees that the City and Board shall have the right to terminate this Agreement in whole or in part without penalty in the event that: (1) the City is unable to issue the debt obligations for sale because of a legal infirmity as otherwise determined by Bond counsel or the Internal Revenue Service; or, (2) the City is unable to market and or timely sell the required amount of debt obligations required to fund the Agreement in whole or in part, or, (3) the money required to enable the City to pay Contractor is either not appropriated, authorized or made available pursuant to law, or such funding appropriations have been reduced pursuant to law.

13.5 The Contractor therefore agrees that the City shall have the right to terminate this Agreement in whole or in part without penalty in the event that the money required to enable the City to pay Contractor is either not appropriated, authorized or made available pursuant to law, or such funding appropriations or grant monies have been reduced pursuant to law.

13.5.1 **Effects of Nonappropriation.** If funds to enable the City to effect continued payment under this Agreement are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated, authorized or otherwise made available by law by giving written notice of termination to Contractor.

13.5.2 **No Payment for Lost Profits.** In no event shall the Board or the City be obligate to pay or otherwise compensate Contractor for any lost or expected future profits.

14. Delivery of Documents.

14.1 In the event of termination or fulfillment of this Agreement, or at any point that each individual student no longer receives services at Contractor, Contractor shall promptly deliver to the City, in a manner reasonably specified by the City, all documents and other tangible items furnished by, or owned, leased, or licensed by the City. This shall include, but is not limited, to any and all student records, evaluations, reports, I.E.P., or any other records provided to Contractor under this Agreement. The City shall have the right to withhold any payment due to Contractor until said documents have been returned to the City of Waterbury.

15. Subcontracting.

15.1 The Contractor shall not, without the prior written approval of the City, subcontract, in whole or in part, any of Contractor's services.

15.2 The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Contractor.

16. Assignability.

16.1 The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City; provided, however, that claims for money due or to become due Contractor from the City under this Agreement may be assigned to a bank, trust, company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

17. Audit.

17.1 The City reserves the right to audit Contractor's books of account in relation to this Agreement any time during the period of this Agreement or at any time during the twelve month period immediately following the closing or termination of this Agreement, or as required by the grant. In the event the City elects to make such an audit, Contractor shall immediately make available to the City all records pertaining to this Agreement, including, but not limited to, payroll records, bank statements and canceled checks.

18. Interest of City Officials.

18.1 No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

19. Prohibition against Gratuities and Kickbacks

19.1 No person shall offer, give, or agree to give any current or former public official, employee or member of a board or commission, or for such current or former public official, employee or member of a board or commission to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or purchase order, or to any solicitation or proposal therefore.

19.2 No person shall make any payment, gratuity, or offer of employment as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime contractor or higher tier subcontractor or any person associated therewith, under contract or purchase order to the City.

19.3 Upon showing that a subcontractor made a kickback to the City, a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or

order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, said value may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

19.4 The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City.

19.5 The Contractor, and all subcontractors if applicable, shall perform the work in accordance with all applicable laws and requirements, whether or not covered by the contract documents forming a part of this Agreement, including but not limited to the following City Ordinances: prohibition against gratuities (§39.042(A) of the Ethics Ordinance) and prohibition against kickbacks (§39.042(B) of the Ethics Ordinance). The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City. Upon showing that a subcontractor made a kickback to the City, a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontractor order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, said value may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

20. Prohibition Against Contingency Fees

20.1 The Contractor hereby represents that it has not retained anyone to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage or contingency fee.

21. City of Waterbury's Ethics Code Ordinance

21.1 The Contractor hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

22. Entire Agreement.

22.1 This Agreement shall constitute the complete and exclusive statement of the contract between the parties as it relates to this transaction and supersedes all previous agreements and understandings, whether written or oral, relating to such subject matter. Any amendment to this Agreement must be in writing and agreed to by the City and Contractor.

23. Independent Contractor Relationship.

23.1 The relationship between the City and Contractor is that of client and independent Contractor. No agent, employee, or servant of Contractor shall be deemed to be an employee, agent or servant of the City. Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Agreement.

24. Severability.

24.1 Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law, and if capable of substantial performance, the remaining provisions of this Agreement shall be enforced as if this Agreement was entered into without an invalid provision.

25. Survival.

25.1 Any provisions of this Agreement that impose continuing obligations on the parties shall survive the expiration or termination of this Agreement for any reason.

26. Disputes; Legal Proceedings and Continued Performance.

26.1 Notwithstanding any such claim, dispute or legal action, Contractor shall continue to perform services under this Agreement in a timely manner, unless otherwise directed by the City.

27. Binding Agreement.

27.1 The City and Contractor each bind themselves and their successors, assigns and legal representatives to the other party to this Agreement and to the successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.

28. Waiver.

28.1 Any waiver of the terms and conditions of this Agreement by either of the parties hereto shall not be construed to be a waiver of any other term or condition of this Agreement.

29. Governing Laws.

29.1 This Agreement, its terms and conditions and any claims arising therefrom shall be governed by the laws of the State of Connecticut.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written below.

WITNESSES:

CITY OF WATERBURY

_____

By: _____
Paul K. Pernerewski, Jr.
Mayor, City of Waterbury

_____
Print name

Date: _____

WITNESSES:

PRISM ACADEMY, LLC

Alyssa Payone

Alyssa Payone
Print name

By: Gary S. Mala

Gary S. Mala, Director of Education
Print Name and Title

Date: 06/04/2026

F:\New Electronic Filing System\FILE MANAGEMENT\Transactional\Contracts\Education Contracts\Prism Academy - OOD SPED Placement CRT26-166\Drafts\Board of Ed OOD Placement.doc

Attachment "A"
Yearly Rate Schedule

1. Prism Academy Tuition and Fees, consisting of one (1) page, attached hereto

OFFICE OF THE TAX COLLECTOR
THE CITY OF WATERBURY
CONNECTICUT

MEMORANDUM

Date: June 4th, 2026

From: Delinquent Tax Office

To: Tracyann Menzies
Assistant Director of Public Services

Subject: Tax Clearance

As of this date, the records in the Tax Collector's Office indicate that the following **are not** delinquent for taxes, water or parking tickets.

Prism Academy
80 Washington Street
Suite P55
Norwell, MA 02061

If you have any questions regarding this matter, please do not hesitate to call our office at (203) 574-6810.

Very truly yours,

Heidi Barbieri
Deputy Tax Collector
City of Waterbury

HB/adw

CITY OF WATERBURY
DEPARTMENT OF FINANCE – RISK MANAGEMENT
CERTIFICATE OF INSURANCE REVIEW FORM

Contract Recipient or Vendor Name: Prism Academy LLC & Prism Autism Education & Consultation LLC

Requesting Department: BOE

Department Contact: Wendy Johns wendy.johns@waterbury.k12.ct.us
Tracyann Menzies Tracyann.menzies@waterbury.k12.ct.us

Description of work to be performed: Out of District Placement

Estimated Contract Duration and End Date: multi

Date Reviewed: 06/01/2026

Insurance Certificate Term: 11/15/2025 – 11/15/2026

Payment / Performance Bond:
Verification of Existence of Fidelity and Surety in CT
https://portal.ct.gov/-/media/CID/1_Lists/licencom.pdf

Certificate Meets Insurance Specifications: Yes

Insurance Carrier A.M. Best Rating: A-VIII or better

Comments:

Approved: Yes

6/2/26

Risk Manager or Authorized Designee

PRISM
ACADEMY™

APPENDIX A

Prism Academy Tuition and Fees

2026 - 2027

School Year (days)	**188**
Daily Rate (Includes 1:1 adult/student support)	**$675**
Est. Yearly Tuition	**$127,575**
2:1 Staff (Daily)	**$394**
Speech/ Hour	**$182**
OT/ Hour	**$182**
PT/ Hour	**$182**
ESY (days)	**40**
Daily Rate (Includes 1:1 adult/student support)	**$675**
Est. ESY Tuition	**$27,000**
2:1 Staff (Daily)	**$394**
Speech/ Hour	**$182**
OT/ Hour	**$182**
PT/ Hour	**$182**

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #13.4

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve the Department of Education's 2026/2027 Operating Budget totaling $247,516,020 ($158,375,000/Board of Alderman adopted appropriation; $73,716,020/Alliance Year 15; $450,000/2016-17 Surplus; $1,000,000/2015-16 Surplus; $1,000,000/2014-15 Surplus; $675,000/Contingency Surplus; and $500,000/City non-lapsing contingency; $11,800,000/CSDE Supplemental Education Aid).

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON GRIEVANCES

Item #14.1

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the WTA Grievance 25-26-03, heard by the Committee on June 9, 2026, be DENIED.

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BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.1

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following athletic appointment:

Name	*Position*	*School*	*Effective*
Tyson, Quintin	Head Football Coach	CHS	07/01/2026

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.2

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following grant funded appointments:

Name	*Position*	*FT/ PT*	*Rate*	*Union*	*Funding*	*Eff.*
Basile, David	Evening School Counselor Adult Ed (concurrent position)	PT	$36.00/hr	NON BOE	Adult Ed	05/07/26
Dinino, Robert	Evening Security Adult Ed	PT	$24.00/hr	NON BOE	Adult Ed	05/21/26
Kelly, Brandon	Network Specialist (12mth)	FT	$21.00/hr	UPSEU 69	Title I DW 25-27	05/07/26
Mason, Olivia	Parent Liaison-Kingsbury	FT	$20.97/hr	UPSEU 69	Title I DW 25-27	06/04/26
Ospalek, Patrick	Certified English Instr. Evening Adult Ed (concurrent position)	PT	$38.00/hr		Adult Ed	08/31/26

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.3

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following miscellaneous appointments:

Name		*Assignment*	*Program*	*Location*
Murphy	Amber	Teacher	21st Century	Bucks Hill
Cruess	Carla	Administrator	RMS Summer School	Rotella
Philips	Cheryl	Sub Teacher	RMS Summer School	Rotella
Amenta	Justin	Teacher	Encore Arts Program	WAMS
Dadamo Vagnini	Marianna	Teacher	Encore Arts Program	WAMS
Leblanc	Danielle	Teacher	Encore Arts Program	WAMS
Magliaro	Alicia	Teacher	Encore Arts Program	WAMS
Maxen	Heather	Teacher	Encore Arts Program	WAMS
Burrus	John	Behavior Tech	Encore Arts Program	WAMS
Rivera	Michale	Administrator	Encore Arts Program	WAMS
Campbell	Lloyd	School Counselor	Summer Curriculum	n/a
Cancro	Dana	School Counselor	Summer Curriculum	n/a
Ferrari	Lindsay	School Counselor	Summer Curriculum	n/a
Martin	Melissa	School Counselor	Summer Curriculum	n/a
Matthews	Heather	School Counselor	Summer Curriculum	n/a
Moutinho	Ashley	School Counselor	Summer Curriculum	n/a
Poulter	Craig	School Counselor	Summer Curriculum	n/a
Sanchez	Maria	School Counselor	Summer Curriculum	n/a
Stellmach	Caryn	School Counselor	Summer Curriculum	n/a
Vernon	Tavoyah	School Counselor	Summer Curriculum	n/a
Diodonet	Yamailys	Summer Translation	Science Curriculum	n/a
Baillargeon	Jennifer	Committee Member	Summer ESL Curriculum	n/a
White	Lisa	Committee Member	Summer ESL Curriculum	n/a

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.4
June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following EAS Elementary School Summer School appointments:

Name		*Assignment*	*Location*
Abarzua	Lauren	Carrington	Gr. K
Guarda	Karen	Carrington	Gr. K
McKenzie	Makeda	Carrington	Gr. 1
Robinson	Debra	Carrington	Gr. 1
Verrastro	Andrea	Carrington	Gr. 1
Monegro	Jessica	Gilmartin	Gr. 2
Munoz	Victoria	Carrington	Gr. 2
Parker	William	Carrington	Gr. 2
Sterling	Loraine	Carrington	Gr. 2
Crespo	Brianna	Carrington	Gr. 3
Rosado	Jeffrey	Carrington	Gr. 3
Sergi	Laura	Carrington	Gr. 3
Williams Iverson	Verretta	Carrington	Gr. 3
Edwards	Cara	Carrington	Gr. 4
Modeen	Brianne	Carrington	Gr. 4
DeSena	Deanna	Duggan	Gr. K
McCasland	Maureen	Duggan	Gr. K
Boucher	Jennifer	Duggan	Gr. 1
Dauti	Elvira	Duggan	Gr. 1
Ferreira	Zachary	Duggan	Gr. 1
Diodonet	Yamailys	Duggan	Gr. 2
McCarthy	Monica	Duggan	Gr. 2
Ouellette	Katelynn	Duggan	Gr. 2
Benzinger (Rose)	Nicole	Duggan	Gr. 3
Brown	Timothy	Duggan	Gr. 3
Royka	Samantha	Duggan	Gr. 3
Alves	Emely	Duggan	Gr. 4
Thibeault	Jolene	Duggan	Gr. 4
Mottola	Melissa	Gilmartin	Gr. K
Rizzo	Lisa	Gilmartin	Gr. K
Stoto	Ashley	Gilmartin	Gr. 1
Virdee	Robin	Gilmartin	Gr. 1
Azar Billini	Maria Alicia	Gilmartin	Gr. 2
Mancinone	Taylor	Gilmartin	Gr. 2
Ortiz	Marissa	Gilmartin	Gr. 2

Segarra	Israel	Gilmartin	Gr. 2
Teel	Makenzie	Gilmartin	Gr. 2
Ciccone	Melissa	Gilmartin	Gr. 3
McKenna	Eibhilin	Gilmartin	Gr. 3
Murph	Tyrone	Gilmartin	Gr. 3
Mancini	Mark	Gilmartin	Gr. 4
Torres	Soribel	Gilmartin	Gr. 4
Marte	Yaquira	Reed	Gr. K
Masters	Gail	Reed	Gr. K
Vasquez	Valerie	Reed	Gr. K
Chouinard	Alyssah	Reed	Gr. 1
Gardner	Tia-Simone	Reed	Gr. 1
Keane	Brandon	Reed	Gr. 1
Osei-bonsu	Robert	Reed	Gr. 1
Robalino	Alexandra	Reed	Gr. 1
Cruz-Gonzalez	Mayra	Reed	Gr. 2
Fino	Eileen	Reed	Gr. 2
Mannikko	Forest	Reed	Gr. 2
Nazario-Ugalde	Katherine	Reed	Gr. 2
Rendon-Moreno	Miguel	Reed	Gr. 3
Valentin	Crystal	Reed	Gr. 3
Whitney	Abigail	Reed	Gr. 3
Beveridge	Gabrielle	Reed	Gr. 4
Callahan	Tanner	Reed	Gr. 4
Comstock	Brian	Reed	Gr. 4
Osagie	Nancy	Reed	Gr. 4
Westerville	Jennifer	Wendell	Gr. K
Hawk	Kalyrin	Wendell	Gr. 1
McManus	Michael	Wendell	Gr. 1
Sperry	Lyndsy	Wendell	Gr. 1
Gasparri	Michelle	Wendell	Gr. 2
Marszalek-Baldyga	Julia	Wendell	Gr. 2
Pennacchio	Krista	Wendell	Gr. 2
Sierra	Mileydis	Wendell	Gr. 2
Sodano	Bridgette	Wendell	Gr. 2
Neibel	Amy	Wendell	Gr. 3
Poulter	Dennis	Wendell	Gr. 3
Tejada	Felizaida	Wendell	Gr. 3
Parks	Eric	Wendell	Gr. 4
Salazar	Ashley	Wendell	Gr. 4

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.5
June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following ESY Summer School appointments:

Teachers		*Teachers*	
Bandelloni	Barbara	Hernandez-Santiago	Cynthia
Doll	Victoire	Manforte	Cara
Giordano	Maureen	Mclean	Athena
Grossman	Melissa	Onofrio	Nicole
Hage	George (Sub)	Quispe	Magda
Hagley	Katlyn		
		Sp/Lang. Path.	
Social Workers		Fettinger	Johnna
Atkins	Debra		
		LTS Para Sub	
		Stewart Black	Tammalee

Paraprofessionals				*Paraprofessionals*		
Aird	Robert	Para 1		Bylyku	Alisa	Para 2
Ayala	Dennis	Para 1		Cruz	Yailene	Para 2
Barragan	Brenda	Para 1		Dudley	Alexis	Para 2
Brooks	Taylor	Para 1		Guerrera	Marnie	Para 2
Capellan	Laura	Para 1		Janatiss	Sherrie	Para 2
Cordero	Raheim	Para 1		Johnson	Stephanie	Para 2
Diaz Guillen	Cristina Maria	Para 1		Lipusz	Olivia	Para 2
Giordano	Elliot	Para 1		Maia	Latoya	Para 2
Gonzalez	Maria	Para 1		Massenburg	Lakeisha	Para 2
Gonzalez	Michel	Para 1		McDonald Jadusingh	Roary	Para 2
Johnson	Julia	Para 1		Morgan	Doni	Para 2
Lamb	Rachel	Para 1		Oviedo	Carmen	Para 2
Longo	Genani	Para 1		Patterson	Mahalia	Para 2
				Paz-Paniagua	Nathalie	Para 2
Morquecho	Lesly	Para 1		Price	Deborah	Para 2
Olliviere	Ji-Neal	Para 1		Rodriguez	Lisa	Para 2
Velez	Tiffany	Para 1		Swenson-Shanahan	Tiffany	Para 2
Washington	Eriana	Para 1				
Williams	Sade	Para 1		*Sign Language Interp*.		
Williams	Monica	Para 1		Langdon Watton	Sheila	
Zappone	Koren	Para 1				

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.6

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Food Service Summer appointments:

Name	Last Name	Positions	Site-Location	Rate
Sherl	Knight	Site Supervisor	Bags Foundation	$16.94
Terri	Reis	Site Supervisor	Boys/Girls Club	$16.94
Sylvia	Lebron	Site Supervisor	Bucks Hill Annex	$16.94
Lubna	Azam	Site Supervisor	Carrington	$16.94
Marcelina	Ramos	Site Supervisor	Carrington	$16.94
Kim	Plude	Site Supervisor	Crosby/Wallace	$16.94
Agnes	Colon	Site Supervisor	Crosby/Wallace	$16.94
Donna	Synott Hassinger	Site Supervisor	D. Fryer (Hoops 4 Life)	$16.94
Elizabeth	Guisto	Site Supervisor	Duggan	$16.94
Terri	Brooks	Site Supervisor	Duggan	$16.94
Koreen	Sumpter	Site Supervisor	Fulton Park Pool	$16.94
Ciara	Pedraza	Site Supervisor	Gilmartin	$16.94
Marimar	Casanova	Site Supervisor	Gilmartin	$16.94
Maria	Saeteros	Site Supervisor	Hamilton Pool	$16.94
Griselda	Torres	Site Supervisor	Kennedy H.S.	$16.94
Mildred	Johnson	Site Supervisor	Kennedy H.S.	$16.94
Paula	Mucci	Site Supervisor	NEMS	$16.94
Elaine	Greco	Site Supervisor	Park Central	$16.94
Nola	Santiago	Site Supervisor	Reed	$16.94
Suzan	Strickland	Site Supervisor	Reed	$16.94
Iveliesse	Conception	Site Supervisor	Rivera Memorial	$16.94
Terra	Saunders	Site Supervisor	Rotella	$16.94
Caroline	Thorpe	Site Supervisor	Rotella	$16.94
Diane	Martone	Site Supervisor	Washington Park House/Pool	$16.94
Raymond	McCusker	Site Supervisor	Waterbury Pal	$16.94
Alice	Pinto	Site Supervisor	Wendell Cross	$16.94
Robin	Capozio	Site Supervisor	Wendell Cross	$16.94
Maria	Rivera	Site Supervisor	West Side M.S.	$16.94

Marcelina	Visciano	Site Supervisor	West Side M.S.	$16.94
Myra	Acuna	Site Supervisor	Wilby High School	$16.94
Chaileen	Rodriguez	Site Supervisor	Wilby High School	$16.94
Seritha	Anglin	Site Supervisor	WOW	$16.94
Mandi	Dreher	Site Supervisor	YMCA-Rose Hill	$16.94
Maria	Rego	Monitor	Central Office	$18.24
Amy	Daugerdas	Monitor	Central Office	$18.24
Patricia	Lowe	Monitor	Central Office	$18.24
Elaine	Lepore	Monitor	Central Office	$18.24
Linda	Generali	Packing	Central Kitchen	$16.35
Chastity	Hernandez	Packing	Central Kitchen	$16.94
Wanda	Torres	Packing	Central Kitchen	$16.94
Zara	Morales	Packing	Central Kitchen	$16.94
Debbie	Finke	Manager	Central Office	$39.00
Isabel	DeSousa	Coordinator	Central Office	$35.50

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.7

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Adult Education summer appointments effective July 1, 2026:

NAME		POSITION	HRS/RATE
ADULT HIGH SCHOOL CREDIT DIPLOMA (AHSCDP):			
Basile	David	Substitute	As needed @ $37.00 p/hr.
Mobilio	James	Social Studies Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Moreau	Margaret	Math Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Person	Jocelyn	Science Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Rossi	Stephen	English Instructor	16 hrs. p/wk. @ $37.00 p/hr.
CT ADULT VIRTUAL HIGH SCHOOL:			
Barbieri	Stephen	Coordinator	5 hrs. p/wk. @ $32.42 p/hr.
AHSCDP INDEPENDENT PROJECTS:			
Curci	Joseph	Human Biology	10 hrs. p/wk. @ $37.00 p/hr.
Highsmith	Carolyn	Health & Disease	10 hrs. p/wk. @ $37.00 p/hr.
Mottillo	Carissa	Reading; English Usage	20 hrs. p/wk. @ $37.00 p/hr.
Volikas	Katherine	Career Education	10 hrs. p/wk. @ $37.00 p/hr.
ADULT BASIC EDUCATION (ABE)/ GENERAL EDUCATION DEVELOPMENT (GED):			
Baranowski	Judith	ABE Instructor	16 hrs. p/wk. @ $37.00 p/hr.
McDonald	Brian	GED Instructor	16 hrs. p/wk. @ $37.00 p/hr.
GUIDANCE STAFF:			
Aucella	Laurence	ESL School Counselor	16 hrs. p/wk. @ $37.00 p/hr.
Jordan	Ellen	School Counselor	16 hrs. p/wk. @ $37.00 p/hr.
Volikas	Katherine	School Counselor	16 hrs. p/wk. @ $37.00 p/hr.
Patterson	Delories	Guidance Secretary	16 hrs. p/wk. @18.00 p/hr.
English as a Second Language (ESL):			
Gianelli	Denise	ESL Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Salgado	Roberto	ESL Instructor	16 hrs. p/wk. @ $37.00 p/hr.
Stinson	Rebecca	ESL Instructor	16 hrs. p/wk. @ $37.00 p/hr.

Literacy, Adult and Community Education Systems (LACES):

Monaco	Roxanne	Administrator	12 hrs. p/wk. @ $42.33 p/hr.

TECHNOLOGY:

Santoro	Joseph	Computer Analyst	30 hrs. p/wk. @ $26.00 p/hr.

EDUCATIONAL AIDES:

Pelletier	Laurie	GED	16 hrs. p/wk. @ $24.00 p/hr.
SantaBarbara, Sr.	Louis	Resource Room/Registration	16 hrs. p/wk. @ $24.00 p/hr.

GED EXAMINATION:

Bacik	Madeleine	CBT Test Administrator	As needed @ $30.21 p/hr.
Felton	Tanya	CBT Test Administrator	As needed @ $23.52 p/hr.
Rinaldi	Nancy	CBT Test Administrator	As needed @ $23.52 p/hr.
Iasevoli	Luigi	Saturday Security	As needed @ $24.00 p/hr.

SECURITY:

Iasevoli	Luigi	Security	35 hrs. p/wk. @ $24.00 p/hr.

CUSTODIAL/AIDES:

Cintron	Cameron	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.
Evon	Randy	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.
Iaiennaro	Michael	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.
Iasevoli	Peter	Head Custodian	35 hrs. p/wk. @ $17.24 p/hr.
McLean	William	Security/Custodial Aide	35 hrs. p/wk. @ $17.24 p/hr.

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.8

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following resignations/non-renewal:

Name	*Assignment*	*Effective*
Ariola, Jennifer	Wendell Cross/Grade K	06/30/26
Farrell, Jamie	WAMS/Biology	06/30/26
Forte, Maria	International/Grade K English	06/30/26
Garcia, Ryan	NEMS/Social Studies Grade 7	06/30/26
Jones, Melissa	WMS/Guidance Counselor	06/30/26
Kenney, Kailyn	Wendell Cross/Grade 5	06/30/26
Montes, Jorge 1st Sgt.	WHS/JROTC Instructor Marines	06/30/26
Pantoni, Elizabeth	WCA/Spanish	06/30/26
Stevens, Robert	CHS/Automotive Tech Education (retired teacher non-renewal)	06/30/26
Zaino, Anthony	NEMS/ELA Grade 7	06/30/26

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #15.9

June 18, 2026

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Teacher transfers:

Immediate Involuntary Transfers (2025/2026 SY-May 2026 posting)				
Name		*From (previous location)*	*To (new location)*	*Effective*
Alvarado	Stephany	Bucks Hill Gr 2	Bucks Hill Gr 3	26-27 SY
Baez	Clarissa	Bucks Hill Gr 4	Bucks Hill Gr 2	26-27 SY
Bosco	Carla	W. Cross Gr K	W. Cross Pre-K Reg. Ed	26-27 SY
Chasse	Jenny	Hopeville Gr 2	Kingsbury Gr 2	26-27 SY
Defusco	Anna	NEMS Sp. Ed. - ABA Gr 6-8	WHS Sp. Ed. - Resource Gr 9-12	26-27 SY
DeJesus	Jennifer	Rotella Gr 3	Rotella Gr 1	26-27 SY
Dennis	Nadia	Washington Sp. Ed. Co-Taught Pre-K	Maloney Sp. Ed. Pre-K	26-27 SY
Dessalines	Michael	Bunker Hill Gr 4	Bunker Hill Gr K	26-27 SY
Drewry	Megan	Bucks Hill Gr 3	Bucks Hill Gr 4	26-27 SY
Edwards	Cara	Driggs Gr 4	Driggs Gr K	26-27 SY
Ferreira	Theresa	WHS Sp. Ed. - Work to Transition Academy Gr 9-12	Carrington Sp. Ed. - Essential Skills Gr K-5	26-27 SY
Isaku	Arbian	WAMS Soc. Stud. Gr 6-8	WAMS Soc. Stud. Gr 9-12	26-27 SY
Jaeger	Sarah	Driggs Gr 3	Driggs Sp. Ed. Gr K-5	26-27 SY
Keeley	Erin	Sprague Gr 3	Sprague Gr 5	26-27 SY
Kruijas	Ashley	Regan Gr K	Wendell Gr K	26-27 SY
Lambo	Laureen	Hopeville Gr 1	Hopeville Gr 2	26-27 SY
Lombardo	Matti	Bunker Hill Gr 1	Bunker Hill Gr 4	26-27 SY
Maldonado	Joanne	Walsh Gr 2	Walsh Gr K	26-27 SY
Mas-Batista	Sierra	W. Cross Gr 1	W. Cross Gr K	26-27 SY
Murph	Tyrone	Gilmartin Gr 5	Gilmartin Gr 2	26-27 SY
Nazario	Jonathan	Reed Music Gr PK-8	Kingsbury Music Gr K-5	26-27 SY
Pelletier	Colleen	Generali Gr 3	Maloney Gr 3	26-27 SY
Pennacchio	Krista	Generali Gr 2	Generali GrK	26-27 SY
Pucci	Benjamin	Reed Gr 3	Wilson Gr 2	26-27 SY
Sargis	Kristen	Walsh Gr K	Bucks Hill Annex Sp. Ed. Co-Taught Pre-K	26-27 SY
Schafer	William	Hopeville Gr 2	Hopeville Gr 1	26-27 SY
Senan	Naseem	Gilmartin Gr 2	Gilmartin Gr 5	26-27 SY
Stango	Melissa	Rotella Gr 1	Rotella Gr 3	26-27 SY
Stevenson	Melissa	Hopeville Gr 1	Wendell Gr 1	26-27 SY
Teal	Amanda	Reed Sp. Ed. Essential Skills Gr 3-5	Maloney Sp. Ed. Pre-K	26-27 SY

Clean Opening Voluntary Transfers (May 2026 posting)				
Name		*From (previous location-temporary)*	*To (new location)*	*Effective*
Grossman	Melissa	Wallace Sp. Ed. - Resource Gr 6-8	Wallace Sp. Ed. - Resource Gr 6-8	26-27 SY
Osei-Bonsu	Robert	Reed Science Gr 7-8	Reed Science Gr 7-8	26-27 SY
Powell	Zaya	Wallace Science Gr 8	Wallace Science Gr 8	26-27 SY
Quintana	Carolyn	NEMS Sp. Ed. BDLC Gr 6-8	NEMS Sp. Ed. BDLC Gr 6-8	26-27 SY
Roche	Christina	Wallace Science Gr 7	Wallace Science Gr 7	26-27 SY
Clean Opening Voluntary Transfers (May 2026 posting)				
Name		*From (previous location)*	*To (new location)*	*Effective*
Blake	James	Chase Gr 5	WAMS Soc. Stud. Gr 6-8	26-27 SY
Blanchette	Skye	Bunker Sp. Ed. Gr 2-3	NEMS Sp. Ed. - Resource Gr 6-8	26-27 SY
Bumbala	Haley	Maloney Gr 5	Regan Gr K	26-27 SY
Castro	Rosalie	Reed Gr 3	Reed Gr K	26-27 SY
Demirs	Jessica	Carrington Science Gr 7-8	WAMS Science Gr 8	26-27 SY
Fernandez	Jessica	Carrington ELA Gr 7-8	Duggan ELA Gr 8	26-27 SY
Gardner	Tia-Simone	Wilson Gr 1	Wilson Co-Taught Reg. Ed Gr K	26-27 SY
Kloc	Madison	Generali Gr 3	Maloney Gr 3	26-27 SY
LaPrade	Leah	Wilson Sp. Ed. Gr K	Wilson Sp. Ed. Gr K-2	26-27 SY
McGuigan	Kaitlyn	Hopeville Sp. Ed. Gr K-5	Kennedy Sp. Ed. Gr 9-12	26-27 SY
Morrow	Olivia	WHS Music Gr 9-12	WAMS Music Gr 6-12	26-27 SY
Rund	Thomas	Gilmartin ELA Gr 7	WAMS Tech Ed - Information Tech.	26-27 SY
Shwartz	Amelia	Washington Gr 5	Wendell Gr 5	26-27 SY

Respectfully submitted,

Dr. Darren Schwartz
Superintendent of Schools



COMMUNICATIONS



May 20, 2026 through
June 16, 2026

WATERBURY
PUBLIC SCHOOLS

Nicholas J. Albini
Chief Operating Officer
(203) 346-2340
nalbini@waterbury.k12.ct.us

MEMORANDUM

DATE: June 1, 2026

TO: Honorable Board of Education Commissioners

FROM: Nicholas J. Albini, Chief Operating Officer

SUBJECT: Formal Notice of Completed State of Connecticut Annual Inspections and Evaluations of All School Facilities Indoor Air Quality (IAQ), and Heating, Ventilation and Air Conditioning (HVAC) Reporting

On and after January 1 of each year, Connecticut law requires local and regional boards of education to implement a uniform inspection and evaluation program for indoor air quality (IAQ) in each school building using the Environmental Protection Agency's Indoor Air Quality Tools for Schools Program.

State law further requires school districts to conduct an annual inspection and evaluation of indoor air quality in each school building and a comprehensive inspection and evaluation of the heating, ventilation, and air conditioning (HVAC) systems in at least twenty percent (20%) of school buildings every five years for a complete cycle.

The IAQ assessments for the 2024-2025 and 2025-2026 school years were completed in all Waterbury Public Schools (WPS) facilities. These assessments evaluated indoor environmental conditions, including building maintenance, waste management, ventilation, walkthrough inspections, integrated pest management, and food service areas. WPS maintains all IAQ records in accordance with applicable Connecticut statutes, policies, and recordkeeping requirements.

The five-year HVAC inspection program provides for a uniform inspection and evaluation of the heating, ventilation, and air conditioning systems throughout the district. WPS conducts HVAC inspections in at least twenty percent (20%) of its schools annually, approximately five to seven schools per year, until all school facilities have been evaluated. In accordance with Connecticut statutes, inspections and evaluations must be performed by a certified testing, adjusting, and balancing technician, a certified industrial hygienist, or a licensed mechanical engineer.

To date, five-year HVAC inspections have been completed by Freeman Companies, LLC at the following schools:

* Crosby High School
* Wendell Cross School
* Duggan Elementary School
* Gilmartin Elementary School
* John F. Kennedy High School
* State Street School
* Wallace Middle School

All finalized IAQ reports are maintained in the Waterbury Public Schools School Inspector's Office and are available on the Waterbury Public Schools website. Reports are also available through each school's website. Finalized five-year HVAC inspection reports are available upon request.

Waterbury Public Schools has completed all required indoor air quality assessments and HVAC inspections in accordance with Connecticut statutory requirements and remains committed to maintaining healthy learning and working environments for students and staff.

This memorandum is submitted for the Board's information and to document the District's compliance with Connecticut indoor air quality requirements. All applicable reports are attached hereto in accordance with State of Connecticut requirements.

Adult Continuing Education at Barnard School



Building and Grounds Maintenance Checklist

Name: BARNARD – ADULT ED

School: 11 DRAKER STREET

Room or Area: _____ Date Completed: 2/11/26

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 *Integrated Pest Management Checklist*	☐	☐	☐

NOTES



Waste Management Checklist

Name: BERNARD – ADUCT 5D

School:

Room or Area: _____ Date Completed: 2/11/25

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



Walkthrough Inspection Checklist

Name: BERNARD - ADULT ED

School:

Room or Area: _____ Date Completed: 2/6/26

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. 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	☑	☐	☐

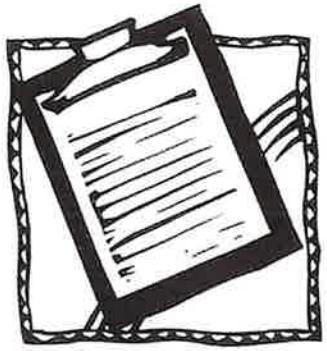
3. ATTIC

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: BERNARD – ADULT SD

School:

Room or Area: Date Completed: 2/4/26

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. 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



Ventilation Checklist

Name: BERNARD - ADULT ED

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/4/26

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

	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



Food Service Checklist

NO KITCHEN

Name: Waterbury Public Schools

School: Barnard / Wtby Adult Continuing Education

Room or Area: Kitchen Date Completed: 4/3/2026

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. 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

Bucks Hill Elementary School



Building and Grounds Maintenance Checklist

Name: Bucks Hill

School: 330 Bucks Hill Rd

Room or Area: _____ Date Completed: 2/4/26

Signature: Hlw

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: BUCKS HILL BOOMTOWN

School: 330 BUCKS HILL RD

Room or Area: _____ Date Completed: 2/11/26

Signature: MCO

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: BUCKS HILL ELEMENTARY

School: 330 BUCKS HILL RD

Unit Ventilator/AHU No:

Room or Area: _____ Date Completed: 2/11/26

Signature: J McCough

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



Integrated Pest Management Checklist

Name: BUCKS HILL ELEMENTARY

School: 330 BUCKS HILL RD

Room or Area: _____ Date Completed: 2/11/26

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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



Walkthrough Inspection Checklist

Name: Bucks Hill

School: _____

Room or Area: _____ Date Completed: _____

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. 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



Food Service Checklist

Name: Maria Rego
School: Bucks Hill
Room or Area: kitchen Date Completed: 2-12-2026
Signature: Maria Rego

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

Bucks Hill Pre-Kindergarten School



Building and Grounds Maintenance Checklist

Name: _____

School: BJ CKS KICL ANNEX

Room or Area: _____ Date Completed: 4/1/26

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name:

School: BUCKS MILL ANNEX

Room or Area: _____ Date Completed: 4/1/26

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



Ventilation Checklist

Name:

School: BUCKS HILL ANNEX

Unit Ventilator/AHU No:

Room or Area: Date Completed: 4/1/26

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

	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: _____

School: BUCKS MILL ANNEX

Room or Area: _____ Date Completed: 4/24/26

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. 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: _____

School: BUCKS HILL ANNEX

Room or Area: _____ Date Completed: 4/7/26

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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	☐	☐	☑ 0
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

NO KITCHEN



Food Service Checklist

Name: _____

School: _____

Room or Area: _____ Date Completed: _____

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. 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

Bunker Hill Elementary School



Building and Grounds Maintenance Checklist

Name: BUNKER HILL ELEMENTARY

School: 170 BUNKER HILL Ave

Room or Area: _____ Date Completed: 2/16/26

Signature: MCoy

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: BUNKER HILL ELEMENTARY

School: 390 BUNKER HILL AVE

Room or Area: _____ Date Completed: 2/4/26

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



Ventilation Checklist

Name: BUNKER HILL ELEMENTARY

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/11/16

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

	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: BUNKER HILL ELEMENTARY

School:

Room or Area: _____ Date Completed: 2/14/26

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. 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	☑	☐	☐

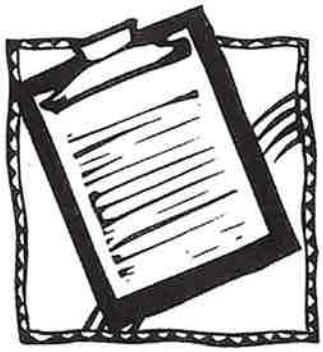
3. ATTIC

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: BUNKER HILL ELEMENTARY

School:

Room or Area: Date Completed: 2/11/26

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. 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: Terri L. Brooks
School: Bunker Hill School
Room or Area: Kitchen Date Completed: February 12th 2026
Signature: Terri L Brooks

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

~~We have an~~ Our grease trap has a very strong odor.

Carrington Elementary School



Building and Grounds Maintenance Checklist

Name: CARLINGTON ELEMENTARY

School: 24 LEXINGTON Ave

Room or Area: _____ Date Completed: 2/11/26

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: CARLINGFORD ELEMENTARY

School:

Room or Area: Date Completed: 2/11/26

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



Ventilation Checklist

Name: CARLINGTON

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/11/26

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

	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: CARRINGTON

School: _____

Room or Area: _____ Date Completed: 2/11/26

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. 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	☑	☐	☐

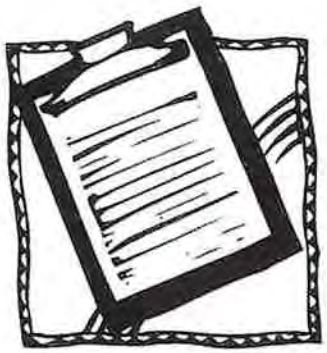
3. ATTIC

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: CARRINGTON

School:

Room or Area: Date Completed: 2/11/26

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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:

	Yes	No	N/A
• 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:

	Yes	No	N/A
• 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

	Yes	No	N/A
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: Ellie Eastman

School: Carrington Elem

Room or Area: Cafe/Kitchen Date Completed: 8/13/26

Signature: Ellie Eastman

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

4b no signs posted

4c no door or barriers - open area

Chase Elementary School



Building and Grounds Maintenance Checklist

Name: CHASE ELEMENTARY

School: 40 WOODTICK RD

Room or Area: _____ Date Completed: 2/11/26

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: CLASS GLOVONNY

School:

Room or Area: _____ Date Completed: 2/14/26

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



Ventilation Checklist

Name: CHAS GOODMURRAY

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: 21/11/26

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

	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: CLASS SCHEDULE

School:

Room or Area: _____ Date Completed: 2/4/26

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. 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: CHS

School: _____

Room or Area: _____ Date Completed: 2/4/26

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Beatrice Vautus
School: Chase School
Room or Area: _____ Date Completed: 2/12/24
Signature: Beatrice Vautus

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

Roberto Clemente International Dual Language School



Building and Grounds Maintenance Checklist

Name: Mick Gough

School: ROBERTO CLEMENTE

Room or Area: _____ Date Completed: 2/14/25

Signature: MG

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: Randy Miller

School: ROBERTO CLEMENTE

Room or Area: _____ Date Completed: 2/14/26

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



Ventilation Checklist

Name: Ronga Uno

School: Rossetto Clemente

Unit Ventilator/AHU No:

Room or Area: _____ Date Completed: 2/14/26

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

	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

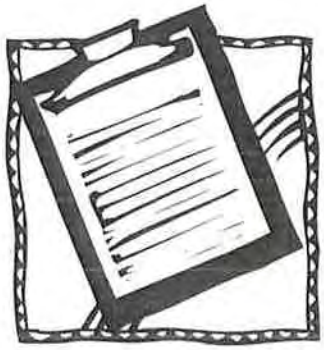
NOTE: Refer to "How to Measure Airflow" for techniques.

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: Kayla M.D

School: Kayla K20 COMMENTS

Room or Area: _____ Date Completed: 2/14/26

Signature: Kayla

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	☑	☐	☐

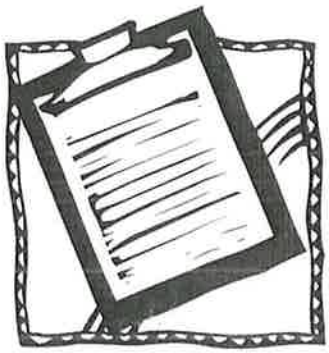
3. ATTIC

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: Hien Ronoh

School: ROWLAND CLOVERDALE

Room or Area: _____ Date Completed: 6/14/26

Signature: Ronoh

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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: ADAM SHABAN

School: International

Room or Area: _____ Date Completed: 2/24/26

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. 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

Crosby High School



Building and Grounds Maintenance Checklist

Name: CROSBY HIGH SCHOOL

School: 300 PIEDMONT RD

Room or Area: _____ Date Completed: 2/11/26

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Closky Uilda

School:

Room or Area: Date Completed: 2/4/26

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



Ventilation Checklist

Name: Closmy Light

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/11/26

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

	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: Crosby Ulah

School:

Room or Area: Date Completed: 2/11/26

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. 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: Crosby

School: _____

Room or Area: _____ Date Completed: _____

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. 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: Amy Daugerdas

School: Crosby H.S./ Wallace M.S.

Room or Area: Kitchen Date Completed: 2/12/26

Signature: Amy Daugerdas

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

Wendell Cross Elementary School



Building and Grounds Maintenance Checklist

Name: Westside Cross School

School: 255 Hamilton Ave

Room or Area: _____ Date Completed: 2/4/26

Signature: M Lough

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: WC

School:

Room or Area: Date Completed: 2/1/26

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



Ventilation Checklist

Name: YC

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/11/16

Signature: MConway

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: WC

School:

Room or Area: Date Completed: 2/4/26

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. 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: Wendell Cross

School: _____

Room or Area: _____ Date Completed: _____

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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	☑	☐	☐



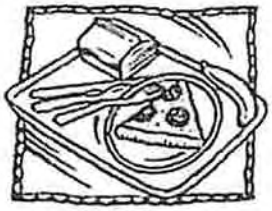
7. PESTICIDE USE AND STORAGE (cont.)

		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 [illegible]
School [illegible]
Room or Area Kitchen Date Completed 2.12.24
Signature [illegible]

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	N/A	☐	☐
3e.	Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds)	N/A	☐	

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

Driggs Elementary School



Building and Grounds Maintenance Checklist

Name: DRIGGS ELEMENTARY
School: 77 WOODLAWN TORRTCO
Room or Area: _____ Date Completed: 2/14/26
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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: DRUGGS ELEMENTARY

School:

Room or Area: _____ Date Completed: 2/11/26

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



Ventilation Checklist

Name: DRIGGS ELEMENTARY

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/11/26

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

	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: DRIGGS ELEMENTARY

School:

Room or Area: _____ Date Completed: 2/11/26

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. 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: DUGGS O'LOUGHLIN

School:

Room or Area: Date Completed: 2/4/26

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. 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: Sylvia Lebron

School: Driggs

Room or Area: Kitchen Date Completed: 2/12/26

Signature: Sylvia Lebron

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) 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

The Fan exhaust are always on. and They are noisy. But not to bad.

Duggan Elementary School



Building and Grounds Maintenance Checklist

Name: DUGGAN ELEMENTARY
School: 38 W PORTER STREET
Room or Area: _____ Date Completed: 2/6/26
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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: DUGAN ELEMENTARY

School:

Room or Area: _____ Date Completed: 2/11/26

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



Ventilation Checklist

Name: DUGGAN ELEMENTARY

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/11/26

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

	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: DOGGAW

School:

Room or Area: Date Completed: 2/16/26

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. 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: DUGGAN COMSTOCK

School:

Room or Area: _____ Date Completed: 2/11/15

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Leeana Rodriguez
School: Duggan School
Room or Area: Cafe
Date Completed: 2-12-26
Signature: Leeana R

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

Enlightenment Program



Building and Grounds Maintenance Checklist

Name: Enlightenment

School: 58 Griggs St.

Room or Area: _____ Date Completed: 2/1/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Enlightenment

School:

Room or Area: Date Completed: 2/10

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



Ventilation Checklist

Name: Enlightenment

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/19

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

	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: Enlightenment

School:

Room or Area: Date Completed: 2/19

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. 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	☑	☐	☐

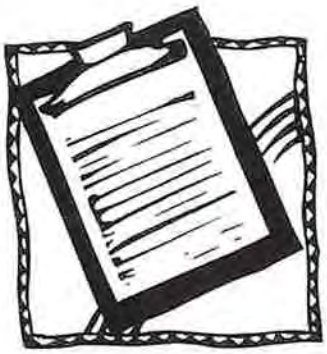
3. ATTIC

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: Enlightenment

School:

Room or Area: Date Completed: 2/19

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Elaine Greco

School: Enlightenment

Room or Area: Cafeteria Date Completed: 2/12/2026

Signature: Elaine Greco

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

Generali Elementary School



Building and Grounds Maintenance Checklist

Name: Generali

School: 3196 East Main St.

Room or Area: _____ Date Completed: 2/19

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Generali

School:

Room or Area: Date Completed: 2/15

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



Ventilation Checklist

Name: Geneali

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/19

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

	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: General

School:

Room or Area: Date Completed: 2/19

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. 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: Generali

School: _____

Room or Area: _____ Date Completed: 2/19

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Crystity Hernandez
School: Generali
Room or Area: Kitchen Date Completed: 2-19-2026
Signature: Crystity Hernandez

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

Gilmartin Elementary School



Building and Grounds Maintenance Checklist

Name: Gilmartin

School: 94 Spring Lake Rd.

Room or Area: _____ Date Completed: 2/19

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Gil Martin

School:

Room or Area: Date Completed: 1/19/26

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



Ventilation Checklist

Name: G. Martin

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/19

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

	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: Gilmartin

School:

Room or Area: Date Completed: 2/18

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. 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: Gilmartin

School:

Room or Area: _____ Date Completed: 2/19

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. 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: Patricia Lopez

School: Calvert Hills C.S. M.S.

Room or Area: _____ Date Completed: 9/19/16

Signature: Patricia Lopez

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

Hopeville Elementary School



Building and Grounds Maintenance Checklist

Name: Hopeville
School: 2 Cypress St.
Room or Area: Date Completed: 2/19
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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Hopeville

School:

Room or Area: Date Completed: 2/14

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



Ventilation Checklist

Name: Hopeville

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: 2/1/21

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

	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: Hopeville

School:

Room or Area: _____ Date Completed: 2/9

Signature: MCo

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: Hopeville

School:

Room or Area: Date Completed: 2/19

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. 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: Dalyce Segovia
School: Hopeville School
Room or Area: Kitchen Date Completed: 2-10-26
Signature: Dalyce Segovia (acting lead)

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

Kennedy High School



Building and Grounds Maintenance Checklist

Name: Kennedy High School

School: 422 Highland Ave.

Room or Area: _____ Date Completed: 2/19

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Kennedy

School:

Room or Area: Date Completed: 2/19

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



Ventilation Checklist

Name: Kemedy

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/19

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

	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: Kennedy

School:

Room or Area: Date Completed: 2/19

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. 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	☑	☐	☐

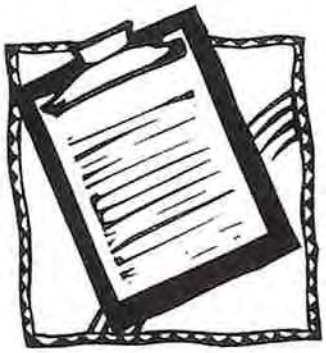
3. ATTIC

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: Kennedy

School:

Room or Area: Date Completed: 2/19

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. 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: Marria Jolly

School: Kennedy

Room or Area: Date Completed: 2/12/26

Signature: Marria Jolly

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

Kingsbury Elementary School



Building and Grounds Maintenance Checklist

Name: Kimsbury

School: 220 Columbia Blvd.

Room or Area: _____ Date Completed: 2/18

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Kingsbury

School:

Room or Area: Date Completed: 2/18

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



Ventilation Checklist

Name: Kingsbury

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/18

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

	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: Kingsbury

School:

Room or Area: _____ Date Completed: 2/18

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. 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	☑	☐	☐

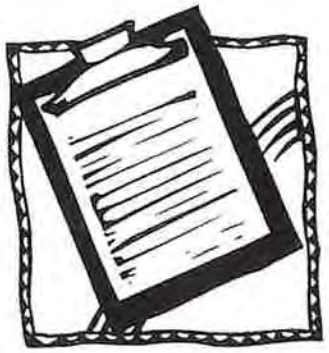
3. ATTIC

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: Kirysbury

School:

Room or Area: Date Completed: 2/18

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Robin Rose
School: Kingsbury
Room or Area: Kitchen Date Completed: 2/12/26
Signature: Robin Rose

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

Maloney Interdistrict Magnet School



Building and Grounds Maintenance Checklist

Name: Maloney

School: 233 South Elm St.

Room or Area: _____ Date Completed: 2/16

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Maloney

School:

Room or Area: Date Completed: 2/18

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



Ventilation Checklist

Name: Maloney

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/18

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

	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: Maloney

School:

Room or Area: Date Completed: 1/18

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. 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	☑	☐	☐

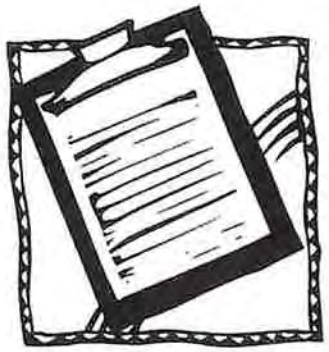
3. ATTIC

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: Maloney

School:

Room or Area: Date Completed: 2/14

Signature: MGpuph

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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Ciara Pedraza

School: Malarey

Room or Area: _____ Date Completed: 2/12/26

Signature: Ciara Pedraza

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

North End Middle School



Building and Grounds Maintenance Checklist

Name: North End Middle School

School: 534 Bucks Hill Rd.

Room or Area: _____ Date Completed: 2/18

Signature: H Conroy

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: North End

School: _____

Room or Area: _____ Date Completed: 2/18

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



Ventilation Checklist

Name: North End

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: 2/18

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

	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: North End

School:

Room or Area: _____ Date Completed: 2/18

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. 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: North End

School:

Room or Area: Date Completed: 2/18

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. 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: Debbie Finke
School: Wilby / North End M.S.
Room or Area: Kitchen Date Completed: Feb. 12, 2026
Signature: Debbie Finke

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

Wilby / North End M.S.

Reed Elementary School



Building and Grounds Maintenance Checklist

Name: Reed

School: 33 Griggs St.

Room or Area: _____ Date Completed: 2/18

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Reed

School:

Room or Area: Date Completed: 2/1/18

Signature: MCourt

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: Reed

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: 2/18

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

	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: Reed

School:

Room or Area: Date Completed: 2/18

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. 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: Reed

School: _____

Room or Area: _____ Date Completed: 2/88

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. 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: Suzan Dennis-Strickland
School: Johnathan Reed
Room or Area: kitchen Date Completed: 2-12-26
Signature: Dennis-Strickland

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

Regan Elementary School



Building and Grounds Maintenance Checklist

Name: Regan

School: 2780 North Main St.

Room or Area: _____ Date Completed: 2/18

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Regan

School:

Room or Area: Date Completed: 2/18

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



Ventilation Checklist

Name: Regan

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/18

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

	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: Keyan

School:

Room or Area: Date Completed: 2/18

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. 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: Regan

School:

Room or Area: Date Completed: 2/18

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. 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:

	Yes	No	N/A
• 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:

	Yes	No	N/A
• 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

	Yes	No	N/A
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: Diane Martone

School: Regan

Room or Area: Kitchen Date Completed: 2/12/2026

Signature: Diane Martone

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 Custodian wet mops	☑	☐	☐

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	☑	☐	☐



Diane Martone

NOTES

Rotella Interdistrict Magnet School



Building and Grounds Maintenance Checklist

Name: Rotella

School: 380 Pierpont Rd.

Room or Area: _____ Date Completed: 2/18

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Rotella

School:

Room or Area: Date Completed: 2/18

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



Ventilation Checklist

Name: Rotella

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/18

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

	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: Rotella

School:

Room or Area: Date Completed: 4/15

Signature: MGoup

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: Rotella

School:

Room or Area: Date Completed: 2/18

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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:

School: Rotella

Room or Area: Date Completed: 2/12/2026

Signature: Mandie Dreher

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

Sprague Elementary School



Building and Grounds Maintenance Checklist

Name: Sprague

School: 1443 Thurston Ave.

Room or Area: _____ Date Completed: 2/18

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Sprague

School:

Room or Area: Date Completed: 2/18

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



Ventilation Checklist

Name: Sprague

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/16

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

	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: Sprague

School:

Room or Area: Date Completed: 2/18

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. 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: Sprague

School:

Room or Area: Date Completed: 2/18

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: MARCELA JISCIANO

School: SPRAGUE

Room or Area: KITCHEN Date Completed: 2-17-2026

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. 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

1a Sprague Kitchen doesn't have any exhaust fan.

State Street School



Building and Grounds Maintenance Checklist

Name: State St.

School: 30A Church St.

Room or Area: _____ Date Completed: 4/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: State St.

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: State St.

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/13

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

	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: State St.

School:

Room or Area: Date Completed: 2/13

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. 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	☑	☐	☐

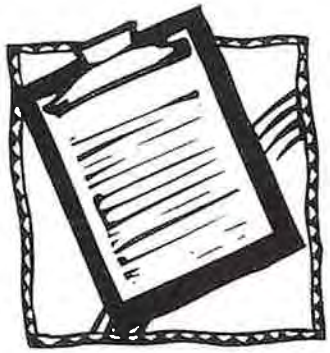
3. ATTIC

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: State St.

School:

Room or Area: Date Completed: 2/13

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Agnes Colón
School: State St.
Room or Area:
Date Completed: 2/12/26
Signature: Agnes Colón

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

Tinker Elementary School



Building and Grounds Maintenance Checklist

Name: Tinker

School: 809 Highland Ave.

Room or Area: _____ Date Completed: 2/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Linker

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: Tinker

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/13

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

	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: Tinker

School:

Room or Area: Date Completed: 2/13

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. 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: Tinker

School:

Room or Area: Date Completed: 4/13

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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:

	Yes	No	N/A
• 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:

	Yes	No	N/A
• 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

	Yes	No	N/A
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: Doris Tinker

School: Tinker

Room or Area: Date Completed: 2/12/2026

Signature: Doris Tinker

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)	☑	☐	☐

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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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Wallace Middle School



Building and Grounds Maintenance Checklist

Name: Wallace Middle School

School: 3465 East Main St.

Room or Area: _____ Date Completed: 2/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Walker

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: Wallace

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: 4/13

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

	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: Wallace

School:

Room or Area: Date Completed: 2/13

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. 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: Walbie

School: _____

Room or Area: _____ Date Completed: 2/13

Signature: MCoop

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: Amy Daugerdas

School: Crosby H.S./ Wallace M.S.

Room or Area: Kitchen Date Completed: 2/12/26

Signature: Amy Daugerdas

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

Walsh Elementary School



Building and Grounds Maintenance Checklist

Name: Walsh

School: 55 Dikeman St.

Room or Area: _____ Date Completed: 2/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Walsh

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: Walsh

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: 2/13

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 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: Walsh

School:

Room or Area: Date Completed: 2/13

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. 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	☑	☐	☐

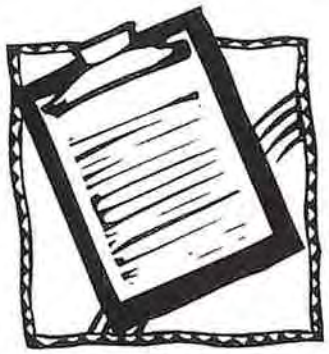
3. ATTIC

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: Walsh

School:

Room or Area: Date Completed: 2/13

Signature: MGore

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: Donna Hassinger
School: Walsh
Room or Area: Cafe Date Completed: 2-12-26
Signature: Donna Hassinger

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)	☑	☐	☐

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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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Washington Elementary School



Building and Grounds Maintenance Checklist

Name: Washington
School: 685 Baldwin St.
Room or Area: _____ Date Completed: 2/13
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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Washington

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: Washington

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: 2/13

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

	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: Washington

School:

Room or Area: _____ Date Completed: 2/3

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. 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: Washington

School:

Room or Area: Date Completed: 2/13

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Ivelisse Concepción
School: Washington School
Room or Area: Kitchen Date Completed: 2/12/2026
Signature: Ivelisse Concepción

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

Waterbury Arts Magnet School



Building and Grounds Maintenance Checklist

Name: WAMS

School: 16 South Elm St.

Room or Area: _____ Date Completed: 4/9/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: WAMS

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: WAMS

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/13

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

	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: WAMS

School:

Room or Area: Date Completed: 2/13

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. 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	☑	☐	☐

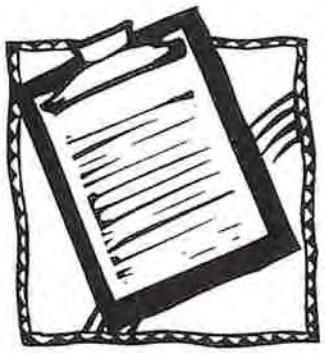
3. ATTIC

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: WAMS

School:

Room or Area: Date Completed: 2/13

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. 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: Raymond McCusker

School: WAMS

Room or Area: Kitchen Date Completed: 2/12/26

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. 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

2f. - All floors are swept and wet mopped by maintainers daily

Waterbury Career Academy



Building and Grounds Maintenance Checklist

Name: Waterbury Career Academy

School: 175 Birch St.

Room or Area: _____ Date Completed: 4/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Career Academy

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: WCA

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/13

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

	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: WCA

School: _____

Room or Area: _____ Date Completed: 2/13

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. 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: WCA

School:

Room or Area: Date Completed: 2/13

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: ELAINE LEPORE
School: WATERBURY CAREER ACADEMY
Room or Area: KITCHEN Date Completed: 2-12-2026
Signature: Elaine Lepore

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 HAVE NO LIDS...NEED THEM	☑	☐	☐
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

West Side Middle School



Building and Grounds Maintenance Checklist

Name: West Side Middle School

School: 483 Chase Parkway

Room or Area: _____ Date Completed: 2/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: West Side

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: West Side

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/13

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

	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: West Side

School:

Room or Area: Date Completed: 2/13

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. 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	☑	☐	☐

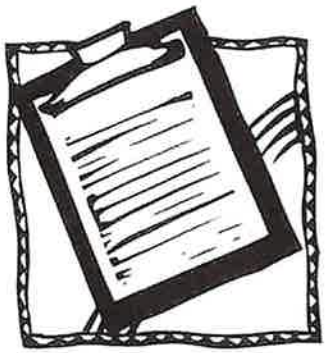
3. ATTIC

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: West Side

School:

Room or Area: Date Completed: 2/13

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Paula Santos-Faria
School: West Side Middle
Room or Area: _____ Date Completed: 2/12/2026
Signature: Paula Santos-Faria

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)	☐	☐	☑

West Side

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

4b. - Do not have A Sign out on Dock. E-mailed Site Coordinator for A Sign So we can put it up.

1b - Sink order Already addressed. Still An ongoing Problem

Wilby High School



Building and Grounds Maintenance Checklist

Name: Wilby High School

School: 565 Bucks Hill Rd.

Room or Area: _____ Date Completed: 2/12

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Wilby

School:

Room or Area: Date Completed: 2/12

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



Ventilation Checklist

Name: Wilby

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/12/26

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

	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: Wilby

School:

Room or Area: Date Completed: 2/12

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. 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: Wilby

School:

Room or Area: Date Completed: 2/12/26

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: Debbie Finke
School: Wilby / North End M.S.
Room or Area: Kitchen Date Completed: Feb. 12, 2026
Signature: Debbie Finke

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

Wilby / North End M.S.

Wilson Elementary School



Building and Grounds Maintenance Checklist

Name: Wilson

School: 235 Birch St.

Room or Area: _____ Date Completed: 2/13

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 *Integrated Pest Management Checklist*	☑	☐	☐

NOTES



Waste Management Checklist

Name: Wilson

School:

Room or Area: Date Completed: 2/13

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



Ventilation Checklist

Name: Wilson

School:

Unit Ventilator/AHU No:

Room or Area: Date Completed: 2/13

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

	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: Wilson

School:

Room or Area: Date Completed: 2/13

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. 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: Wilson

School:

Room or Area: Date Completed: 2/13

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. 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

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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: yesenia Wilson

School:

Room or Area: Cafe Date Completed: 2-12-2026

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. 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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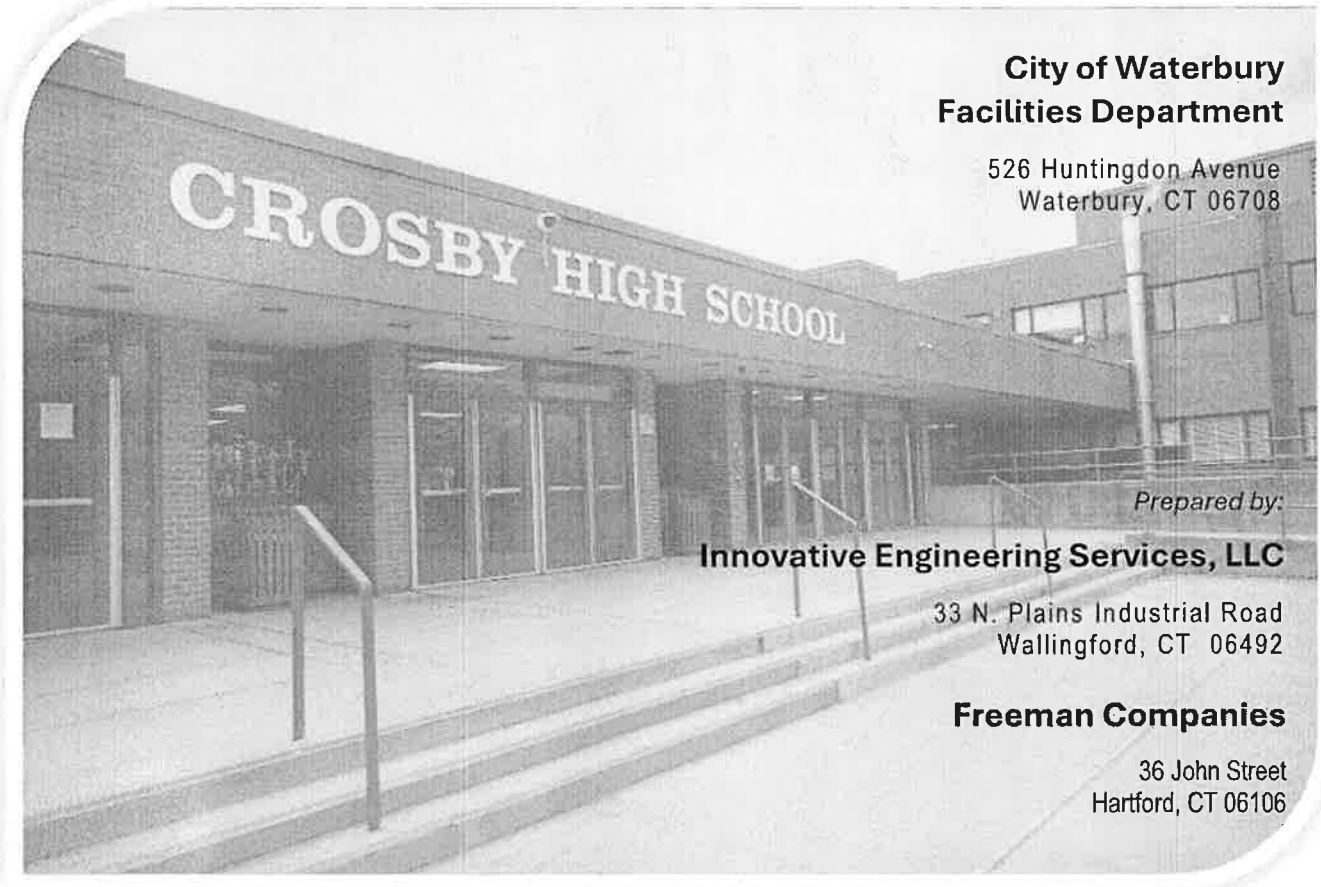
FREEMAN COMPANIES

IAQ Study

for:

Crosby High School

Prepared for:



City of Waterbury
Facilities Department

526 Huntingdon Avenue
Waterbury, CT 06708

Prepared by:

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NOVEMBER 2025

IES Project Number: 25087

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Timeline

Project Dates of Importance

Schedule Reference	Date
Project Start Date	August 12th, 2025
HVAC Site Inspection	September 3rd, 2025
Completion Date	November 18th, 2025

Section 1:

Introduction

1.0 Innovative Engineering Services LLC and Freeman Companies LLC were retained to evaluate the current Indoor Air Quality (IAQ) and the condition of the existing heating, ventilating, and air conditioning (HVAC) systems serving Crosby High School in Waterbury, CT. HVAC systems will be evaluated based on age, condition, and overall operation of equipment and controls. It is our understanding that the existing systems are partially new and partially old.

Crosby High School is a public high school located in the east end of the city of Waterbury, Connecticut. It has an enrollment of approximately 1452 students and shares building space with Wallace Middle School in an area referred to as the Bergin Complex. Crosby High School is a three-level building. The building has a gymnasium, pool, auditorium, and cafeteria that is shared between both schools. On the Crosby side, there is a media center, administrative offices, classrooms, a vocational kitchen, and mechanical rooms.

The Bergin Complex is fitted with two (2) gas fired steam boilers, two (2) gas fired hot water heaters, two (2) chillers. On the Crosby High School side there are ten (10) air handler units, cabinet unit heaters, VAV boxes (variable air volume boxes), cold decks and hot decks.

IES and Freeman performed a site survey that was limited to readily accessible and visible elements only; no destructive testing was performed. To aid in the evaluation, IES & Freeman were given existing drawings and access to the school to inspect all mechanical systems located inside and on the rooftop.

All corrective work recommended herein shall be done in accordance with the latest codes for the State of Connecticut and Department of Public Health, in addition to local regulations and requirements. Additional code references are noted as required by the scope of this evaluation. These codes include, but are not limited to, the International Building Code (IBC), the International Mechanical Code (IMC), NFPA-70 National Electric Code, American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) 62.1, and ASHRAE 90.1.

Section 2:

Mechanical (HVAC) Existing Conditions

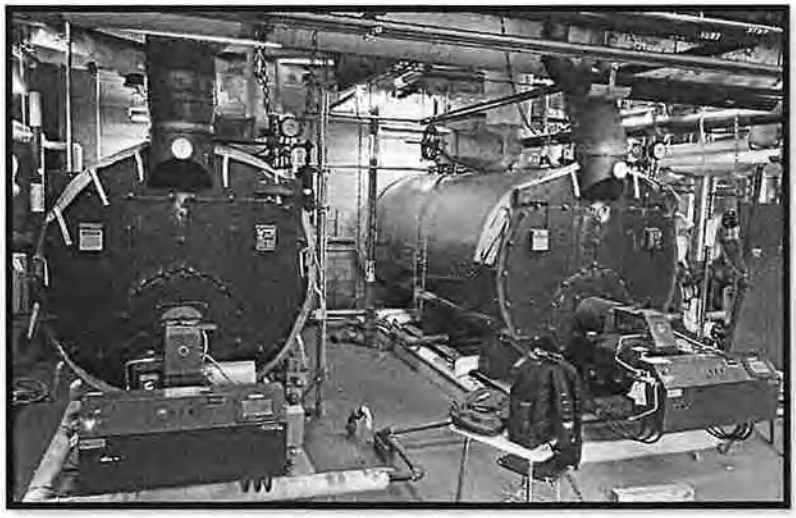
2.0 The existing HVAC systems provide heating, cooling, exhaust, and fresh air ventilation to the school. These systems are comprised of gas fired boilers, cabinet unit heaters, radiation panels, radiators, fan coil units, air handling unit, dedicated outdoor air systems, and roof-mounted exhaust fans.

Crosby High School has global settings for occupied and unoccupied modes. The occupied heating setpoint is 68°F and cooling setpoint is 72°F. The unoccupied heating setpoint is 65°F and cooling setpoint is 70°F. These setpoint are implemented through the City of Waterbury to ensure all space temperatures are consistent. During the unoccupied period, at night the space temperatures are lowered through the building management schedule for efficiency and saving on energy.

The following section describes, in detail, each system component and its associated make, model, size, quantity, fuel type, and operation. Please be advised that certain parameters may not have been available for some of the existing equipment. This is due to lack of space, available information, or specific equipment models having been retired, discontinued and/or superseded.

2.1 MECHANICAL ROOM-BOILERS

- The building is currently served by two (2) gas fired steam boilers" Picture 2.01", both manufactured by Hurst and built in 2017. During occupied mode, the boilers are enabled when the outside air is below 55 degrees. During unoccupied mode the boilers are enabled when the outside air is below 50 degrees. Having an occupied/unoccupied enable control helps conserve energy when the building is not in use and will modulate to maintain a setpoint. Each boiler will swap the lead/lag 5position; by rotating the boilers, the system can maintain a balance between each system's run time, thus prolonging the life of the equipment. This also helps to prevent overloading. These boilers are built and stamped in accordance with the requirements of the ASME Code and listed by the National Board of Boilers and Pressure Vessel Inspectors. Large combustion chamber with low heat release for complete combustion. Smoke box is front mounted with slip-on stack connector. Access to fireside is accomplished with hinged and davit rear door and with split front doors. Flame observation ports are on front and rear. Openings for clean-out inspection of waterside are provided with 3" x 4" hand holes, and with 12" x 16" manholes (80 HP up). Insulated with 2" high-density mineral wool, lagged with 22-gauge grip jacketing, baked on epoxy enamel to resist chipping and fading. The gas steam boilers are provided with shutoff valves, safety relief valve, operating pressure control, high limit pressure control with manual reset, steam pressure gauge with syphon, combination pump control and low water cut-off with gauge glass assembly and drain valve, auxiliary low water cut-off with manual reset. The boilers feed the entire building loop to systems such as AHU's, VAV boxes, and cabinet. A combustion air fan is located in the boiler room that supplies oxygen to the boilers. These boilers are provided with "power flame burners" that are rated for 10500 MBH. MBH stands for thousands BTUs per hour, this is a measurement used in cooling and heating equipment to express energy input or output.



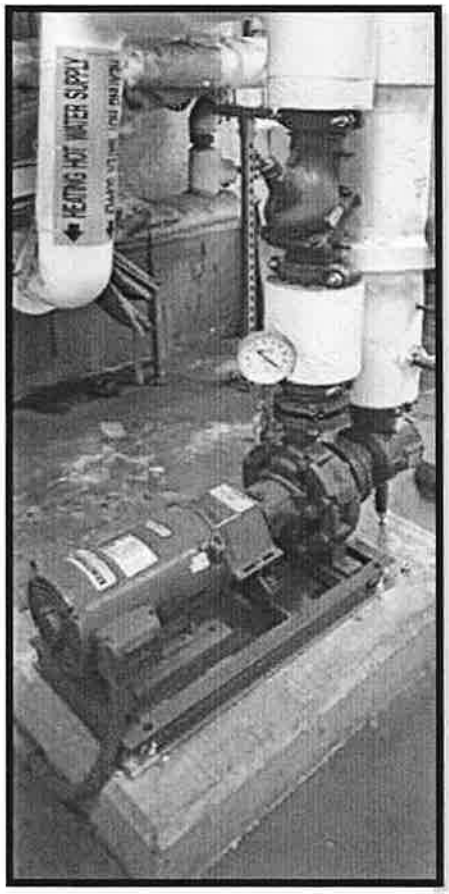
Picture 2.01- Steam Boilers 1&2

2.2 MECHANICAL ROOM- HOT WATER HEATERS

- There are two water boilers manufactured by Aerco "Picture 2.02". They are commercial condensing boilers that use natural gas as a fuel. The units are provided with stainless steel and fire-tube heat exchangers. Those boilers provide domestic hot water for the building, hot water for the radiant heating equipment, and hot water for the pool. The boilers are enabled when any of the previously listed zones are enabled. Along with the boilers there are three (3) hot water pumps "Picture 2.03" that supply those zones with hot water.



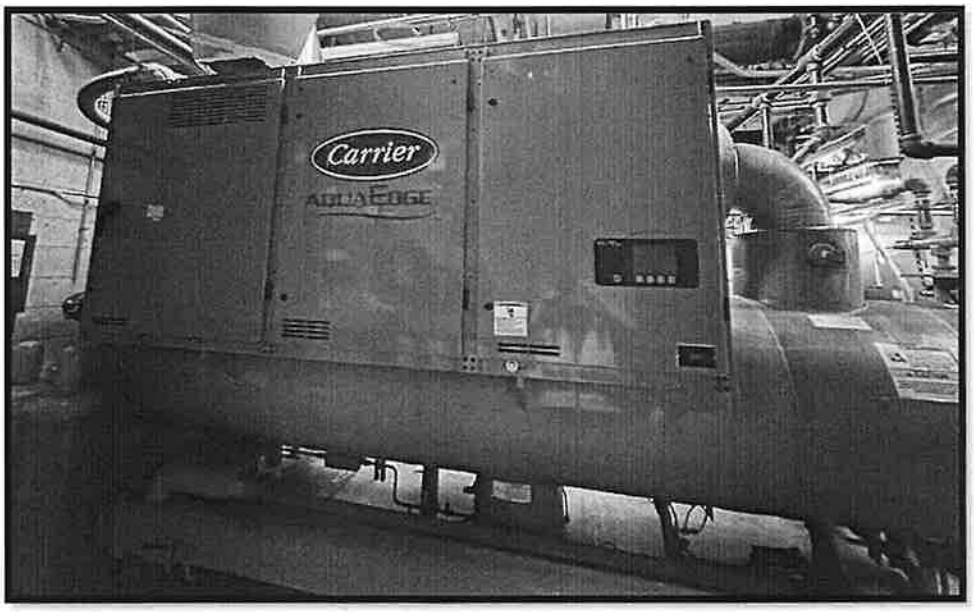
Picture 2.02- Hot Water Boilers 1&2



Picture 2.03- Hot Water Pump 5 Radiation Hot Water Supply

2.3 Chillers

- There are two (2) chillers manufactured by Carrier that are located in the mechanical room "Picture 2.04", these chillers have tri-rotor positive displacement screw compressors. The chilled water system consists of two (2) parallel piped water-cooled chillers with two common chilled water pumps that are sized for the capacity to serve both chillers, and each with a dedicated condenser water pump discharging to four (4) common cooling towers. The chilled water system is manually enabled through the BMS central operation station. When the EMS system indexes a chiller to be enabled, the chiller control panel will start its dedicated condenser water pump and communicate to the EMS system that it is ready to run. Each chilled water pump will have its own dedicated VFD (variable frequency drive). When the EMS system has received the "chiller ready to run" signal from the chiller controller, the EMS system will open the chiller CHW isolation valve and start the lead CHW pump. The EMS will decide which of the four (4) towers will be the lead and it will also rotate the lead tower on a weekly basis. When the chiller is running, condenser water supply sensor will first modulate the selected lead cooling tower fans together through its tower fan VFD's while also enabling and modulating the other three (3) lag cooling towers as necessary to maintain an 85-degree setpoint that is adjustable. When the lead chiller is operating at full capacity and the chilled water return temperature rises above 57 degrees, the lag chiller isolation valve will open, and the CHW pump will run. The lag chiller will de-energize when the lag chiller is operating at 50% capacity and the CHWR (chilled water return) temperature drops below 55 degrees. These chillers work together to maintain the load of the building, cycling the lead chiller prolonging the life of the equipment and also helping to prevent overloading.



Picture 2.04- Chiller 1

2.4 CLASSROOMS/ ADMINISTRATIVE/ STAFF OFFICES

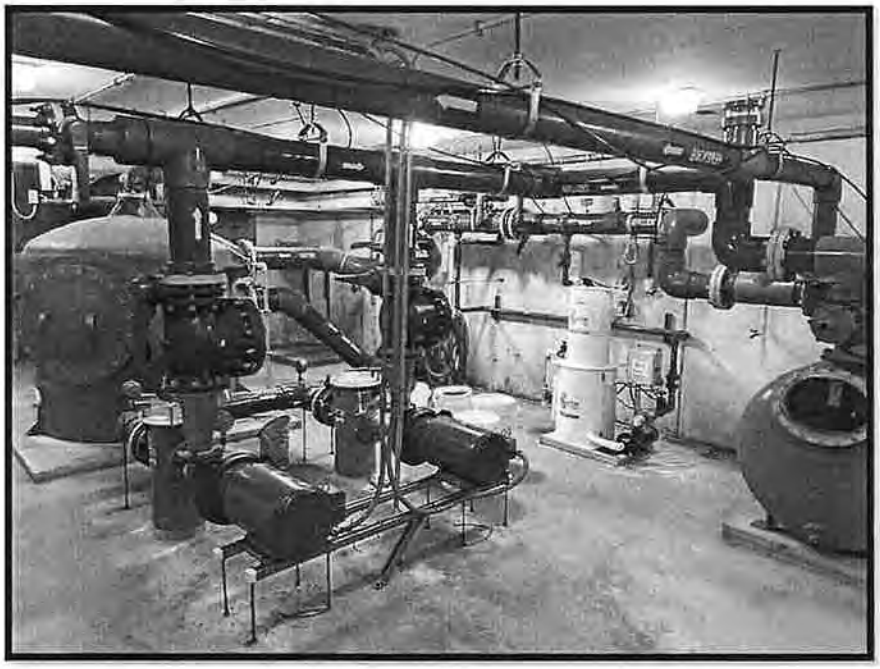
- The classrooms at Crosby are approximately 500-1,000 SF in size. There are four (4) total air handler units that serve the classrooms and offices, and they are listed as AHU-1, AHU-2, AHU-3, and AHU-4 "Picture 2.05". These units are located on the roof and are equipped with a steam heating coil, a chilled water coil. These units are capable of exhausting air and providing fresh air into the spaces. There are also other classrooms on the second floor that are served by smaller air handler units listed as ACU-1, ACU-2, AH-5. These units were replaced newly in 2024 but kept the existing return duct and are equipped with a hot water heating coil and a chilled water coil. These units are capable of providing fresh air into the space. In these spaces there are radiant baseboards. The classrooms and offices are cooled and heated by air handler units and equipment listed as a hot deck and a cold deck. This has a louver that can provide cooling and heating in separate areas of the space off of each air handler unit. These classrooms have a global set point of 72-degree occupied heating setpoint, 74-degree cooling setpoint and an unoccupied heating set point of 60-degree and an unoccupied cooling set point of 80-degree.



Picture 2.05- AHU-4

2.5 POOL

- The pool is in the shared space between Crosby High School and Wallace Middle School, known as the Bergin Complex. The space itself is served by one (1) air handler, listed as AH-11. This unit is equipped with a steam heating coil and is capable of providing the space with fresh air. This space also has two (2) exhaust fans that provide ventilation under necessary conditions for the space. The exhaust fans are listed as EF-8 and EF-9. These exhaust fans are capable of modulating fan speed which can conserve energy consumption. The pool itself is heated by the two Aerco (2) water heaters *(refer to PG.6)*. The pool has a water set point of 80 degrees and has a HW pump listed as HW pump 7 and heat exchanger located in its own dedicated mechanical room "Picture 2.06" to maintain the water temperature setpoint.



Picture 2.06- Pool Mechanical Room

2.6 CAFETERIA

- The cafeteria is served by AH-15. This unit is equipped with a steam heating coil, a chilled water coil and is capable of exhausting air and providing fresh air into the space. This space also has one (1) exhaust fan that provides ventilation under necessary conditions for the kitchen hood. The exhaust fan is listed as EF-27. This exhaust fan is capable of modulating fan speed.

2.7 GYMNASIUM

- The gymnasium is in the shared space between Crosby High School and Wallace Middle School, known as the Bergin Complex. It is served by a total of four (4) air handlers. They are listed as AH-16, AH-17, AH-18, and AH-19 and were newly replaced in 2024. According to the BMS all of units are equipped with a steam heating coil. These units are capable of providing fresh air into the space. This area uses exhaust fans as means to exhaust air from the space. Directly outside the gymnasium is an area listed as the gymnasium lobby which is served by one (1) AHU. This unit is listed as AHU-20. According to the BMS this unit is equipped with a steam heating coil and is capable of exhausting air and providing fresh air into the space.



2.8 AUDIOTORIUM

- The auditorium is in the shared space between Crosby High School and Wallace Middle School, known as the Bergin Complex. It is a large space provided with a large stage. It is served by AH-13. This unit is equipped with a steam heating coil, a chilled water coil. This unit is capable of exhausting air and providing fresh air into the space. Directly outside of the auditorium is a space that is listed as the lobby. This space is served by AH-23. This unit is equipped with a steam heating coil, a chilled water coil. This unit is capable of providing fresh air into space.

2.9 MEDIA CENTER

- The media center in Crosby is served by two (2) Ahus'. These units are listed as AHU-1 and AHU-2. Both units are equipped with a steam heating coil, a chilled water coil. These units are capable of exhausting air and providing fresh air into the space.

2.10 WEIGHT ROOM

- There is a weight room located on the first floor. This space is served by an air handler unit listed as AH-26. This unit is equipped with a steam heating coil, a chilled water coil. This unit is capable of providing fresh air into the space. This space also has an exhaust fan listed as EF-99. This fan is responsible for ventilating the space and capable of modulating fan speed.

2.11 MUSIC AREA

- In the music room there is a multizone air handling unit listed as AH-14. This unit is equipped with a steam heating coil, a chilled water coil. This unit is capable of providing fresh air into the space and exhausting air from the space. Off of this unit it has a piece of equipment known as a hot deck and a cold deck. This has a louver that can provide cooling and heating in separate areas of the space.

2.12 BAND AREA

- In the band area there is a multizone air handling unit listed as AH-12. This unit is equipped with a steam heating coil, a chilled water coil. This unit is capable of providing fresh air into the space and exhausting air from the space. Off of this unit it has a piece of equipment listed as a hot deck and a cold deck. This has a louver that can provide cooling and heating in separate areas of the space.

2.13 STUDENT/ KITCHEN

- There is a student kitchen within the Crosby High School side, this area is served by an air handler unit listed as AH-24. This unit is equipped with a steam heating coil. This unit is capable of providing fresh air into the space. This space also has an exhaust fan listed as EF-30. This fan is responsible for ventilating the space.

2.14 LOCKER ROOMS

- There are two locker rooms for Crosby High School, Boys and Girls locker rooms. Each space is served by their own air handling units. The boy's locker room is served by a unit listed as AH-21. This unit is equipped with a steam heating coil, a chilled water coil. This unit is capable of providing fresh air into the space and exhausting air from the space. It also has its own exhaust fan that serves the space listed as EF-5. This fan is responsible for ventilating the space and capable of modulating fan speed. The girl's locker room is served by an air handler unit listed as AH-22. This unit is equipped with a steam heating coil, a chilled water coil. This unit is capable of providing fresh air into the space and exhausting air from the space. It also has its own exhaust fan that serves the space listed as EF-6. This fan is responsible for ventilating the space.

2.15 RESTROOMS

- The building toilets are heated with radiant baseboards.

2.16 STAIRWELLS

- The stairwells are all heated by cabinet unit heaters. These units have an occupied heating setpoint of 70 degrees and an unoccupied heating setpoint of 60 degrees.

2.17 IT/ TELE-DATA ROOM

- Inside the media center there is a Tele-Data room being conditioned by one (1) ACU. That unit is listed as ACU-3. This unit conditions the room which houses the necessary servers and other equipment. The unit has a cooling coil and an electric heating coil.

Section 3:

Indoor Air Quality (IAQ)

3.0 Regarding Indoor Air Quality (IAQ) for spaces inside buildings, the best environmental conditions typically develop from outside air that is circulated through equipment that can heat, cool, dehumidify (or sometimes humidify), reheat, and filter the air. This process can be done in many ways and can be accomplished using one piece of equipment, i.e. packaged equipment, or several pieces of equipment. In the case of Crosby High School, the process in which this is being accomplished is by using AHU's and exhaust fans.

In the building industry, this fresh, outside air is called ventilation air. For building ventilation in the northeast region of the United States, the equipment must utilize the refrigeration cycle, which is also known as refrigerating or air conditioning. Other methods of cooling, such as evaporative cooling, rely on the thermodynamic adiabatic saturation process of air. During this process, air gives up its heat to the water, causing the water to evaporate into vapor (essentially steam) while the air's dry bulb temperature decreases. However, even though the air temperature decreases, it has higher relative humidity and a higher humidity ratio. This style of cooling is well suited for climates out west, where the outdoor conditions are hot and dry. In that region, after the air undergoes evaporative cooling, it enters the building at a lower temperature and comfortable humidity level. If this method is employed in CT, the air that is already humid will enter the building with even more humidity; this will cause very uncomfortable conditions for staff and students. Thus, mechanical cooling via refrigeration must be used. In addition to conditioning the air, efficient filtration measures must also be in place. Ventilation and filtration measures are governed by the International Code Council (ICC), the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), the Center for Disease Control (CDC), the U.S. Green Building Council (USGBC), the United States Environmental Protection Agency (US EPA), and the American National Standards Institute (ANSI). These organizations provide codes, guidelines and recommended design data for the ventilation of buildings. According to the US EPA, indoor air quality is improved by increased ventilation, filtration and air cleaning.

3.1 VENTILATION AIR QUANTITY AND FILTRATION FOR IAQ

The quality of indoor air has always been important to HVAC engineers who are in the building industry. ASHRAE sets the standard for the required amount of ventilation air for each space type within a building. For example, a school classroom must be provided with 10 cubic feet per minute (CFM) per person and 0.12 CFM per square foot of floor area. A science laboratory must have 10 CFM per person and 0.18 CFM per square foot of ventilation air. In addition, values are provided for recommended occupant densities for each space type. Again, for example, a school classroom (ages 5 to 8) should have an occupant density of 25 students per 1,000 SF.

Using this information, ventilation calculations are performed, and the HVAC systems are designed to provide the proper amount of ventilation air to each space within a building.

Studies have shown that when bringing filtered ventilation air into a building, the quality of the air is improved as any contaminated air is diluted by the fresh outside air. Furthermore, the room's main heating and cooling equipment contains the proper air filtration devices for removing any pollutants and particulate matter from recirculated air. An HVAC system's filters will trap matter such as dirt, dust, pollen and mold spore particles. These filters are made of special media that will capture the particles as the air is passed through it. The minimum efficiency reporting value (MERV) rating measures how well a filter will capture any air-borne particles. With a higher MERV rating, such as MERV 10 which is installed, the filter will be more effective and will capture a wider range of particles, including bacteria and viruses.

3.2 VENTILATION EQUIPMENT FOR IAQ

When warm and humid air is drawn into a piece of equipment that is designed for outside ventilation, two things must happen. First, the air is cooled via chilled water coils which forces its thermodynamic properties to reach the saturation point, i.e. 100% relative humidity (RH). At this point, water vapor begins to condense from the air; this process is called dehumidification. The water is collected in a drain pan and then discharged to a code compliant location within the property. As the condensing process continues, the air is further dehumidified and cooled before leaving the cooling coil. Leaving air temperatures are typically around 55˚F dry bulb and 55˚F wet bulb (100% RH). The second thing that must happen when conditioning outside ventilation air, is the reheat process. The air must be reheated to match the setpoint temperature of the space (reheating the air also decreases its RH). If the equipment cannot perfectly match its supply air temperature with the room temperature, it is acceptable as the space will then get some cooling from the ventilation air. Normally, though, the space cooling is left to the actual room air conditioning equipment.

For heating the outside air, there are different methods that can be used for this climate area. The air can be heated with a heat pump, a hot water coil or an indirect gas furnace. Crosby High School uses natural gas steam boilers. Humidification of outside air during the winter is typically not required for a building such as a school. It can be provided if requested, but this is typically seen in buildings where humidity control is very important for items being stored, such as museums. IES & Freeman observed this school in the colder temperatures and observed the indoor humidity levels to appear acceptable because a classroom full of students will easily increase the RH of the space; each student occupant gives off both sensible and latent heat. When in heating mode for the winter, the supply air temperature could be higher than the room setpoint temperature, which will provide some actual space heating. Like the ventilation system's cooling mode, this is not an issue. And similarly, the space heating is usually left to the actual room heating equipment.

Section 4:

Mechanical (HVAC) Recommendations

4.1 AHU'S- AIR HANDLING UNITS

- The AHUs were observed to be installed and in good shape. The units themselves are relatively new with most being newly replaced in 2024. However, the return ductwork appears to be existing. One thing to be considered is the conditions of the ductwork, especially on the return side. These units are moving a vast amount of air, because of that the ducts can collect debris during normal building operations. IES & Freeman recommend cleaning the inside of the ducts as they were seen to have debris in them. The City of Waterbury should take notice of the cleanliness of the equipment and associated ducts and come up with a schedule on cleaning the related sections based on location as some areas are more likely to get dirtier compared to others based on factors such as occupancy, usage, environmental conditions, and their previous maintenance history.

4.2 VAV BOXES- VARIABLE AIR VOLUME BOXES

- There are many VAV boxes that Crosby High School is equipped with. These units work in unison with AHUs and RTUs. IES & Freeman could not get visual identification of the units as they are above the ceiling. Because of that IES & Freeman could not verify if these units do have filters and the condition of them. If they do, then it is recommended that they are changed quarterly. The VAV boxes are supplied with re-heat coils. It is recommended that these coils are maintained to be clean to provide proper IAQ.

4.3 RETURN DIFFUSER

- The building ventilation and return grills are sometimes overlooked and not properly vacuumed from dust. The ceiling grills should be placed on the schedule for cleaning. The return grills are likely to become dirtier faster because they are pulling air directly from the space. Cleaning these can pro-long filter life.

4.4 CEILING TILES

- There were many signs of water damage to the ceiling tiles throughout the third floor of the building. Leaving these could pose a health risk because mildew can thrive in water damaged ceiling tiles. This could introduce harmful contaminants into the air that can be picked up from the HVAC system and spread to other parts of the building leading to negative effects to IAQ. There are many ways that these tiles could get damaged, some of the ways include but are not limited to leaky HVAC components, leaks from plumbing lines/ equipment, or roof leaks. It appears that since the majority of the ceiling tile damage is on the third floor, the most likely cause is from the roof. IES & Freeman observed the roof to be aged and could be original to the building, making the roof around 40 years old. IES & Freeman recommends that the City of Waterbury not only replaces the ceiling tiles but investigates how these tiles got damaged in the first place.

4.5 AIR CLEANING

- Another method for improving indoor air quality is done by air cleaning. Air cleaning is a process that uses technologies like ultraviolet (UV) light, activated carbon and ionic filtration. A system that uses UV light can deactivate viruses, bacteria and other air-borne microorganisms. An activated carbon filter can absorb odors, volatile organic compounds (VOCs), and even some gases. These are more effective at removing pollutants that are not easily captured by efficient filters, such as the HEPA filter. Lastly, the ionic air purifier will use negatively charged ions to attach to airborne particles, making them heavier and easier to fall out of suspension in the air. These advanced air cleaning technologies are more effective; however, they come with a price. These systems are generally more expensive, which is why, in the past, they were seen in buildings and spaces where control of pollutants is necessary, such as hospitals, operating rooms, clean rooms, etc.

END OF REPORT.

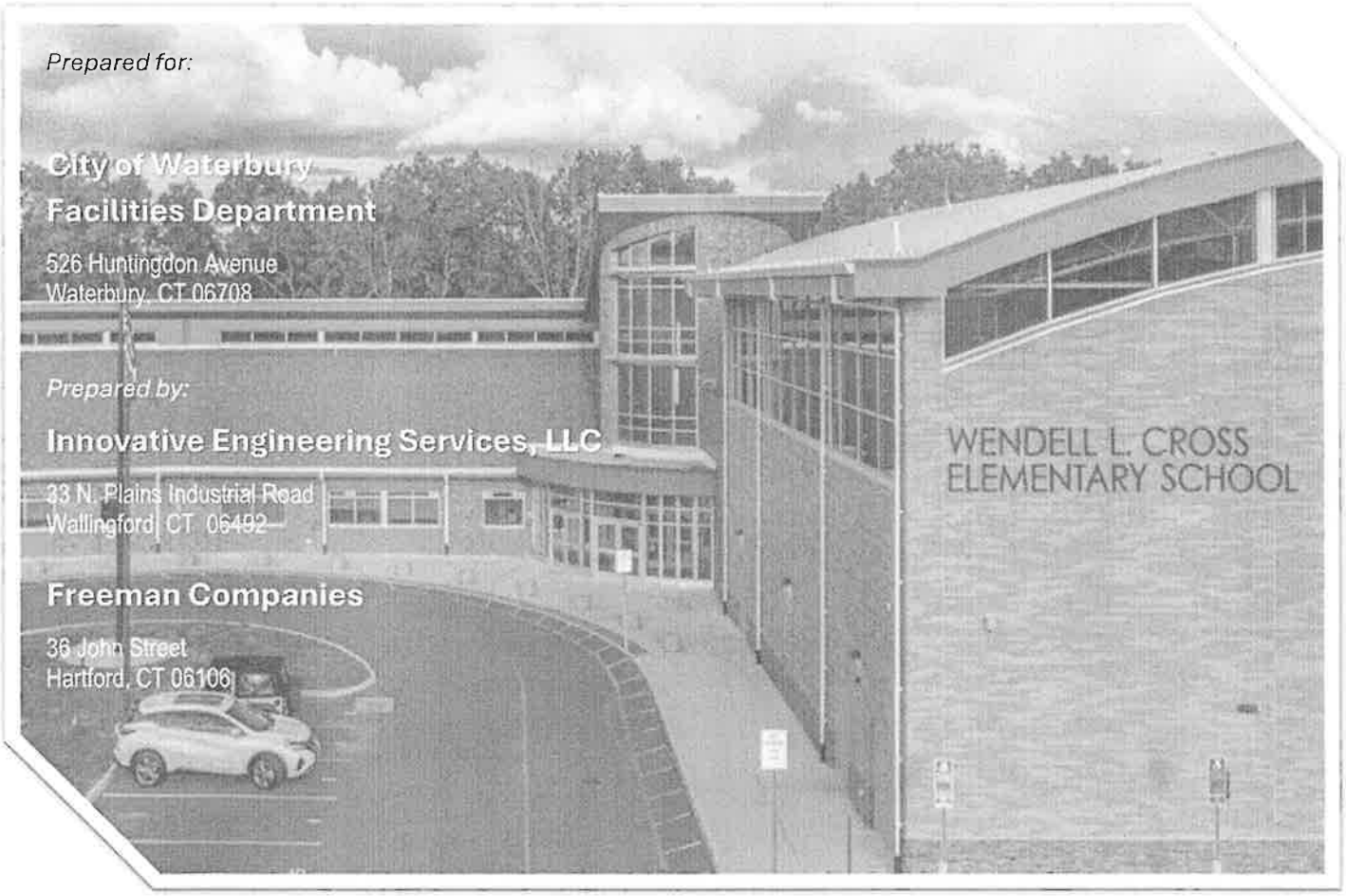
INNOVATIVE ENGINEERING SERVICES, LLC
AN INTEGRATED ENGINEERING + DESIGN FIRM

FREEMAN COMPANIES

IAQ Study

for:

Wendell Cross Elementary School



NOVEMBER 2025

IES Project Number: 25087

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Timeline

Project Dates of Importance

Schedule Reference	Date
Project Start Date	August 12th, 2025
HVAC Site Inspection	October 26th, 2025
Completion Date	November 18th, 2025

Section 1:

Introduction

1.0 Innovative Engineering Services LLC and Freeman Companies LLC were retained to evaluate the current Indoor Air Quality (IAQ) and the condition of the existing heating, ventilating, and air conditioning (HVAC) systems serving Wendell Cross Elementary School in Waterbury, CT. HVAC systems will be evaluated based on age, condition, and overall operation of equipment and controls. It is our understanding that the existing systems are relatively new.

Wendell Cross Elementary School is a three-level building including the existing school, which was partly demolished having reused a small portion of the building. The school is 88,289 ft^2 and construction was completed in 2021. The building contains a full-service kitchen, a large cafeteria, a large gymnasium, a computer lab, science labs, a media center, three IT/server rooms, a music room and the necessary office spaces for the school to function. All areas of the school are ADA compliant, including 3 elevators to access each level. All serving 612 students in grades Prekindergarten-8.

Wendell Cross is fitted with three (3) gas fired boilers, two (2) gas fired hot water heaters, two (2) chillers, three (3) dedicated outside air systems, two (2) air handler units, three (3) VAV boxes, recessed/ducted fan coil units, wall hung fan coil units, split AC Mitsubishi VRF units, chilled beams, radiant floor, radiant panels, radiant baseboards, cabinet unit heaters, and exhaust fans for ventilation. The school is conditioned with this equipment.

IES and Freeman performed a site survey that was limited to readily accessible and visible elements only; no destructive testing was performed. To aid in the evaluation, IES & Freeman were given existing drawings and access to the school to inspect all mechanical systems located inside and on the rooftop.

All corrective work recommended herein shall be done in accordance with the latest codes for the State of Connecticut and Department of Public Health, in addition to local regulations and requirements. Additional code references are noted as required by the scope of this evaluation. These codes include, but are not limited to, the International Building Code (IBC), the International Mechanical Code (IMC), NFPA-70 National Electric Code, American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) 62.1, and ASHRAE 90.1.

Section 2:

Mechanical (HVAC) Existing Conditions

2.0 The existing HVAC systems provide heating, cooling, exhaust, and fresh air ventilation to the school. These systems are comprised of gas fired boilers, cabinet unit heaters, radiation panels, radiators, fan coil units, air handling unit, dedicated outdoor air systems, and roof-mounted exhaust fans.

Wendell Cross Elementary School has global settings for occupied and unoccupied modes. The occupied heating setpoint is 68°F and cooling setpoint is 72°F. The unoccupied heating setpoint is 65°F and cooling setpoint is 70°F. These setpoint are implemented through the City of Waterbury to ensure all space temperatures are consistent. During the unoccupied period, at night the space temperatures are lowered through the building management schedule for efficiency and saving on energy.

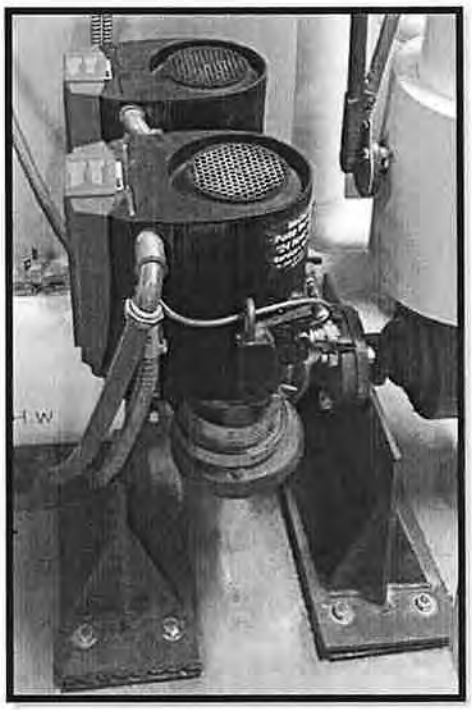
The following section describes, in detail, each system component and its associated make, model, size, quantity, fuel type, and operation. Please be advised that certain parameters may not have been available for some of the existing equipment. This is due to lack of space, available information, or specific equipment models having been retired, discontinued and/or superseded.

2.1 MECHANICAL ROOM-BOILERS

- The building is currently served by three (3) gas fired boilers, all manufactured by "Cleaver" Brooks "Photo 2.01". These boilers are all fully condensing high-mass fire-tube boilers. Boiler efficiency refers to the percentage of energy input that is converted into usable heat energy for heating purposes, with higher efficiency indicating less energy waste. These boilers are all 99% efficient from the factory. The boilers use natural gas as a fuel and are provided with shutoff valves, pressure regulator and a gas cube for the proper volume flow rate of gas. The boilers are enabled when the outside air is below 65 degrees and feed the entire building loop to systems such as DOAS, AHU's, VAV boxes, radiant panels, radiant baseboards, radiant slabs, and cabinet heaters. The hot water setpoint is separated into three different sections based on the outside air temperature. Warmup mode is set to 160 degrees at 0 degree outside air, and 140 degrees at 60 degrees outside air. The Occupied mode is set for 160 degrees at 0 degrees outside air, and 120 degrees at 60 degrees outside air. The unoccupied mode is set for 140 degrees at 0 degrees outside air and 120 degrees at 60 degrees outside air. These different sections of water temperature set points help to maintain energy efficiency. There is a total of two (2) hot water pumps that circulate the flow of the hot water throughout the entire building loop "Photo 2.02". The pumps are manufactured by "Armstrong" and are capable of modulating speed to provide efficient use of energy for the demand needed.



Photo 2.01 – Boiler #2


Photo 2.02-Hot Water Pumps

2.2 MECHANICAL ROOM- HOT WATER HEATERS

- The building's domestic hot water is currently served by two (2) hot water heaters "Photo 2.03". They are both manufactured by "Conquest". These units are compact, condensing, semi-instantaneous, firetube water heater that combines an advanced fuel-saving design with extended product life. It features a submerged combustion chamber and a heat exchanger with a dimpled array of firetubes fabricated entirely from durable, corrosion-resistant Aqua PLEX duplex stainless-steel alloy. From the factory these units are 97% efficient and meets ASHRAE 90.1, ANSI Z21.10.3/CSA 4.3, SCAQMD listed at <20 ppm Nox, ASME, section IV, stamped and National Board Registered, ELT-listed as low-lead, NSF 372 compliant, Energy Star certified.



Photo 2.03- Hot Water Heaters

2.3 CHILLERS

- The building's chilled water loop is supplied by two (2) Trane air cooled chillers "Photo 2.04". These chillers are part of Trane's Ascend™ line of air-cooled chillers, offers just the right balance of energy efficiency and quiet operation. ACS models, in particular, are optimized for part-load efficiencies, making them ideal for buildings with a large amount of off-peak operation. These units meet ASHRAE 90.1-2019 at full and part load, tailored with variable or fixed speed fans to optimize energy costs. It thrives from -20°F to 125°F, delivering chilled fluid down to 0°F for cooling. While onsite IES & Freeman observed the chillers to be in good condition with no signs of damage and were getting maintained. These units serve chilled beams, AHU's, and DOAS. The chiller is enabled at or above the outside air temperature of 55 degrees, and if any space dewpoint is above 55 degrees or if any DOAS supply air dew point is above 52 degrees. Because there two (2) total chillers, each take turns as the "lead chiller". This refers to the first unit that is enabled based on a demand assessment. If the demand is too great, then the lag chiller will be enabled to take on the remaining load. The chillers rotate between lead and lag every week; this ensures efficient operation of the chillers. By rotating the chillers, the system can maintain a balance between each system's run time, thus prolonging the life of the equipment. This also helps to prevent overloading.



Photo 2.04- Chiller #1

- In the Mechanical room, there are a total of two (2) chilled water pumps (CWP) "Photo 2.05". These pumps push chilled water through the chiller and the chilled water piping which then connects to a piece of equipment that conditions a space such as AHU, DOAS, chilled beams. These CWP are capable of modulating the speed at which they run. The CWP, like the chillers, operate on rotating schedules, changing the lead CWP every week to ensure efficient operation of the CWP. By rotating the pumps, the system can maintain a balance between each pump's run time, thus prolonging the life of the equipment.



Photo 2.05- Chilled Water Pump #1

2.4 CLASSROOMS/ ADMINISTRATIVE/ STAFF OFFICES

- The classrooms at Wendell Cross are approximately 500-1,000 SF in size. The classrooms and offices are cooled and heated by a mix of dedicated outside air units, radiant panels, radiant baseboards, radiant slabs. and chilled beams. There are three (3) total dedicated outside air units, all made by Trane "Photo 2.06". Every Classroom and office are capable of monitoring room temperature, humidity, and Co2 through a Schneider Electric space sensor "Photo 2.07".

- The dedicated outdoor air system filters at Wendell Cross Elementary School were observed to be installed and in good shape. The DOAS are installed with 2" MERV 10 AFP replacement filters. As referenced in section 3.1 ventilation air quality is essential in removing airborne dust particles and other containment. These filters are a higher efficient MERV filter that helps with bacteria and viruses. The air filter features 100% electrostatically enhanced synthetic media,

consisting of graduated denier fibers that do not support the growth of microorganisms. The media is encased in a clay-coated die-cut kraft board frame for maximum strength in hot/humid climates. The filter achieves a MERV 10 (Minimum Efficiency Reporting Value) rating, per ***ANSI/ASHRAE Standard 52.2***. This high performance, enhanced media contributes to a higher initial and sustained efficiency.



Photo 2.06- DOAS-3



Photo 2.07- Schneider Space Sensor

2.5 CAFETERIA & KITCHEN

- The cafeteria at Wendell Cross Elementary School is served by AHU-1 located on the roof "Photo 2.08". The unit is a Performance Climate Changer produced by Trane. This unit is capable of regulating the building pressure, heat or cool the space, and de-humidify. The AHU's filters were observed to be installed and in good shape. The unit was installed with 16x25x2 Merv 10 pre-filters along with 16x25x4 Merv 8 filters. Trane describes these units to be engineered for good IAQ. The building industry is continuously evolving, and the rate of change is accelerating. The Performance air handler is engineered to address today's multifaceted design issues required to provide good indoor air quality (IAQ).

- The café also houses three (3) variable air volume boxes (VAV boxes). The VAV boxes serve separate zones within the cafeteria which include North, East, and South. These units are an essential component of HVAC systems. They regulate air flow and temperature that enhances

energy efficiency and occupant comfort. The efficiency is mostly due to the unit operating by regulating the amount of air being supplied for demand needed.

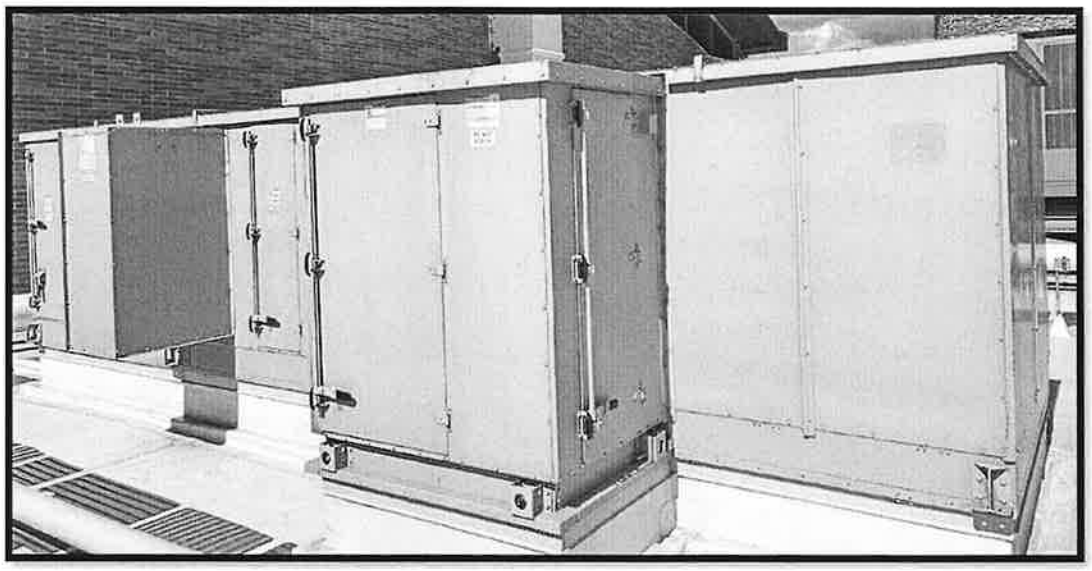


Photo 2.08- AHU-1

2.6 GYMNASIUM

- The Gymnasium, similar to the cafeteria, at Wendell Cross Elementary School is served by AHU-2 located on the roof "Photo 2.09". The unit is a Performance Climate Changer produced by Trane. This unit is capable of regulating the building pressure, heat or cool the space, and de-humidify. The AHU's filters were observed to be installed and in good shape. The unit was installed with 16x25x2 Merv 10 pre-filters along with 16x25x4 Merv 8 filters. Trane describes these units to be engineered for good IAQ. The building industry is continuously evolving, and the rate of change is accelerating. The Performance air handler is engineered to address today's multifaceted design issues required to provide good indoor air quality (IAQ).

- The Gymnasium is also served by two (2) radiant heat units that are mounted on the walls of the gymnasium "Photo 2.10". These units are supplied with hot water from the boilers. The AHU and these heaters work together to achieve setpoint when the necessary demands are required.

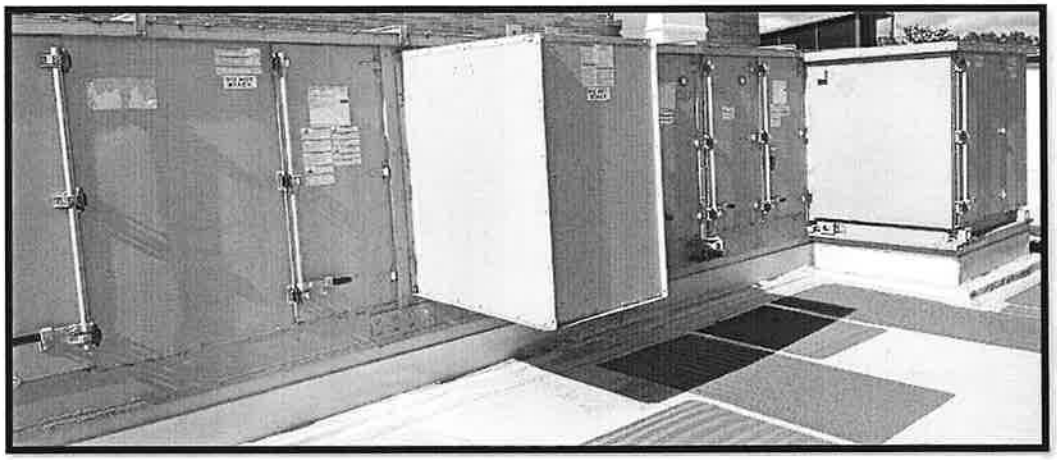


Photo 2.09- AHU-2

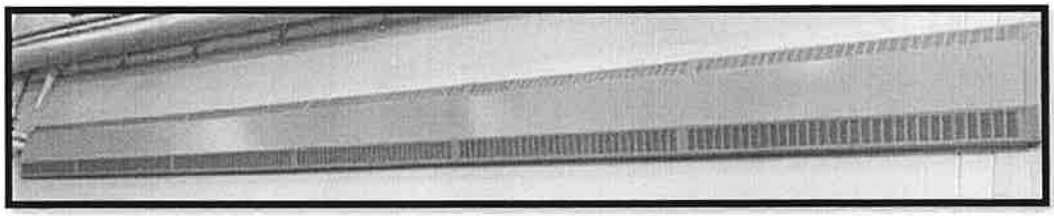


Photo 2.10- Radiant Heat

2.7 MEDIA CENTER

- The Media Center at Wendell Cross Elementary School is served by a mixed use of units which include one (1) DOAS, two (2) chilled beams, and two (2) radiant panels.

- The DOAS was installed with 2" MERV 10 AFP replacement filters. As referenced in section 3.1 ventilation air quality is essential in removing airborne dust particles and other containment. These filters are a higher efficient MERV filter that helps with bacteria and viruses. The air filter features 100% electrostatically enhanced synthetic media, consisting of graduated denier fibers that do not support the growth of microorganisms. The media is encased in a clay-coated die-cut kraft board frame for maximum strength in hot/humid climates. The filter achieves a MERV 10 (Minimum Efficiency Reporting Value) rating, per ***ANSI/ASHRAE Standard 52.2***. This high performance, enhanced media contributes to a higher initial and sustained efficiency.

- The chilled beams "Photo 2.11" are supplied with chilled water from the chillers. Chilled beams are a type of HVAC system that cools spaces using chilled water flowing through pipes located in the beams. Warm air rises from the room and passes over the chilled beam, where

it is cooled by the chilled water, causing the cooled air to descend back into the room, creating a natural convective air motion. These units are efficient because they have fewer moving parts, leading to reduced maintenance costs and energy use.



Photo 2.11- Chilled Beam

2.8 IT/ SERVER ROOMS

- Wendell Cross Elementary School has a total of three (3) IT/ Server rooms. The purpose of these rooms "Photo 2.12" is to have a dedicated area to have all servers and other computer components that are essential to the function of the school. All of this equipment together creates heat and because of that the rooms have to be cooled. The units cooling these spaces are Mitsubishi wall mounted fan coil units. Mitsubishi is widely considered a great brand in the industry that highlights the goal of energy savings.

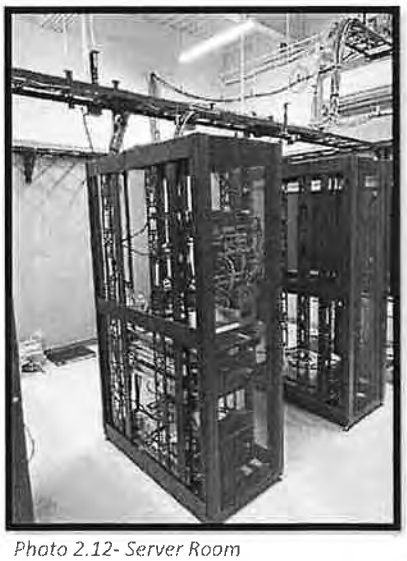


Photo 2.12- Server Room

2.9 RESTROOMS

- The building toilets are heated with radiation baseboard, supplied with hot water from the boilers. It is assumed that these restrooms operate in a light negative pressure comparative to the corridor which enacts that air circulated out of the building.

2.10 STAIRWELLS

- The stairwells are heated by cabinet unit heaters "Photo 2.13", supplied with hot water from the boilers. Stairwells Do not fall into the same category as the classrooms, offices, or common spaces, such as the gymnasium or cafeteria. These units only have one purpose, to get the stairwell at 70 degrees when the building is occupied and at 65 degrees when the building is unoccupied.

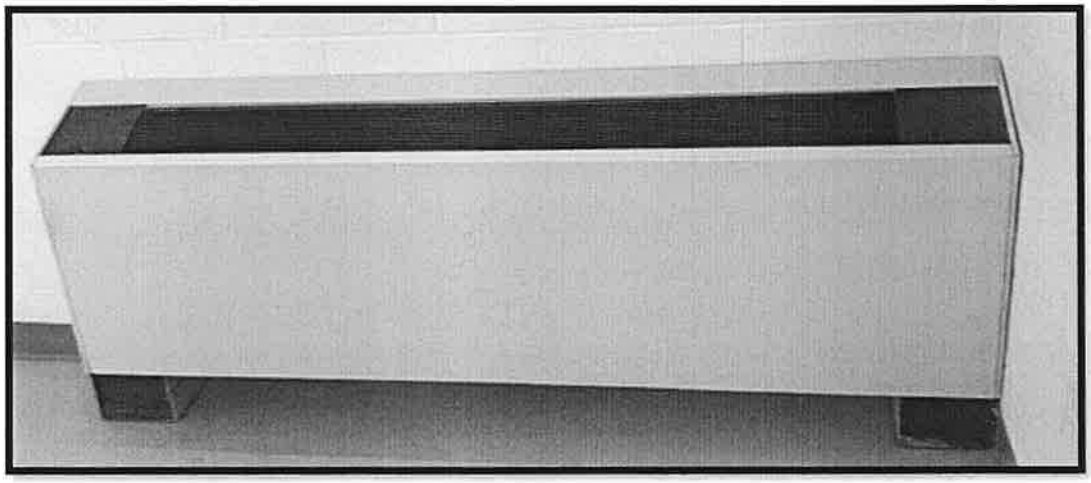


Photo 2.13- Cabinet Unit Heater

3.0 Regarding Indoor Air Quality (IAQ) for spaces inside buildings, the best environmental conditions typically develop from outside air that is circulated through equipment that can heat, cool, dehumidify (or sometimes humidify), reheat, and filter the air. This process can be done in many ways and can be accomplished using one piece of equipment, i.e. packaged equipment, or several pieces of equipment. In the case of Wendell Cross Elementary school, the process in which this is being accomplished is by using DOAS, and AHU's.

In the building industry, this fresh, outside air is called ventilation air. For building ventilation in the northeast region of the United States, the equipment must utilize the refrigeration cycle, which is also known as refrigerating or air conditioning. Other methods of cooling, such as evaporative cooling, rely on the thermodynamic adiabatic saturation process of air. During this process, air gives up its heat to the water, causing the water to evaporate into vapor (essentially steam) while the air's dry bulb temperature decreases. However, even though the air temperature decreases, it has higher relative humidity and a higher humidity ratio. This style of cooling is well suited for climates out west, where the outdoor conditions are hot and dry. In that region, after the air undergoes evaporative cooling, it enters the building at a lower temperature and comfortable humidity level. If this method is employed in CT, the air that is already humid will enter the building with even more humidity; this will cause very uncomfortable conditions for staff and students. Thus, mechanical cooling via refrigeration must be used. In addition to conditioning the air, efficient filtration measures must also be in place. Ventilation and filtration measures are governed by the International Code Council (ICC), the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), the Center for Disease Control (CDC), the U.S. Green Building Council (USGBC), the United States Environmental Protection Agency (US EPA), and the American National Standards Institute (ANSI). These organizations provide codes, guidelines and recommended design data for the ventilation of buildings. According to the US EPA, indoor air quality is improved by increased ventilation, filtration and air cleaning.

3.1 VENTILATION AIR QUANTITY AND FILTRATION FOR IAQ

The quality of indoor air has always been important to HVAC engineers who are in the building industry. ASHRAE sets the standard for the required amount of ventilation air for each space type within a building. For example, a school classroom must be provided with 10 cubic feet per minute (CFM) per person and 0.12 CFM per square foot of floor area. A science laboratory must have 10 CFM per person and 0.18 CFM per square foot of ventilation air. In addition, values are provided for recommended occupant densities for each space type. Again, for example, a school classroom (ages 5 to 8) should have an occupant density of 25 students per 1,000 SF. Using this information, ventilation calculations are performed, and the HVAC systems are designed to provide the proper amount of ventilation air to each space within a building.

Studies have shown that when bringing filtered ventilation air into a building, the quality of the air is improved as any contaminated air is diluted by the fresh outside air. Furthermore, the room's main heating and cooling equipment contains the proper air filtration devices for removing any pollutants and particulate matter from recirculated air. An HVAC system's filters will trap matter such as dirt, dust, pollen and mold spore particles. These filters are made of special media that will capture the particles as the air is passed through it. The minimum efficiency reporting value (MERV) rating measures how well a filter will capture any air-borne particles. With a higher MERV rating, such as MERV 10 which is installed, the filter will be more effective and will capture a wider range of particles, including bacteria and viruses.

3.2 VENTILATION EQUIPMENT FOR IAQ

When warm and humid air is drawn into a piece of equipment that is designed for outside ventilation, two things must happen. First, the air is cooled via chilled water coils which forces its thermodynamic properties to reach the saturation point, i.e. 100% relative humidity (RH). At this point, water vapor begins to condense from the air; this process is called dehumidification. The water is collected in a drain pan and then discharged to a code compliant location within the property. As the condensing process continues, the air is further dehumidified and cooled before leaving the cooling coil. Leaving air temperatures are typically around 55°F dry bulb and 55°F wet bulb (100% RH). The second thing that must happen when conditioning outside ventilation air, is the reheat process. The air must be reheated to match the setpoint temperature of the space (reheating the air also decreases its RH). If the equipment cannot perfectly match its supply air temperature with the room temperature, it is acceptable as the space will then get some cooling from the ventilation air. Normally, though, the space cooling is left to the actual room air conditioning equipment.

For heating the outside air, there are different methods that can be used for this climate area. The air can be heated with a heat pump, a hot water coil or an indirect gas furnace. Wendell Cross Elementary School uses hot water coils; the heated water comes from the boilers. Humidification of outside air during the winter is typically not required for a building such as a school. It can be provided if requested, but this is typically seen in buildings where humidity control is very important for items being stored, such as museums. IES & Freemanbobserved this school in the colder temperatures and observed the indoor humidity levels to appear acceptable because a classroom full of students will easily increase the RH of the space; each student occupant gives off both sensible and latent heat. When in heating mode for the winter, the supply air temperature could be higher than the room setpoint temperature, which will provide some actual space heating. Like the ventilation system's cooling mode, this is not an issue. And similarly, the space heating is usually left to the actual room heating equipment.

Section 4:

Mechanical (HVAC) Recommendations

4.1 DOAS 1,2,3- DEDICATED OUTSIDE AIR SYSTEMS

- The Trane dedicated outdoor air system filters at Wendell Cross Elementary School were observed to be installed and in good shape. The City of Waterbury should review Wendell Cross Elementary School filter schedule every quarter and provide maintenance for these units.

4.2 FCU- FAN COIL UNITS

- The Mitsubishi wall hung Fan Coil Units (FCU) should be placed on the schedule of having filters cleaned/ washed. Although Wendell Cross School fan coil units are maintained over the years, filter cleaning should be standard practice. This could be the reason that the units in the server room have errors. The errors appeared to be condensate issues. This could be because the server rooms are very contained, receiving must less fresh air and exhaust. This causes the air to hold in more particles and causes the filters to become much dirtier when compared to other areas, that in return can cause blockages in the condensate pan/ lines. As these units are in server rooms, IES & Freeman recommends making these unit alarms more of a priority and saved under critical alarms. Dirty vents and clogged filters block airflow. That makes your cooling system work harder—and less effectively. A clean room helps maintain optimal conditions for your servers.

4.3 RETURN DIFFUSER

- The building ventilation and return grills are sometimes overlooked and not properly vacuumed from dust. The ceiling grills should be placed on the schedule for cleaning. The return grills are likely to become dirtier faster because they are pulling air directly from the space. Cleaning these can pro-long filter life.

4.4 AHU'S 1 AND 2- AIR HANDLING UNITS

- To ensure good indoor air quality (IAQ), the City of Waterbury must pay particular attention to maintaining and documenting IAQ to ensure occupant comfort and to meet industry and

government regulatory standards. IES recommend cleaning the inside of the ducts as they were seen to have debris in them.

4.5 VAV BOXES- VARRIABLE AIR VOLUME BOXES

- IES & Freeman could not get visual identification of the units as they are above the ceiling. Because of that IES & Freeman could not verify if these units do have filters and the condition of them. If they do, then it is recommended that they are changed quarterly. The VAV boxes are supplied with re-heat coils. It is recommended that these coils are maintained to be clean to provide proper IAQ.

4.6 AIR CLEANING

- Another method for improving indoor air quality is done by air cleaning. Air cleaning is a process that uses technologies like ultraviolet (UV) light, activated carbon and ionic filtration. A system that uses UV light can deactivate viruses, bacteria and other air-borne microorganisms. An activated carbon filter can absorb odors, volatile organic compounds (VOCs), and even some gases. These are more effective at removing pollutants that are not easily captured by efficient filters, such as the HEPA filter. Lastly, the ionic air purifier will use negatively charged ions to attach to airborne particles, making them heavier and easier to fall out of suspension in the air. These advanced air cleaning technologies are more effective; however, they come with a price. These systems are generally more expensive, which is why, in the past, they were seen in buildings and spaces where control of pollutants is necessary, such as hospitals, operating rooms, clean rooms, etc.

END OF REPORT.

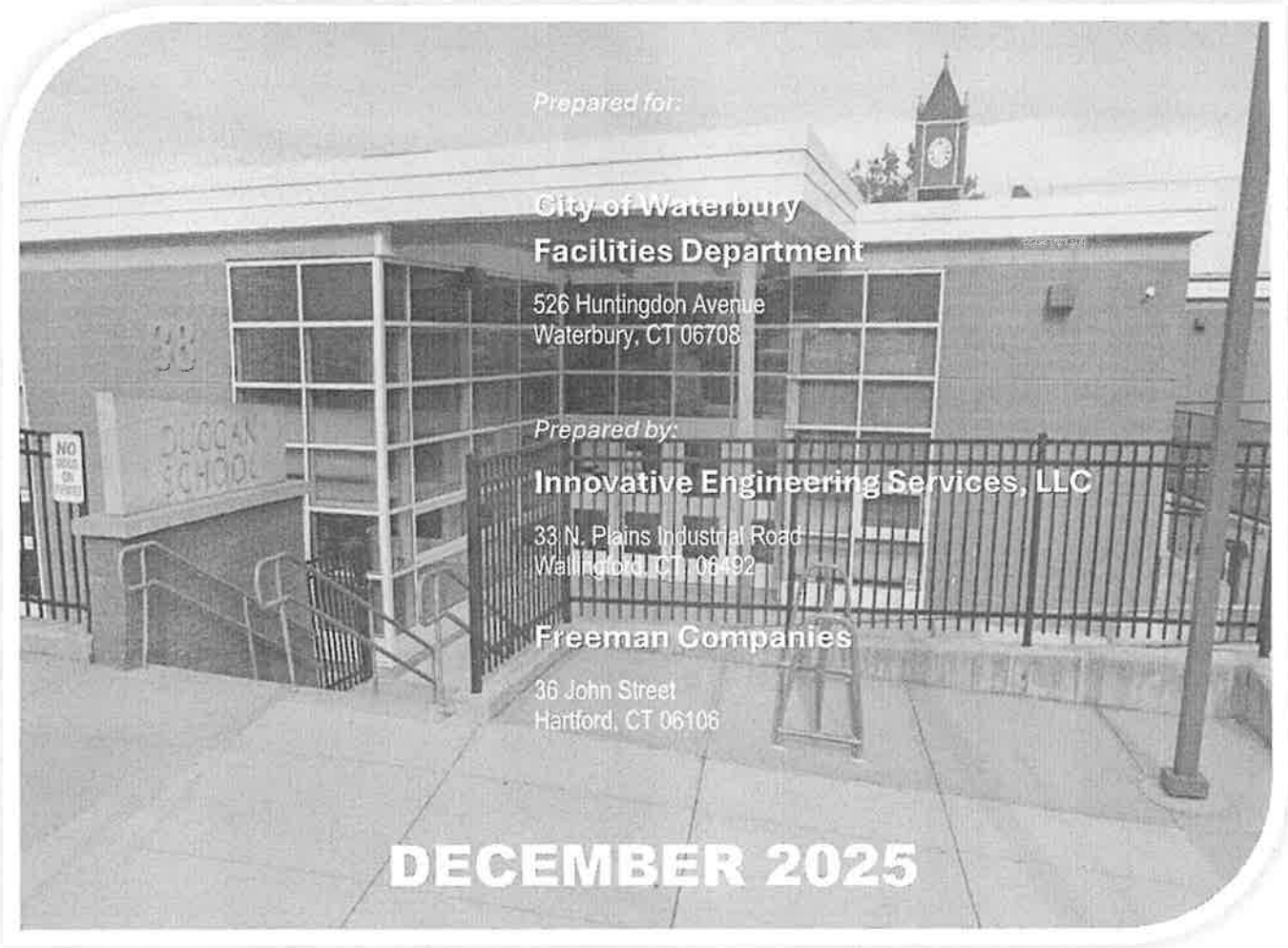
INNOVATIVE ENGINEERING SERVICES, LLC
AN INTEGRATED ENGINEERING + DESIGN FIRM

FREEMAN COMPANIES

IAQ Study

for:

Duggan Elementary School



IES Project Number: 25087

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Duggan Elementary School

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Timeline

Project Dates of Importance

Schedule Reference	Date
Project Start Date	August 12th, 2025
HVAC Site Inspection	October 26th, 2025
Completion Date	December 11th, 2025

Section 1:

Introduction

1.0 Innovative Engineering Services LLC was retained to evaluate the current Indoor Air Quality (IAQ) and the condition of the existing heating, ventilating, and air conditioning (HVAC) systems serving Duggan Elementary School in Waterbury, CT. HVAC systems will be evaluated based on age, condition, and overall operation of equipment and controls. It is our understanding that the existing systems are relatively new.

Duggan Elementary School is three-story, 76,000 square foot building, which was originally opened in 1890. The school was a three-story brick structure that is surrounded by two and three multifamily houses and small commercial properties. The school was renovated and constructed a three- story addition of nearly 45,000 square feet. The addition includes Administration, Guidance, Grades PreK and K along with library/media, gymnasium, cafetorium, art and music. The original school was renovated to accommodate grades 2, 3 and 4 (located on the same level as PreK and K and just across the school's entry stair), Grades 4 and 5 on the mid-level and Grades 7-8 on the lower level. The existing building was gutted down to the original masonry bearing walls with new roof and façade windows. The entire school was renovated to be 100% ADA compliant. The construction was completed in 2011 and serves 550 students.

Duggan Elementary is fitted with three (3) gas fired boilers, one (1) gas fired hot water heaters, nine (9) total roof top units, one (1) make up air unit, variable air volume boxes, reheat coils, radiant baseboards, cabinet unit heaters, and exhaust fans for ventilation. The school is conditioned with this equipment.

IES and Freeman performed a site survey that was limited to readily accessible and visible elements only; no destructive testing was performed. To aid in the evaluation, IES and Freeman were given existing drawings and access to the school to inspect all mechanical systems located inside and on the rooftop.

All corrective work recommended herein shall be done in accordance with the latest codes for the State of Connecticut and Department of Public Health, in addition to local regulations and requirements. Additional code references are noted as required by the scope of this evaluation. These codes include, but are not limited to, the International Building Code (IBC), the International Mechanical Code (IMC), NFPA-70 National Electric Code, American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) 62.1, and ASHRAE 90.1.

Section 2:

Mechanical (HVAC) Existing Conditions

2.0 The existing HVAC systems provide heating, cooling, exhaust, and fresh air ventilation to the school. These systems are comprised of gas fired boilers, cabinet unit heaters, perimeter radiation, radiators, air handling unit, rooftop units, and roof-mounted exhaust fans.

Duggan Elementary School has global settings for occupied and unoccupied modes. The occupied setpoint is 74°F. The unoccupied heating setpoint is 60°F and unoccupied cooling setpoint is 80°F. These setpoint are implemented through the City of Waterbury to ensure all space temperatures are consistent. During the unoccupied period, at night the space temperatures are lowered through the building management schedule for efficiency and saving on energy.

The following section describes, in detail, each system component and its associated make, model, size, quantity, fuel type, and operation. Please be advised that certain parameters may not have been available for some of the existing equipment. This is due to lack of space, available information, or specific equipment models having been retired, discontinued and/or superseded.

2.1 MECHANICAL ROOM – BOILERS

- The building is currently served by three (3) natural gas fired boilers (Photo 2.01). These boilers are manufactured by LAARS and are commercial natural gas boilers with a capacity of 750 MBH (thousands of BTUs per hour). They feature 85% AFUE efficiency (the efficiency of a boiler or furnace for converting fuel into usable heat) and are designed for hydronic and hot water applications. They are also modular, which allows easy installation and maintenance, and includes touchscreen controls. The system enables on when the outdoor air is below 60 degrees and flip the lead boiler on a rotation every week. Another key component in the boiler system are hot water pumps, these pumps move hot water from the boiler through the heating system, ensuring a consistent and efficient flow. The boilers were manufactured in May of 2010. These boilers serve equipment such as radiant baseboard heat cabinet unit heaters and re-heat coils within variable air volume boxes.

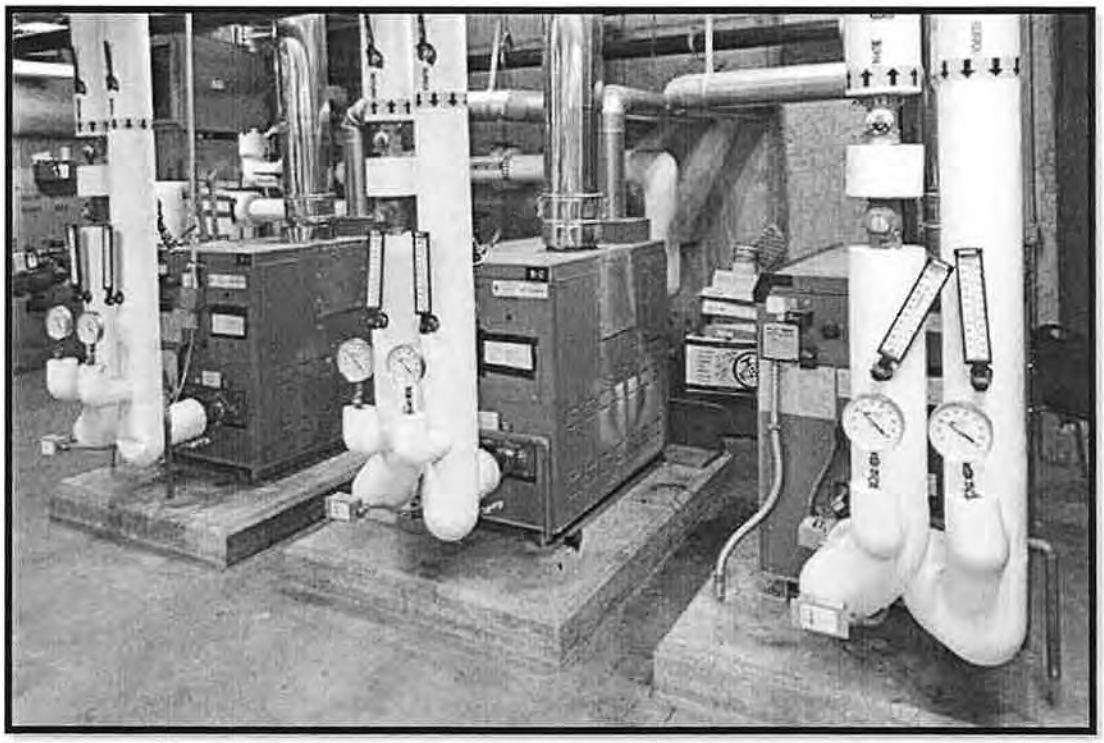


Photo 2.01- Boilers 1, 2, and 3

2.2 MECHANICAL ROOM – DOMESTIC HOT WATER HEATER, UNIT HEATER, EXHAUST FAN

- The building is currently served by one (1) gas water heater (Photo 2.02) that supplies hot water to the building's plumbing. This unit is manufactured by Lochinvar and is a fully condensing commercial gas water heater designed for high efficiency. This unit has a stainless-steel heat exchanger that can deliver up to 99% thermal efficiency. This unit pairs with a water tank that optimizes the system footprint and efficiency. This system has two (2) hot water pumps that instead of cycling the lead pump, the pumps work at the same time to serve two different zones.

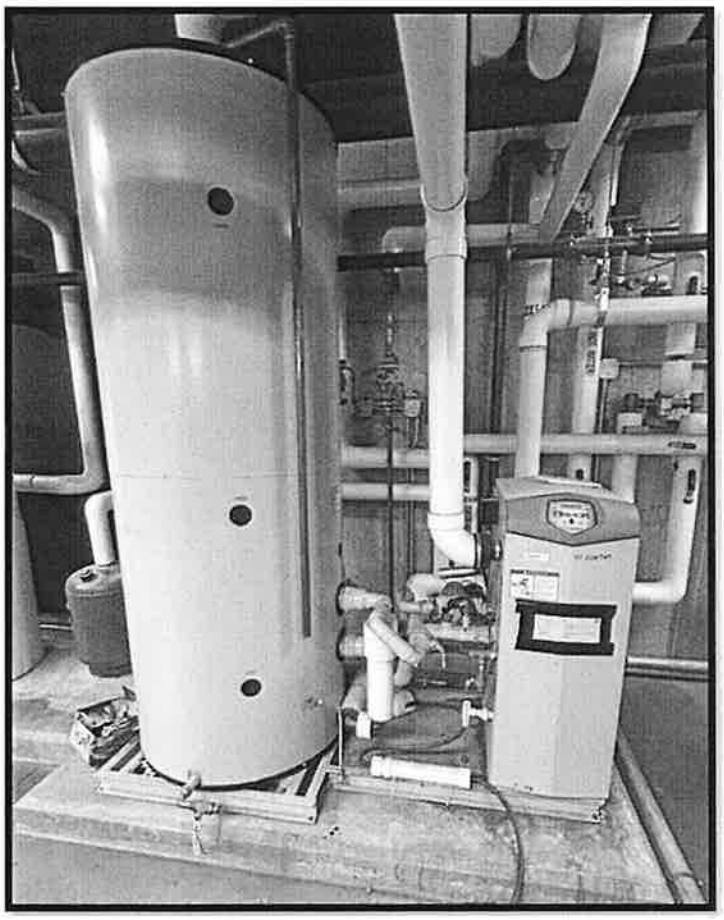


Photo 2.02- Domestic Hot Water Heater

- The mechanical room is furnished with a unit heater supplied with hot water from the boilers to condition that space.

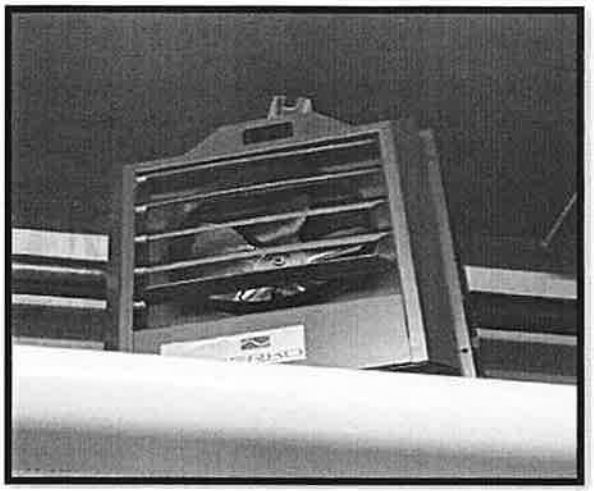


Photo 2.03- Unit Heater

- To ventilate the space from any biproducts that this equipment could make and to maintain temperature in the mechanical room, there is an exhaust fan providing ventilation. This exhaust fan is listed as EF-15 and is manufactured by Greenheck and has a setpoint of 78 degrees.

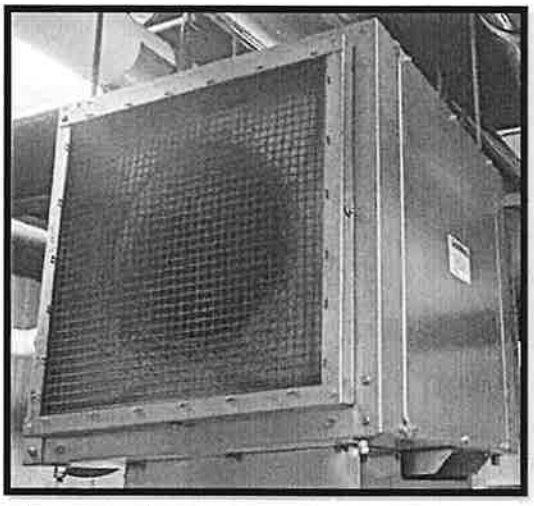


Photo 2.04- Exhaust Fan 15

2.3 CLASSROOMS – LOWER LEVEL, MIDDLE LEVEL, AND UPPER LEVEL

- The classrooms on the lower, middle, and upper levels house the 2nd-8th grade classrooms. Tech ED room, work rooms, resource room, special ED room, faculties lounge, art room, and building storage rooms. These spaces are heated and cooled with combination of rooftops units and radiant baseboard heat located on the perimeter of the rooms. The rooftop units that serve the above spaces are listed as RTU-1A (photo 2.05) and RTU 1B (photo 2.06). These units are manufactured by Trane and are designed to deliver energy efficiency, reducing operational costs and environmental impact through advanced engineering and smart technology. The units are furnished with filters that capture particles from the air helping to prevent these contaminants from being recirculated through the space, improving indoor air quality. These units utilize natural gas for heat and R410a in their packaged cooling system. These units are capable of exhausting and intaking air for building demand. The RTUs units connect to VAV boxes (variable air volume boxes) that are located above the ceiling of each space. VAV boxes are an essential component of the HVAC systems. They regulate air flow and temperature that enhances energy efficiency and occupant comfort. The efficiency is mostly due to the unit operating by regulating the amount of air being supplied for demand needed. Each space uses Schneider Electric (photo 2.07) space sensors that deliver information back to the BMS (building management system) controlling the comfort levels in the respective zones.

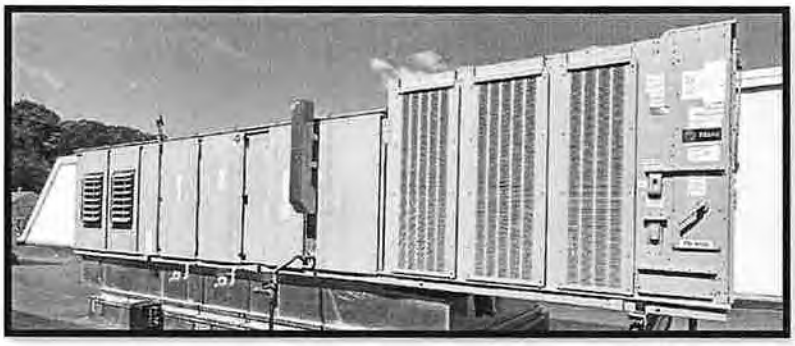


Photo 2.05- RTU 1A



Photo 2.06- RTU 1B



Photo 2.07- Schneider Electric Space Sensors

2.4 ADMINISTRATIVE, KINDERGADEN, AND PRE-K CLASSROOMS

- This section of the school consists of the kindergarten and pre-k classrooms, vestibule, principal's office, assistant principal's office, other administrative offices, security room, observation room conference room, family resource room, men's and women's restrooms, and the nurse's office. These spaces are heated and cooled with combination of rooftops units and radiant baseboard heat located on the perimeter of the rooms. The rooftop units that serve the above spaces are listed as RTU-7 (photo 2.08) and RTU 9 (photo 2.09). This unit is manufactured by Trane and is designed to deliver energy efficiency, reducing operational costs and environmental impact through advanced engineering and smart technology. These units are furnished with filters that capture particles from the air helping to prevent these contaminants from being recirculated through the space, improving indoor air quality. These units utilize natural gas for heat and R410a in their packaged cooling system. These units are capable of exhausting and intaking air for building demand. The RTUs units connect to VAV boxes (variable air volume boxes) that are located above the ceiling of each space. VAV boxes are an essential component of the HVAC systems. They regulate air flow and temperature that enhances energy efficiency and occupant comfort. The efficiency is mostly due to the unit operating by regulating the amount of air being supplied for demand needed. Each space uses Schneider Electric space sensors that deliver information back to the BMS (building management system) controlling the comfort levels in the respective zones. The vestibule is heated by a cabinet unit heater listed as CUH-1b; this unit receives hot water from the boiler loop. The men's and women's restrooms are ventilated by using an exhaust fan listed as EF-4 (photo 2.10). This unit extracts air from the space.

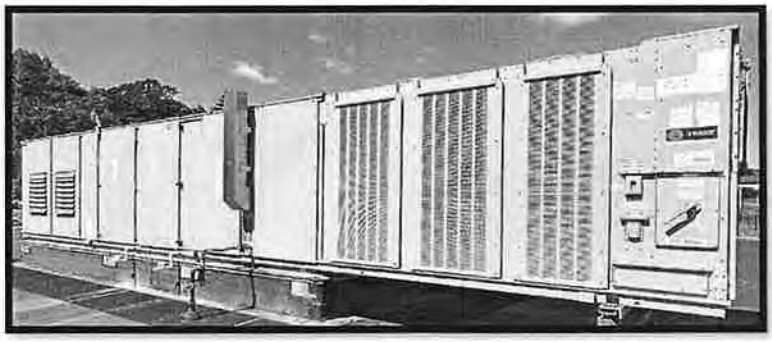


Photo 2.08- RTU 7

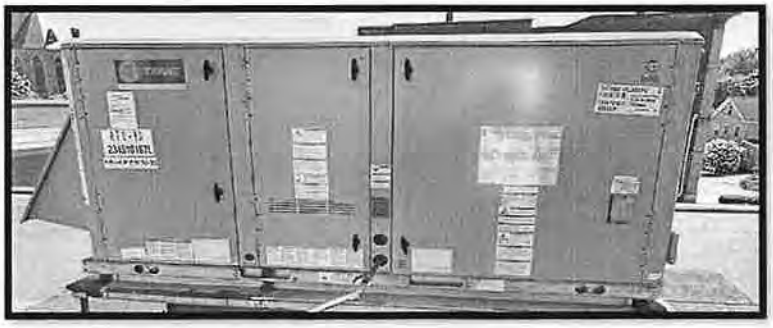


Photo 2.09- RTU 9



Photo 2.10- Exhaust Fan 4

2.5 MEDIA CENTER

- The media center is separated into three sections, Northwest, South, and Southeast. The media center also has a work room, resource room, ESL classroom, office, and a computer lab. Each section is furnished VAV boxes connected to a rooftop unit. The rooftop unit that serves the above spaces are listed as RTU-6 (photo 2.11). This unit utilizes natural gas for heat and R410a in their packaged cooling system. This unit is capable of exhausting and intaking air for building demand. This unit is manufactured by Trane and is designed to deliver energy efficiency, reducing operational costs and environmental impact through advanced engineering and smart technology. This unit is furnished with filters that capture particles from the air helping to prevent these contaminants from being recirculated through the space, improving indoor air quality. The RTU unit connects to VAV boxes (variable air volume boxes) that are located above the ceiling of each space. VAV boxes are an essential component of the HVAC systems. They regulate air flow and temperature that enhances energy efficiency and occupant comfort. The efficiency is mostly due to the unit operating by regulating the amount of air being supplied for demand needed. Each space uses Schneider Electric space sensors that deliver information back to the BMS (building management system) controlling the comfort levels in the respective zones. The lobby/ exit is heated by a cabinet unit heater listed as CUH-1D; this unit receives hot water from the boiler loop.

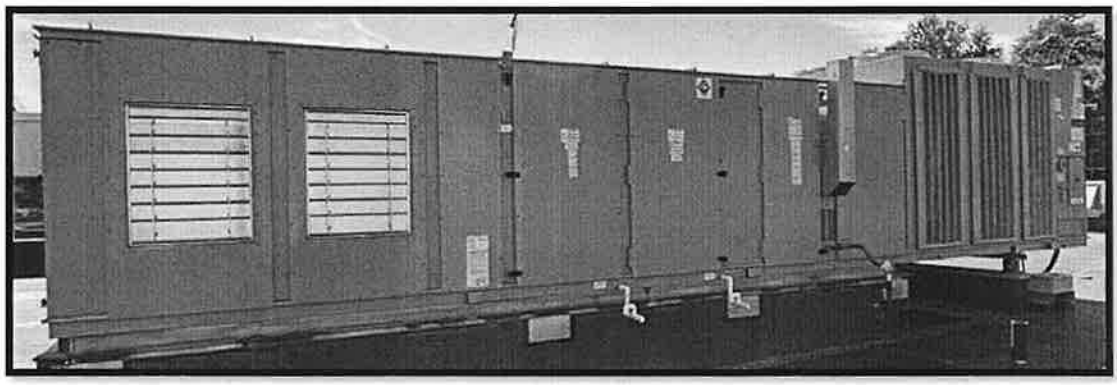


Photo 2.11- RTU 6

2.6 CAFETERIA, SERVERY, KITCHEN

- The cafeteria is served by RTU-4 (photo 2.12), This unit is manufactured by Trane and is designed to deliver energy efficiency, reducing operational costs and environmental impact through advanced engineering and smart technology. This unit is furnished with filters that capture particles from the air helping to prevent these contaminants from being recirculated through the space, improving indoor air quality. This unit utilizes natural gas for heat and R410a in their packaged cooling system. These units are capable of exhausting and intaking air for building demand. The RTU unit connects to VAV boxes (variable air volume boxes) that are located above the ceiling of each space. VAV boxes are an essential component of the HVAC systems. They regulate air flow and temperature that enhances energy efficiency and occupant comfort. The efficiency is mostly due to the unit operating by regulating the amount of air being supplied for demand needed.

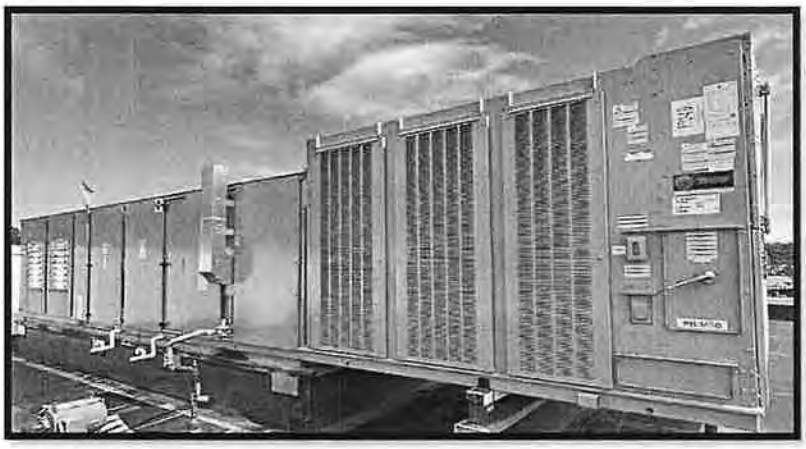


Photo 2.12- RTU 4

- The servery and the kitchen are served by RTU-8 (photo 2.13), this unit utilizes natural gas for heat R410a in their packaged cooling system. These units are capable of exhausting and intaking air for building demand. Unlike the other portions of the school such as the classrooms, there are no VAV boxes that connect to the RTU. This is because this one unit does both the servery and the kitchen, together is a large space that has only one dedicated unit supplying conditioned air into the space.

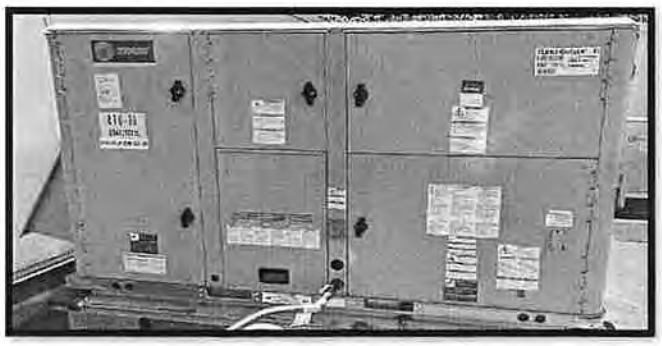


Photo 2.13- RTU 8

- The kitchen is also furnished with MAU-1 (make up unit) (photo 2.15) and a kitchen exhaust fan listed as KEF-1 (photo 2.14). The purpose of MAU- is to replenish the air that has been exhausted by kitchen exhaust fans. This is crucial for preventing negative pressure in the kitchen, which could lead to unpleasant odors and discomfort. The MAU works in conjunction with the kitchen exhaust fan to provide fresh, tempered air to replace the air that was removed. The kitchen exhaust fan removes smoke and grease from the air, which can be hazardous to health and safety.



Photo 2.14- Kitchen Exhaust Fan 1

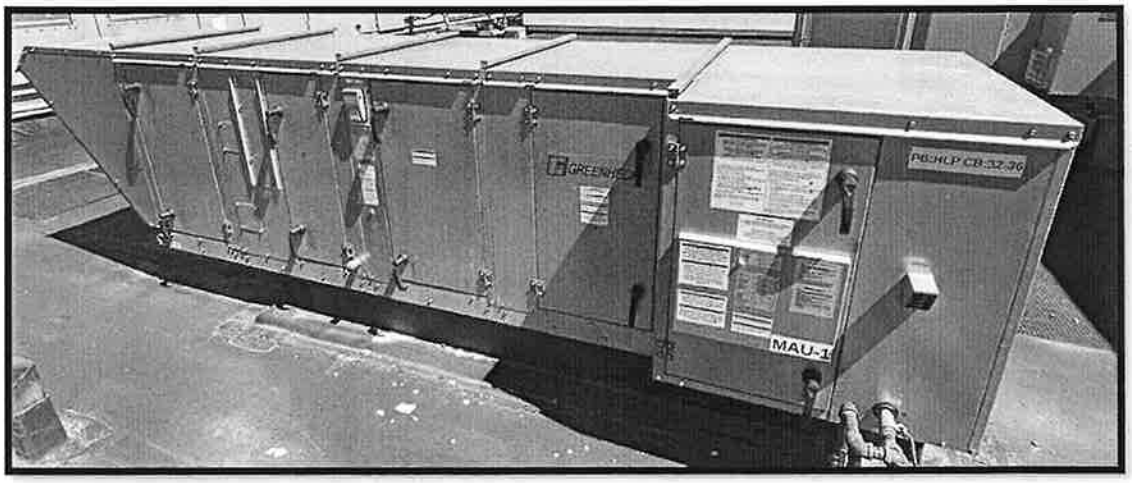


Photo 2.15- Make Up Air Unit 1

2.7 MUSIC ROOM

- The music room is served by RTU-5 (photo 2.13), this unit utilizes natural gas for heat and R410a in their packaged cooling system. These spaces are heated and cooled with a rooftop unit. These units are capable of exhausting and intaking air for building demand. The RTU connects to VAV boxes (variable air volume boxes) that are located above the ceiling of each space. VAV boxes are an essential component of the HVAC systems. They regulate air flow and temperature that enhances energy efficiency and occupant comfort. Within the music room there are two separate rooms which include the electronic music room and an electrical room. These spaces are served with the same units that condition the music room. The electrical room is furnished with an exhaust fan that provides ventilation, that fan is listed as EF- 14.



Photo 2.17- Exhaust Fan 14



Photo 2.16- RTU 5

2.8 GYMNASIUM

- The gymnasium is served by RTU-3 (photo 2.18). This unit is manufactured by Trane and is designed to deliver energy efficiency, reducing operational costs and environmental impact through advanced engineering and smart technology. This unit is furnished with filters that capture particles from the air helping to prevent these contaminants from being recirculated through the space, improving indoor air quality. Also located in this section is the fitness/ health room, PE office, locker rooms, storage room, custodian office, vestibule, and an electrical room. The gymnasium is strictly served by RTU-3 which provides conditioned air by using natural gas for heat and R410a in their packaged cooling system. These units are capable of exhausting and intaking air for building demand. The Fitness/ health room and the PE office are furnished with reheat coils within the duct work above the ceiling while the custodian office is furnished with a VAV box. VAV boxes are an essential component of the HVAC systems. They regulate air flow and temperature that enhances energy efficiency and occupant comfort. The vestibule is furnished with a cabinet unit heater listed as CUH-1D. The locker rooms are equipped with an exhaust fan listed as EEF-8 and the electrical room is equipped with an exhaust fan as well listed as EF-9. These fans extract air from the space.

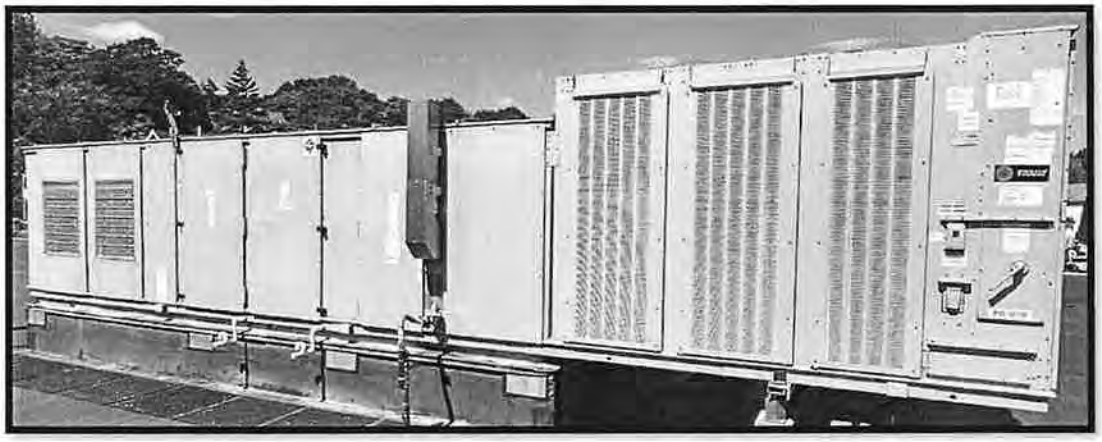


Photo 2.18- RTU 3

3.0 Regarding Indoor Air Quality (IAQ) for spaces inside buildings, the best environmental conditions typically develop from outside air that is circulated through equipment that can heat, cool, dehumidify (or sometimes humidify), reheat, and filter the air. This process can be done in many ways and can be accomplished using one piece of equipment, i.e. packaged equipment, or several pieces of equipment. In the case of Duggan Elementary school, the process in which this is being accomplished is by using roof top units, variable air volume boxes, and exhaust fans.

In the building industry, this fresh, outside air is called ventilation air. For building ventilation in the northeast region of the United States, the equipment must utilize the refrigeration cycle, which is also known as refrigerating or air conditioning. Other methods of cooling, such as evaporative cooling, rely on the thermodynamic adiabatic saturation process of air. During this process, air gives up its heat to the water, causing the water to evaporate into vapor (essentially steam) while the air's dry bulb temperature decreases. However, even though the air temperature decreases, it has higher relative humidity and a higher humidity ratio. This style of cooling is well suited for climates out west, where the outdoor conditions are hot and dry. In that region, after the air undergoes evaporative cooling, it enters the building at a lower temperature and comfortable humidity level. If this method is employed in CT, the air that is already humid will enter the building with even more humidity; this will cause very uncomfortable conditions for staff and students. Thus, mechanical cooling via refrigeration must be used. In addition to conditioning the air, efficient filtration measures must also be in place. Ventilation and filtration measures are governed by the International Code Council (ICC), the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), the Center for Disease Control (CDC), the U.S. Green Building Council (USGBC), the United States Environmental Protection Agency (US EPA), and the American National Standards Institute (ANSI). These organizations provide codes, guidelines and recommended design data for the ventilation of buildings. According to the US EPA, indoor air quality is improved by increased ventilation, filtration and air cleaning.

3.1 VENTILATION AIR QUANTITY AND FILTRATION FOR IAQ

The quality of indoor air has always been important to HVAC engineers who are in the building industry. ASHRAE sets the standard for the required amount of ventilation air for each space type within a building. For example, a school classroom must be provided with 10 cubic feet per minute (CFM) per person and 0.12 CFM per square foot of floor area. A science laboratory must have 10 CFM per person and 0.18 CFM per square foot of ventilation air. In addition, values are provided for recommended occupant densities for each space type. Again, for example, a school classroom (ages 5 to 8) should have an occupant density of 25 students per 1,000 SF. Using this information, ventilation calculations are performed, and the HVAC systems are designed to provide the proper amount of ventilation air to each space within a building.

Studies have shown that when bringing filtered ventilation air into a building, the quality of the air is improved as any contaminated air is diluted by the fresh outside air. Furthermore, the room's main heating and cooling equipment contains the proper air filtration devices for removing any pollutants and particulate matter from recirculated air. An HVAC system's filters will trap matter such as dirt, dust, pollen and mold spore particles. These filters are made of special media that will capture the particles as the air is passed through it. The minimum efficiency reporting value (MERV) rating measures how well a filter will capture any air-borne particles. With a higher MERV rating, such as MERV 10 which is installed, the filter will be more effective and will capture a wider range of particles, including bacteria and viruses.

3.2 VENTILATION EQUIPMENT FOR IAQ

When warm and humid air is drawn into a piece of equipment that is designed for outside ventilation, two things must happen. First, the air is cooled via chilled water coils which forces its thermodynamic properties to reach the saturation point, i.e. 100% relative humidity (RH). At this point, water vapor begins to condense from the air; this process is called dehumidification. The water is collected in a drain pan and then discharged to a code compliant location within the property. As the condensing process continues, the air is further dehumidified and cooled before leaving the cooling coil. Leaving air temperatures are typically around 55°F dry bulb and 55°F wet bulb (100% RH). The second thing that must happen when conditioning outside ventilation air, is the reheat process. The air must be reheated to match the setpoint temperature of the space (reheating the air also decreases its RH). If the equipment cannot perfectly match its supply air temperature with the room temperature, it is acceptable as the space will then get some cooling from the ventilation air. Normally, though, the space cooling is left to the actual room air conditioning equipment.

For heating the outside air, there are different methods that can be used for this climate area. The air can be heated with a heat pump, a hot water coil or an indirect gas furnace. Wendell Cross Elementary School uses hot water coils; the heated water comes from the boilers. Humidification of outside air during the winter is typically not required for a building such as a school. It can be provided if requested, but this is typically seen in buildings where humidity control is very important for items being stored, such as museums. IES and Freeman observed this school in the colder temperatures and observed the indoor humidity levels to appear acceptable because a classroom full of students will easily increase the RH of the space; each student occupant gives off both sensible and latent heat. When in heating mode for the winter, the supply air temperature could be higher than the room setpoint temperature, which will provide some actual space heating. Like the ventilation system's cooling mode, this is not an issue. And similarly, the space heating is usually left to the actual room heating equipment.

Section 4:

Mechanical (HVAC) Recommendations

4.1 RTU'S – ROOFTOP UNITS

- The Trane roof top units at Duggan Elementary School were observed to be installed and in good shape. The City of Waterbury should review the school's filter schedule every quarter and provide maintenance for these units.

4.2 FCU – FAN COIL UNITS

- The Mitsubishi wall hung Fan Coil Units (FCU) should be placed on the schedule of having filters cleaned/ washed. Although Duggan Elementary Schools' fan coil units are maintained over the years, filter cleaning should be standard practice.

4.3 RETURN DIFFUSER

- The building ventilation and return grills are sometimes overlooked and not properly vacuumed from dust. The ceiling grills should be placed on the schedule for cleaning. The return grills are likely to become dirtier faster because they are pulling air directly from the space. Cleaning these can pro-long filter life.

4.4 VAV BOXES – VARIABLE AIR VOLUME BOXES

- IES and Freeman could not get visual identification of the units as they are above the ceiling. Because of that IES and Freeman could not verify if these units do have filters and the condition of them. If they do, then it is recommended that they are changed quarterly. The VAV boxes are supplied with re-heat coils. It is recommended that these coils are maintained to be clean to provide proper IAQ.

4.5 AIR CLEANING

- Another method for improving indoor air quality is done by air cleaning. Air cleaning is a process that uses technologies like ultraviolet (UV) light, activated carbon and ionic filtration. A system

that uses UV light can deactivate viruses, bacteria and other air-borne microorganisms. An activated carbon filter can absorb odors, volatile organic compounds (VOCs), and even some gases. These are more effective at removing pollutants that are not easily captured by efficient filters, such as the HEPA filter. Lastly, the ionic air purifier will use negatively charged ions to attach to airborne particles, making them heavier and easier to fall out of suspension in the air. These advanced air cleaning technologies are more effective; however, they come with a price. These systems are generally more expensive, which is why, in the past, they were seen in buildings and spaces where control of pollutants is necessary, such as hospitals, operating rooms, clean rooms, etc.

4.6 CO_2, HUMIDITY, AND DEW POINT READINGS

- Monitoring CO2, humidity, and dew point levels helps maintain a healthy and productive work environment. These measurements help ensure that the air quality is suitable for occupants. CO2 levels indicate the adequacy of ventilation, which is important for diluting and removing contaminants from the air leading to good indoor air quality. High CO2 levels can lead to discomfort and potential health issues. Maintaining proper humidity levels is important for preventing moisture related damage within a building and occupant comfort. The dew point is a measure of the amount of moisture in the air, which can affect the possibility of condensation and mold growth, by monitoring the dew point this could be prevented. By regularly monitoring these readings, proactive measures can take place to maintain a comfortable and healthy indoor environment, which is a key factor in occupant satisfaction and productivity.

END OF REPORT.

INNOVATIVE ENGINEERING SERVICES, LLC

AN INTEGRATED ENGINEERING + DESIGN FIRM

FREEMAN COMPANIES

IAQ Study

for:

Gilmartin Elementary School



Prepared for:

City of Waterbury
Facilities Department

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DECEMBER 2025

IES Project Number: 25087

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Timeline

Project Dates of Importance

Schedule Reference	Date
Project Start Date	August 12th, 2025
HVAC Site Inspection	August 19th, 2025
Completion Date	December 11th, 2025

Section 1:

Introduction

1.0 Innovative Engineering Services LLC was retained to evaluate the current Indoor Air Quality (IAQ) and the condition of the existing heating, ventilating, and air conditioning (HVAC) systems serving Wendell Cross Elementary School in Waterbury, CT. HVAC systems will be evaluated based on age, condition, and overall operation of equipment and controls. It is our understanding that the existing systems are relatively new.

Gilmartin Elementary School is a public school located in Waterbury, CT, which is in a mid-sized city setting. The student population of Gilmartin School is 482 and the school serves PK-8. The two-level building that completed construction in 2010 is separated into four (4) different sections referred to as "Area A, Area B, and Area C" and the basement. Area A is composed of two (2) total floors. On the first floor there is the main lobby, media center, computer lab, data room, nurses' office, classrooms and administrative/ staff offices. On the second floor, there are more classrooms, a science lab, art room, restrooms, and another data room. Area B is composed of two (2) total floors. On the first there are classrooms and restrooms. The second floor has classrooms and restrooms as well. Area C is composed of only one floor. This section has a gymnasium, girls and boy's locker rooms, restrooms, family resource room, music/ art room, a cafeteria and kitchen. The basement stores the main mechanical room where the boilers, hot water tanks, and all other necessary pieces of equipment are found. There is also a maintenance office.

Gilmartin is fitted with three (3) gas fired boilers, two (2) domestic hot water tanks, seven (7) roof top units, VAV boxes, radiant heat, cabinet unit heaters, and exhaust fans for ventilation. The school is conditioned with this equipment.

IES and Freeman performed a site survey that was limited to readily accessible and visible elements only; no destructive testing was performed. To aid in the evaluation, IES and Freeman were given existing drawings and access to the school to inspect all mechanical systems located inside and on the rooftop.

All corrective work recommended herein shall be done in accordance with the latest codes for the State of Connecticut and Department of Public Health, in addition to local regulations and requirements. Additional code references are noted as required by the scope of this evaluation. These codes include, but are not limited to, the International Building Code (IBC), the International Mechanical Code (IMC), NFPA-70 National Electric Code, American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) 62.1, and ASHRAE 90.1.

Section 2:

Mechanical (HVAC) Existing Conditions

2.0 The existing HVAC systems provide heating, cooling, exhaust, and fresh air ventilation to the school. These systems are comprised of gas fired boilers, cabinet unit heaters, radiation panels, radiators, fan coil units, air handling unit, dedicated outdoor air systems, and roof-mounted exhaust fans.

Gilmartin Elementary School has global settings for occupied and unoccupied modes. The occupied setpoint is 72°F. The unoccupied heating setpoint is 60°F and cooling setpoint is 80°F. These setpoint are implemented through the City of Waterbury to ensure all space temperatures are consistent. During the unoccupied period, at night the space temperatures are lowered through the building management schedule for efficiency and saving on energy.

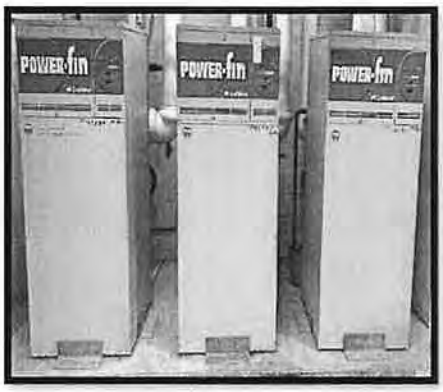
The following section describes, in detail, each system component and its associated make, model, size, quantity, fuel type, and operation. Please be advised that certain parameters may not have been available for some of the existing equipment. This is due to lack of space, available information, or specific equipment models having been retired, discontinued and/or superseded.

2.1 MECHANICAL ROOM-BOILERS

- The building is currently served by three (3) gas fired boilers (Picture 2.03), all manufactured by Lochinvar. The gas boilers are provided with shutoff valves and pressure regulators and feed the entire building loop to systems such as the two (2) domestic hot water tanks (Picture 2.01 & 2.02) VAV boxes and the radiant heat. These boilers have thermal efficiencies of up to 87%, Power-Fin boilers feature a 5:1 turndown ratio that will match the firing rate to heating load requirements—at any point from 20% to full firing rate. This results in less equipment cycling for greater efficiency and cost savings. These boilers and associated pumps are automatically rotated every Wednesday at 10am. This cycle of rotating between the boilers ensures efficient operation. By rotating the boilers, the system can maintain a balance between each system's run time, thus prolonging the life of the equipment. This also helps to prevent overloading.



Picture 2.01- Domestic Hot Water Tank 1



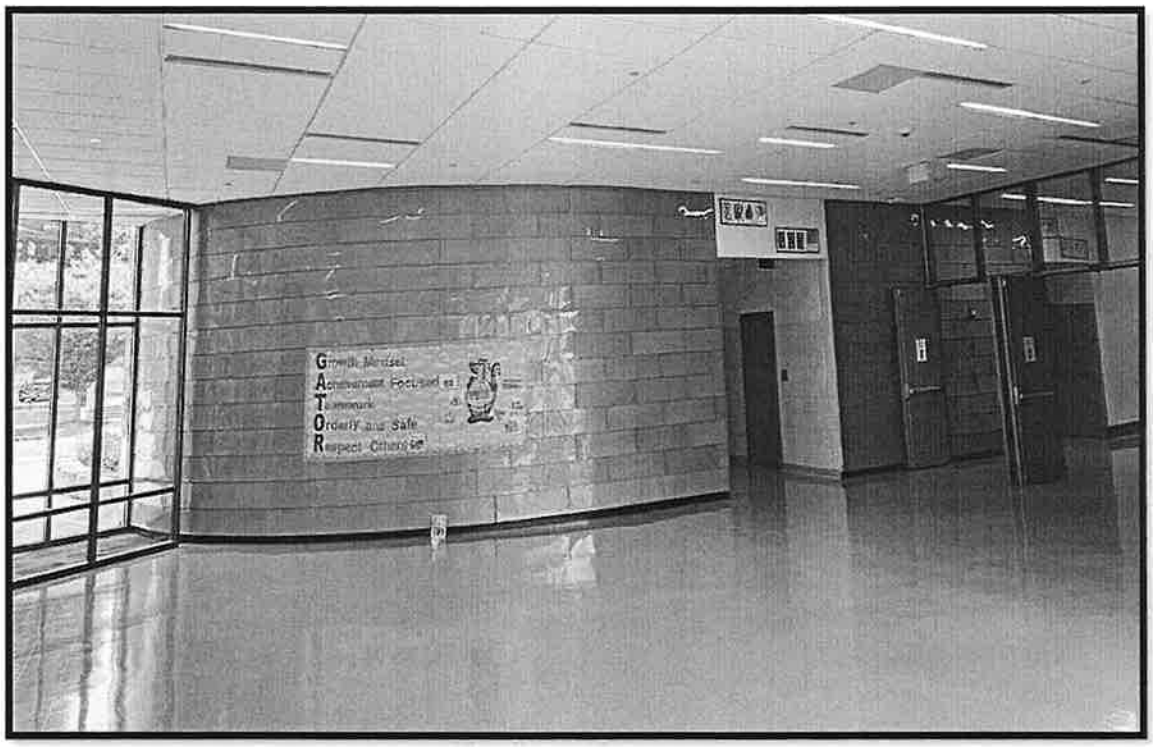
Picture 2.03- Boilers 1,2,3



Picture 2.02- Domestic Hot Water Tank 2

2.2 MAIN LOBBY

- The main lobby (Picture 2.04) is located in "Area A" on the first floor. It is served by VAV boxes (variable air volume boxes) that have reheat coils from the boilers. These are connected to RTU-2 (roof top unit 2). A VAV box is an essential component of HVAC systems that regulate air flow and temperature, enhancing energy efficiency and occupant comfort.



Picture 2.04- Main Lobby

2.3 MEDIA CENTER

- The media center is located in "Area A" on the first floor. This space is separated into two different sides, West and East. Both sides are conditioned by VAV boxes (variable air volume boxes) that have reheat coils from the boilers. These are connected to RTU-1 (roof top unit 1). A VAV box is an essential component of HVAC systems that regulate air flow and temperature, enhancing energy efficiency and occupant comfort. This space also used radiant heat supplied from the boilers as another source of heat.

2.4 COMPUTER LAB

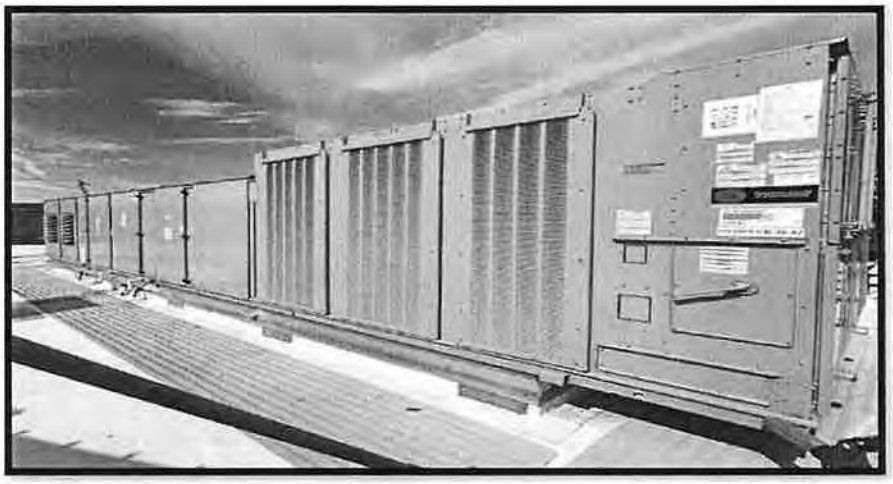
- The media center is located in "Area A" on the first floor. This space is separated into two different sides, West and East. Both sides are conditioned by VAV boxes (variable air volume boxes) that have reheat coils from the boilers. These are connected to RTU-1 (roof top unit 1). A VAV box is an essential component of HVAC systems that regulate air flow and temperature, enhancing energy efficiency and occupant comfort. This space also used radiant heat supplied from the boilers as another source of heat.

2.5 NURSES OFFICE

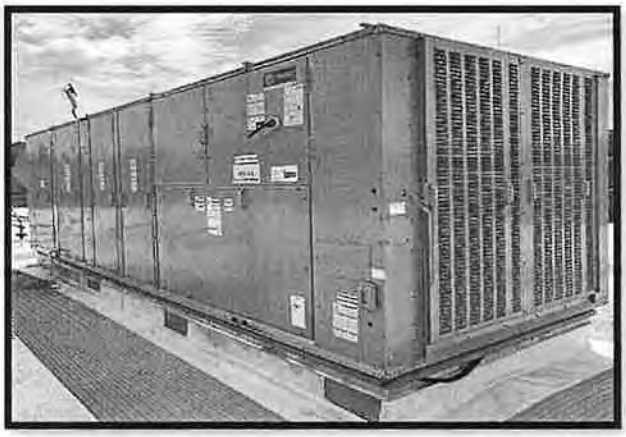
- The nurse's office is located in "Area A" on the first floor. This space is separated into four different sections which includes the waiting room, nurses' office, cots, and the exam room. The waiting room and the cots are conditioned by VAV boxes (variable air volume boxes) that have reheat coils from the boilers. These are connected to RTU-1 (roof top unit 1). A VAV box is an essential component of HVAC systems that regulate air flow and temperature, enhancing energy efficiency and occupant comfort. And the nurses office and exam room are heated by radiant heat supplied from the boilers as another source of heat.

2.6 CLASSROOMS

- The classrooms are spread throughout the first and second floors of Areas A and B. Those in Area A are conditioned by VAV boxes (variable air volume boxes) that have reheat coils from the boilers. These are connected to RTU-1 and RTU-3 (roof top unit 1 and 3). A VAV box is an essential component of HVAC systems that regulate air flow and temperature, enhancing energy efficiency and occupant comfort. The classrooms in Area B also use VAV boxes and are connected to RTU 2 and RTU-3.



Picture 2.05- RTU-1



Picture 2.06- RTU-2



Picture 2.07- RTU-3

2.7 ADMINISTRATIVE/ STAFF OFFICES

- The administrative and staff offices are located in Area A on the first floor. The spaces are made up by the principal and assistant principal's office, general office, reception, guidance counselors office, social worker office, conference rooms, and storage rooms. These rooms are conditioned by VAV boxes (variable air volume boxes) that have reheat coils from the boilers. These are connected to RTU-1 (roof top unit 1). A VAV box is an essential component of HVAC systems that regulate air flow and temperature, enhancing energy efficiency and occupant comfort. And some of the rooms are heated by radiant heat supplied from the boilers as another source of heat.

2.8 RESTROOMS

- The restrooms are located in Area A, B, and C. These spaces use a mix of radiant heat and VAV boxes to condition the space. Along with those each restroom has its own exhaust fan that is located on the roof. The units' purpose is to ventilate the air and remove excess moisture.



Picture 2.08- EF-7 (Area B-1st Floor Toilets)

2.9 GIRLS AND BOYS LOCKER ROOMS

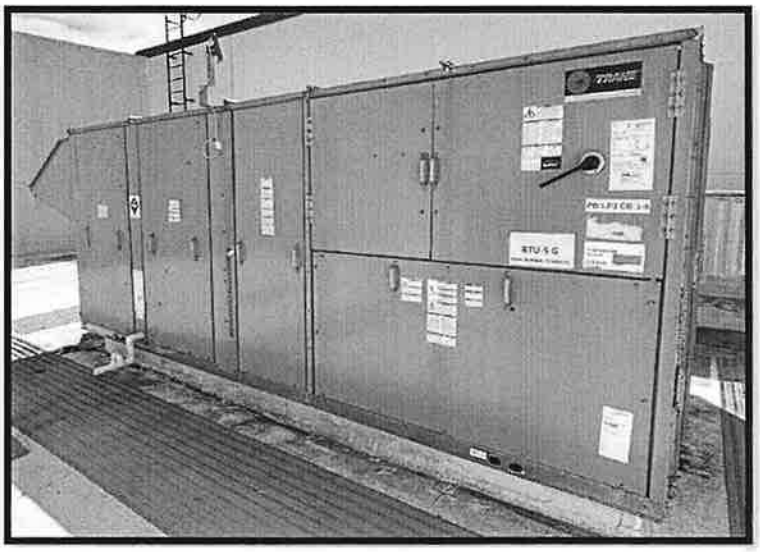
- The girls and boys locker rooms are located in Area C. These spaces are conditioned by VAV boxes (variable air volume boxes) that have reheat coils from the boilers. These are connected to RTU-5 (roof top unit 5). A VAV box is an essential component of HVAC systems that regulate air flow and temperature, enhancing energy efficiency and occupant comfort.

2.10 GYMNASIUM

- The gymnasium (Picture 2.09) is located in Area C and is served by RTU-5 (Picture 2.10). This unit is a packaged unit that does cooling, exhausting and is capable of pulling in fresh air. The purpose of the exhaust system is to exhaust the proper amount of air to prevent over or under-pressurization of the building. The economizer outdoor enable set point is 60 degrees, this allows the system to utilize the outdoor cold air as cooling without using the units mechanical cooling components to save energy under allowable conditions.



Picture 2.09- Gymnasium



Picture 2.10- RTU-5

2.11 CAFETERIA

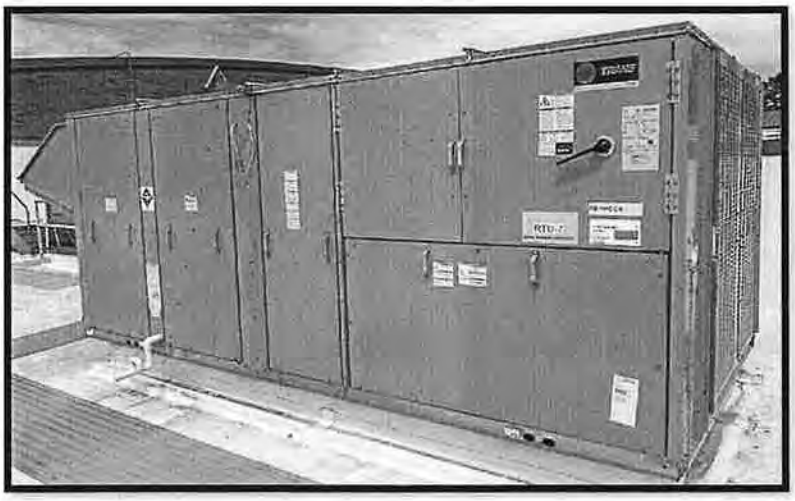
- The cafeteria (Picture 2.11) and kitchen (Picture 2.12) are located in Area C. The majority of the cafeteria is conditioned by RTU-7 (Picture 2.13). Throughout the ductwork there are re-heat coils inside the ductwork that get hot water supplied from the boilers. These serve different sections of the cafeteria such as the kitchen, the cafeteria, the faculty dining, and the pot wash area. This unit is a packaged unit that does cooling, heating, exhausting and is capable of pulling in fresh air. The purpose of the exhaust system is to exhaust the proper amount of air to prevent over or under-pressurization of the building. The economizer outdoor enable set point is 60 degrees, this allows the system to utilize the outdoor cold air as cooling without using the units mechanical cooling components to save energy under allowable conditions.



Picture 2.11- Cafeteria



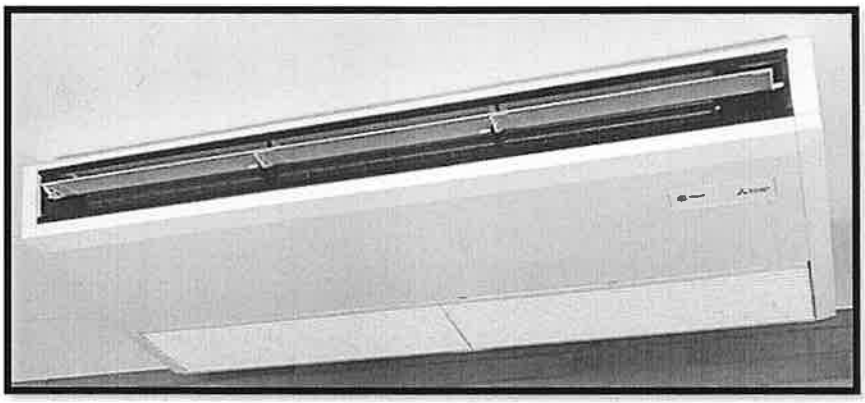
Picture 2.12- Kitchen



Picture 2.13- RTU-7

2.12 STAIRWELLS

- There stairwell leading to the basement is conditioned using a cabinet unit heater and a dehumidification unit. These regulate space temperature in that stairwell. The other stairwells throughout the building are conditioned by Mitsubishi/ Trane fan coil units (Picture 2.14). These units are heat pumps, having an outdoor unit located on the roof. These units use refrigerant for both heating and cooling.



Picture 2.14- Fan Coil Unit

2.13 DATA ROOMS

- The purpose of these rooms is to have a dedicated area to have all servers and other computer components that are essential to the function of the school. All of this equipment together creates heat and because of that the rooms have to be cooled. The units conditioning these rooms are RTU-3 and RTU-4 which are located on the roof. These units are packaged heat pump units manufactured by Trane. They utilize refrigerant for heating and cooling.

2.14 SCIENCE LAB EXHAUST FANS

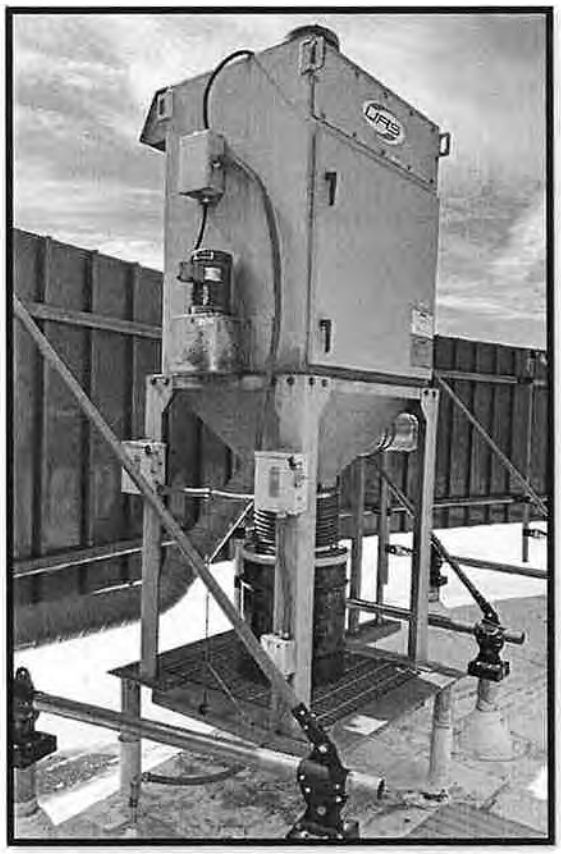
- IES & Freeman observed tubular centrifugal fans (Picture 2.15). The fans appear to be installed and working in good condition, these fans have an efficient conical nozzle designed to propel fumes safely away from the building. These exhaust fans serve the science labs.



Picture 2.15- Radon Fan EF-2

2.15 DUST COLLECTOR

- IES and Freeman observed a dust collector (Picture 2.16) manufactured by United Air Specialists INC. This collector is designed to filter out dust, fumes, mist, smoke, Nox, and other emissions, ensuring that clean air is continuously discharged from the unit. It is essential for maintaining a clean and safe environment by preventing harmful contaminants from entering the breathing zone.



Picture 2.16- Dust Collector

3.0 Regarding Indoor Air Quality (IAQ) for spaces inside buildings, the best environmental conditions typically develop from outside air that is circulated through equipment that can heat, cool, dehumidify (or sometimes humidify), reheat, and filter the air. This process can be done in many ways and can be accomplished using one piece of equipment, i.e. packaged equipment, or several pieces of equipment. In the case of Gilmartin Elementary school, the process in which this is being accomplished is by using RTU's and exhaust fans.

In the building industry, this fresh, outside air is called ventilation air. For building ventilation in the northeast region of the United States, the equipment must utilize the refrigeration cycle, which is also known as refrigerating or air conditioning. Other methods of cooling, such as evaporative cooling, rely on the thermodynamic adiabatic saturation process of air. During this process, air gives up its heat to the water, causing the water to evaporate into vapor (essentially steam) while the air's dry bulb temperature decreases. However, even though the air temperature decreases, it has higher relative humidity and a higher humidity ratio. This style of cooling is well suited for climates out west, where the outdoor conditions are hot and dry. In that region, after the air undergoes evaporative cooling, it enters the building at a lower temperature and comfortable humidity level. If this method is employed in CT, the air that is already humid will enter the building with even more humidity; this will cause very uncomfortable conditions for staff and students. Thus, mechanical cooling via refrigeration must be used. In addition to conditioning the air, efficient filtration measures must also be in place. Ventilation and filtration measures are governed by the International Code Council (ICC), the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), the Center for Disease Control (CDC), the U.S. Green Building Council (USGBC), the United States Environmental Protection Agency (US EPA), and the American National Standards Institute (ANSI). These organizations provide codes, guidelines and recommended design data for the ventilation of buildings. According to the US EPA, indoor air quality is improved by increased ventilation, filtration and air cleaning.

3.1 VENTILATION AIR QUANTITY AND FILTRATION FOR IAQ

The quality of indoor air has always been important to HVAC engineers who are in the building industry. ASHRAE sets the standard for the required amount of ventilation air for each space type within a building. For example, a school classroom must be provided with 10 cubic feet per minute (CFM) per person and 0.12 CFM per square foot of floor area. A science laboratory must have 10 CFM per person and 0.18 CFM per square foot of ventilation air. In addition, values are provided for recommended occupant densities for each space type. Again, for example, a school classroom (ages 5 to 8) should have an occupant density of 25 students per 1,000 SF. Using this information, ventilation calculations are performed, and the HVAC systems are designed to provide the proper amount of ventilation air to each space within a building.

Studies have shown that when bringing filtered ventilation air into a building, the quality of the air is improved as any contaminated air is diluted by the fresh outside air. Furthermore, the room's main heating and cooling equipment contains the proper air filtration devices for removing any pollutants and particulate matter from recirculated air. An HVAC system's filters will trap matter such as dirt, dust, pollen and mold spore particles. These filters are made of special media that will capture the particles as the air is passed through it. The minimum efficiency reporting value (MERV) rating measures how well a filter will capture any air-borne particles. With a higher MERV rating, such as MERV 10 which is installed, the filter will be more effective and will capture a wider range of particles, including bacteria and viruses.

3.2 VENTILATION EQUIPMENT FOR IAQ

When warm and humid air is drawn into a piece of equipment that is designed for outside ventilation, two things must happen. First, the air is cooled via chilled water coils which forces its thermodynamic properties to reach the saturation point, i.e. 100% relative humidity (RH). At this point, water vapor begins to condense from the air; this process is called dehumidification. The water is collected in a drain pan and then discharged to a code compliant location within the property. As the condensing process continues, the air is further dehumidified and cooled before leaving the cooling coil. Leaving air temperatures are typically around 55°F dry bulb and 55°F wet bulb (100% RH). The second thing that must happen when conditioning outside ventilation air, is the reheat process. The air must be reheated to match the setpoint temperature of the space (reheating the air also decreases its RH). If the equipment cannot perfectly match its supply air temperature with the room temperature, it is acceptable as the space will then get some cooling from the ventilation air. Normally, though, the space cooling is left to the actual room air conditioning equipment.

For heating the outside air, there are different methods that can be used for this climate area. The air can be heated with a heat pump, a hot water coil or an indirect gas furnace. Gilmartin Elementary School uses RTU's in unison with VAV boxes; the roof top units have natural gas heat and distribute air through the VAV boxes which have hot water reheat coils supplied by the boilers. Humidification of outside air during the winter is typically not required for a building such as a school. This is typically seen in buildings where humidity control is very important for items being stored, such as museums. IES and Freeman observed this school in the colder temperatures and observed the indoor humidity levels to appear acceptable because a classroom full of students will easily increase the RH of the space; each student occupant gives off both sensible and latent heat. When in heating mode for the winter, the supply air temperature could be higher than the room setpoint temperature, which will provide some actual space heating. Like the ventilation system's cooling mode, this is not an issue. And similarly, the space heating is usually left to the actual room heating equipment.

Section 4:

Mechanical (HVAC) Recommendations

4.1 RTU'S 1-7

- The Trane roof top units at Gilmartin Elementary School were observed to be installed and in good shape. The City of Waterbury should review the school's filter schedule every quarter and provide maintenance for these units.

4.2 RETURN DIFFUSER

- The building ventilation and return grills are sometimes overlooked and not properly vacuumed from dust. The ceiling grills should be placed on the schedule for cleaning. The return grills are likely to become dirtier faster because they are pulling air directly from the space. Cleaning these can pro-long filter life.

4.3 VAV BOXES- VARRIABLE AIR VOLUME BOXES

- IES and Freeman could not get visual identification of the units as they are above the ceiling. Because of that IES and Freeman could not verify if these units do have filters and the condition of them. If they do, then it is recommended that they are changed quarterly. The VAV boxes are supplied with re-heat coils. It is recommended that these coils are maintained to be clean to provide proper IAQ.

4.4 AIR CLEANING

- Another method for improving indoor air quality is done by air cleaning. Air cleaning is a process that uses technologies like ultraviolet (UV) light, activated carbon and ionic filtration. A system that uses UV light can deactivate viruses, bacteria and other air-borne microorganisms. An activated carbon filter can absorb odors, volatile organic compounds (VOCs), and even some gases. These are more effective at removing pollutants that are not easily captured by efficient filters, such as the HEPA filter. Lastly, the ionic air purifier will use negatively charged ions to attach to airborne particles, making them heavier and easier to fall out of suspension in the air. These advanced air cleaning technologies are more effective; however, they come with a price. These systems are generally more expensive, which is why, in the past, they were seen in

buildings and spaces where control of pollutants is necessary, such as hospitals, operating rooms, clean rooms, etc.

END OF REPORT.

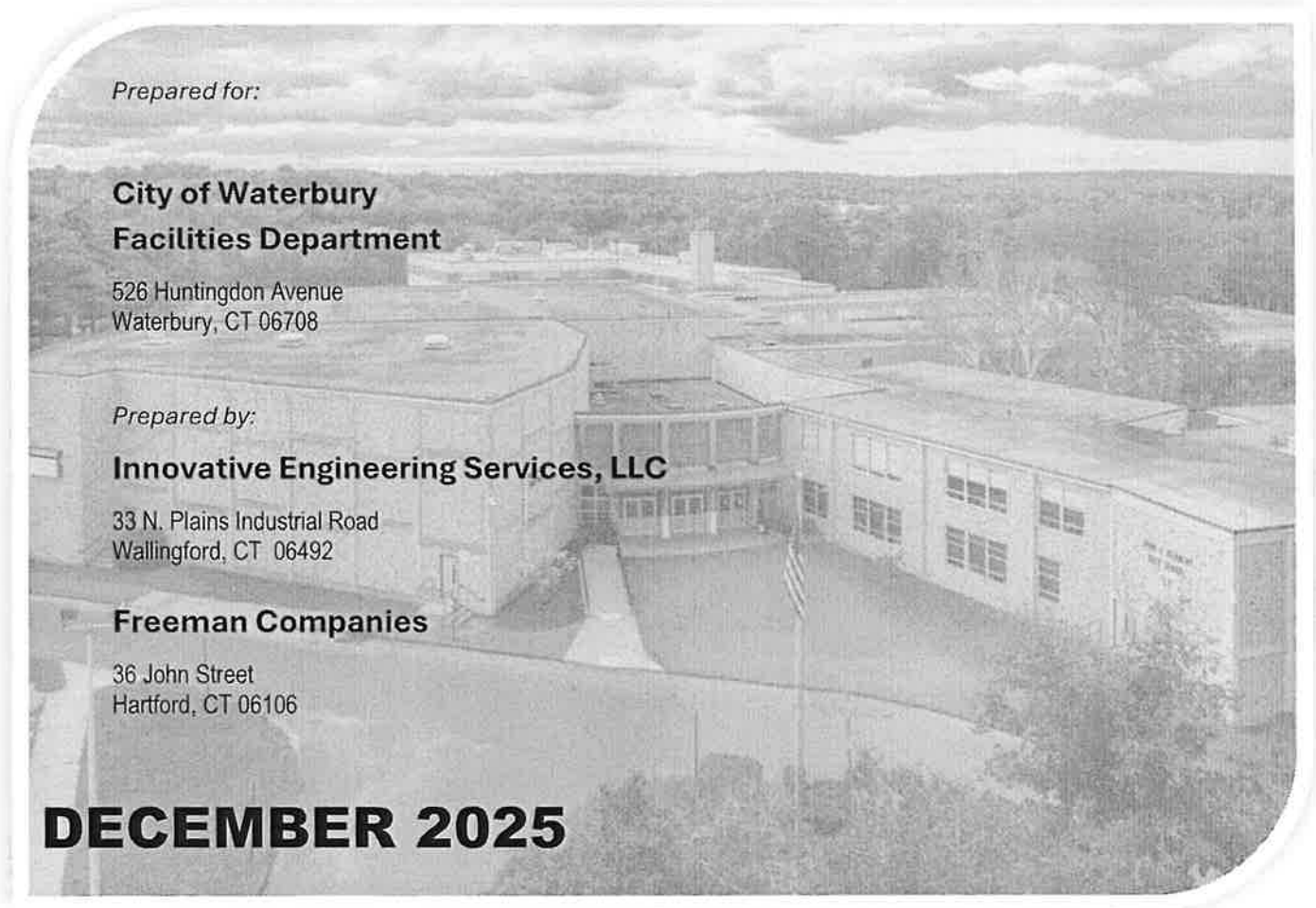
INNOVATIVE ENGINEERING SERVICES, LLC
AN INTEGRATED ENGINEERING + DESIGN FIRM

FREEMAN COMPANIES

IAQ Study

for:

John F. Kennedy High School



Prepared for:

City of Waterbury
Facilities Department

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DECEMBER 2025

IES Project Number: 25087

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Timeline

Project Dates of Importance

Schedule Reference	Date
Project Start Date	August 12th, 2025
HVAC Site Inspection	October 26th, 2025
Completion Date	December 11th, 2025

Section 1:

Introduction

1.0 Innovative Engineering Services LLC and Freeman Companies LLC was retained to evaluate the current Indoor Air Quality (IAQ) and the condition of the existing heating, ventilation, and air conditioning (HVAC) systems serving John F. Kennedy High School in Waterbury, CT. HVAC systems will be evaluated based on age, condition, and overall operation of equipment and controls. It is our understanding that the existing systems and components have been upgraded in recent years.

John F. Kennedy High School is a three-story building that was originally constructed in 1969. In 2015, a 30,000 SF addition was constructed with two levels. The space included a new auxiliary gymnasium, locker rooms, storage, fitness center and classrooms on the main level, and (6) new science labs, (5) additional classrooms on the upper level. The two buildings are connected by an elevated glass enclosed walkway. The last major HVAC upgrades were carried out in 2023, with exhaust fans replacement on the original building and 2024, new installation of air handling units (AHU), rooftop units (RTU), mini split heat pump system, make-up air unit (MAU), heat exchanger, hot water pumps, and additional exhaust fans. The total facility is located on a 12-acre site, and the total gross area of the building is approximately 215,000 SF. John F. Kennedy High School has a combined optimal capacity of 1,400 students, grades 9 through 12, and a student/teacher ratio of 14 to1. The school has approximately eighty (80) classrooms/offices, one (1) boys/girls' gymnasium, one (1) auxiliary gymnasium, one (1) auditorium, one (1) library/media center, one (1) pool and one (1) kitchen/dining facility.

John F. Kennedy High School is fitted with two (2) gas fired boilers, nine (9) air handling units, three (3) rooftop units, make-up air unit, air-cooled condensing units, wall/recessed/ducted fan coil units, pool dehumidification and heat exchanger unit, pumps, lab exhaust fans and general exhaust fans for ventilation. The school is approximately 95% cooled with this equipment, except for storage/closet spaces and toilets.

IES & Freeman performed a site survey that was limited to readily accessible and visible elements only; no destructive testing was performed. To aid in the evaluation, IES and Freeman were given existing drawings and access to the school to inspect all mechanical systems located inside and on the rooftop.

All corrective work recommended herein shall be done in accordance with the latest codes for the State of Connecticut and Department of Public Health, in addition to local regulations and requirements. Additional code references are noted as required by the scope of this evaluation. These codes include, but are not limited to, the International Building Code (IBC), the International Mechanical Code (IMC), NFPA-70 National Electric Code, American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) 62.1, and ASHRAE 90.1.

Section 2:

Mechanical (HVAC) Existing Conditions

2.0 The existing HVAC systems provide heating, cooling, exhaust, and fresh air ventilation to the school. These systems are comprised of gas fired boilers, cabinet unit heaters, perimeter radiation, radiators, air handling unit, rooftop units, and roof-mounted exhaust fans.

John F. Kennedy High School has global settings for occupied and unoccupied modes. The occupied heating setpoint is 68°F and cooling setpoint is 72°F. The unoccupied heating setpoint is 60°F and cooling setpoint is 85°F. These setpoint are implemented through the City of Waterbury to ensure all space temperatures are consistent. During the unoccupied period, at night the space temperatures are lowered through the building management schedule for efficiency and saving on energy.

The following section describes, in detail, each system component and its associated make, model, size, quantity, fuel type, and operation. Please be advised that certain parameters may not have been available for some of the existing equipment. This is due to lack of space, available information, or specific equipment models having been retired, discontinued and/or superseded.

2.1 MECHANICAL ROOM-BOILERS

- The building is currently served by two (2) gas fired boilers, boiler #1 is manufactured by Weil McLain (Model 88 series 2 boiler) and boiler #2 is by Smith Cast Iron Boilers (Model 28HE-18 – 28 High Efficiency). The gas boilers are both installed with a power flame burner and accessories such as shutoff valves, pressure regulator and a Honeywell fluid power gas valve. The boiler system enables when outside air temperature is 50°F and below. The boilers feed the entire building loop to systems such as cabinet unit heaters and classroom radiators. The boilers are regularly maintained by the City of Waterbury and operate to temperature heating standards.

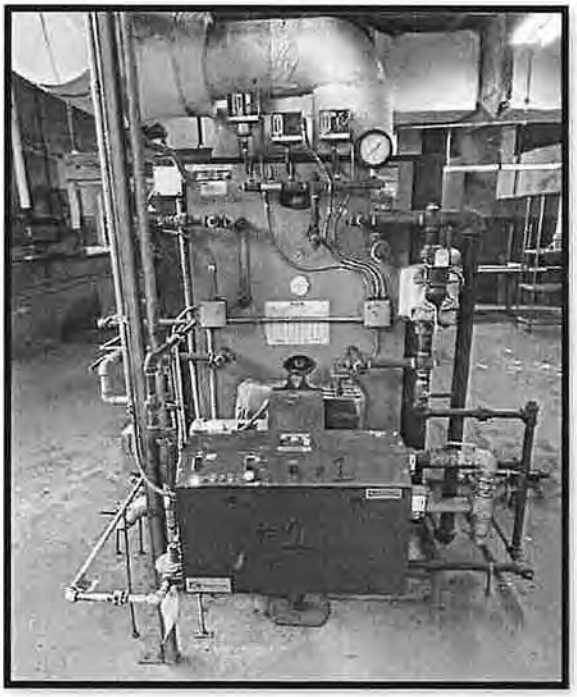


Photo 2.01 – Boiler #1 Weil McLain

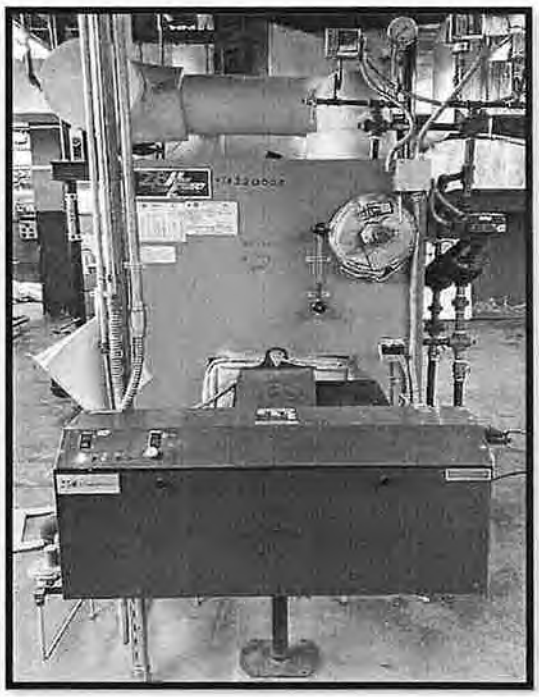


Photo 2.02- Boiler #2 Smith Cast Iron

2.2 CLASSROOMS (MAIN BUILDING)

- The classroom at JFK original building is heated with perimeter radiation and wall mounted returns for ventilation. There is no direct cooling source for those classrooms except for windows that tilt open for additional ventilation. The wall radiation convectors and thermostats are aged and maintained or replaced as needed.



Photo 2.03 - Classroom



Photo 2.04 – Classroom Thermostat

2.3 CLASSROOMS (REAR BUILDING)

- The rear building classrooms are heated and cooled with combination of rooftops units, VRFs or radiant ceiling panels. The classrooms are installed with recessed or ducted VRF's and radiant panels for heating. The spaces are provided with wall mounted controllers and thermostats with temperature/Co2 sensor. The return grills are installed with filters that were observed to be maintained. The science classrooms were installed with fume hoods that were ventilated by roof lab exhaust.

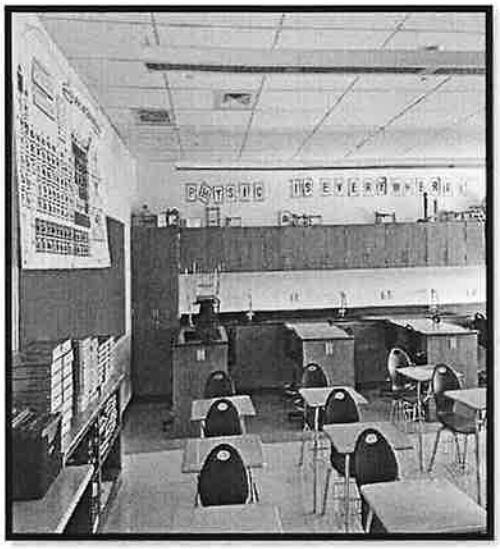


Photo 2.05 - Classroom



Photo 2.06 – Classroom VRF Controller/Co2 Sensor

2.4 KITCHEN

- The kitchen hood above the cooking space is ventilated with an Captiveaire system. The power ventilator is used during the cooking operation to exhaust all heat and grease fumes. The exhaust is provided with a 24-inch wheel, 5.0 HP, 3 phase motor that is capable of ventilation range 2,500 to 10,500 CFM. The kitchen air exhausted is replenished with a makeup air unit by Captiveaire (MAU-1). The makeup air unit is equipped to supply 4,500 CFM of outside air with design temperature rise of 66°F and maximum of 110°F. The makeup unit is fueled by natural gas and has a maximum discharge temperature of 150°F.



Photo 2.07 - Kitchen Exhaust

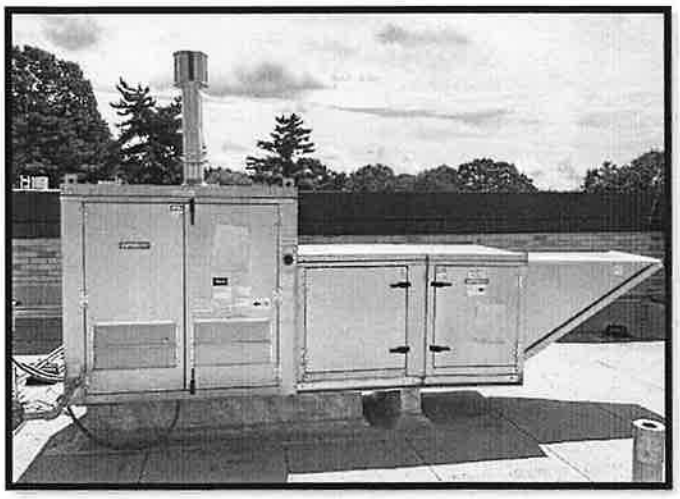


Photo 2.08 - Kitchen Make-Up Air (MAU-1)

2.5 CAFETERIA

- The cafeteria is installed with a Trane air handling unit (AHU-10) that provides heating and cooling. The heating is through a steam coil and cooling from the Trane rooftop condensing unit (CU-10). The AHU supply outside airflow is 10,200 CFM with demand control ventilation minimum at 4,200 CFM and maximum 5,800 CFM. The cafeteria environment is installed with (2) two Schneder sensors that monitor space conditions such as temperature, humidity, and Co2 levels. The Co2 is controlled through the return air with a setpoint of 1,200 PPM. The AHU is installed with modulating gas reheat for dehumidification mode and is active through the BMS setpoint of 55% relative humidity. The dehumidification mode is enabled when no cooling command is on and will start the condensing unit without any BMS command. The condensing unit will maintain internal supply air setpoint of 70°F. The AHU is installed with Merv filters, 2" Merv 8 and 4" Merv 13 that provide protection from dust particulars and contaminants. If outside conditions are ideal, free cooling is enabled when outside air temperature is above 40°F and below 70°F.



Photo 2.09 - Cafeteria



Photo 2.10 - Trane Condensing Unit (CU-10)

2.6 GYMNASIUM (MAIN AND AUXILIARY)

- The main gymnasium for boys and girls is installed with a Trane air handling unit (AHU-7/Boys Gym & AHU-8/Girls Gym) that provides heating and ventilation. The AHU supply outside airflow is 8,000 CFM with demand control ventilation minimum at 2,000 CFM and maximum 4,000 CFM. The heating is provided through the Trane steam coil in conjunction with boiler #1 and #2. The ventilation is provided through roof and wall mounted exhaust fans that are sequenced with both AHU's. The space environment is controlled with Schneder sensors that monitor conditions such as temperature and Co2 levels. The space temperature setpoint is 70°F for both boys' and girls' gymnasiums. Co2 is controlled through the space sensors with a setpoint of 1,200 PPM. Should Co2 levels reach above 1,200 PPM, the unit will modulate open the outside dampers providing fresh air and ramp-up the roof exhaust fan. Once Co2 levels are normal the damper and exhaust fan will modulate to normal minimum operating conditions. The AHU is installed with Merv filters, 2" Merv 8 and 4" Merv 13 that provide protection from dust particulars and contaminants. If outside conditions are ideal, free cooling is enabled when outside air temperature is above 40°F and below 70°F.

- The auxiliary gymnasium is in the rear building facility and installed with a York Solution XT (AHU-3) and York air-cooled scroll condensing unit (ACCU-7). The air handling unit heating is provided by the hot water coil and cooling through DX coil connected to the roof top condensing unit. The condensing unit (ACCU-7) uses refrigerant 410A for cooling. The space environment is controlled with Schneder sensor that monitor conditions such as temperature and Co2 levels. The occupied temperature setpoints for heating are 68°F and 72°F for cooling. Co2 is controlled through the space sensor with a setpoint of 1,200 PPM. Should Co2 levels reach above 1,200 PPM, the unit will modulate open the outside dampers providing fresh air and ramp-up the exhaust fan. Once Co2 levels are normal the damper and exhaust fan will modulate to normal minimum operating conditions. The AHU is installed with Merv filters, 2" Merv 8 and 4" Merv 13 that provide protection from dust particulars and contaminants. If outside conditions are ideal, free cooling is enabled when outside air enthalpy is lower than the return air enthalpy. If the economizer is enabled, it will be the 1st stage of cooling. This is enabled only if the economizer cannot maintain the cooling setpoint.

- The air handling unit duct work for both gymnasiums is installed with smoke sensors for emergencies. Should smoke be detected in the ducts the alarm will be generated by closing the dampers and disabling the air handling unit.

2.7 LOCKER ROOMS (BOYS, GIRLS, VISITORS)

- The locker rooms for boys, girls, and visitors are installed with a Trane air handling unit (AHU-5/Boys Lockers, AHU-9/Girls Lockers & AHU-4/Visitors Lockers) that provides heating and ventilation.
  - AHU-4 supply outside airflow is 1,000 CFM with demand control ventilation minimum at 400 CFM and maximum 400 CFM.
  - AHU-5 supply outside airflow is 4,200 CFM with demand control ventilation minimum at 1,000 CFM and maximum 1,500 CFM.
  - AHU-9 supply outside airflow is 3,800 CFM with demand control ventilation minimum at 1,000 CFM and maximum 1,250 CFM.
- The heating is provided through the Trane heating coil in conjunction with boiler #1 and #2. The ventilation is provided through roof mounted exhaust fans that are sequenced with the AHU's. The space environment is controlled with Schneider sensors that monitor conditions such as temperature and Co2 levels. The space occupied temperature setpoint is 70°F for all locker rooms. Co2 is controlled through the space sensors with a setpoint of 1,200 PPM. Should Co2 levels reach above 1,200 PPM, the unit will modulate open the outside dampers providing fresh air and ramp-up the roof exhaust fan. Once Co2 levels are normal the damper and exhaust fan will modulate to normal minimum operating conditions. The AHU's is installed with Merv filters, 2" Merv 8 and 4" Merv 13 that provide protection from dust particulars and contaminants. If outside conditions are ideal, free cooling is enabled when outside air temperature is above 40°F and below 70°F.



Photo 2.11 – AHU – 4 Serves Visitor Locker Room

2.8 AUDITORIUM

- The auditorium is installed with a Trane air handling unit (AHU-1) that provides heating and cooling. The heating is through a steam coil and cooling from the Trane rooftop condensing unit (CU-1). The AHU supply outside airflow is 16,000 CFM with demand control ventilation minimum at 1,600 CFM and maximum 4,600 CFM. The auditorium environment is installed with (2) two sensors, the stage and auditorium area that monitor space conditions such as temperature, humidity, and Co2 levels. The Co2 is monitored through the return air with a setpoint of 1,200 PPM. The AHU is installed with modulating gas reheat for dehumidification mode and is active through the BMS setpoint of 55% relative humidity. The dehumidification mode is enabled when no cooling command is on and will start the condensing unit without any BMS command. The condensing unit will maintain internal supply air setpoint of 70°F. The AHU is installed with Merv filters, 2" Merv 8 and 4" Merv 13 that provide protection from dust particulars and contaminants. If outside conditions are ideal, free cooling is enabled when outside air temperature is above 40°F and below 70°F.

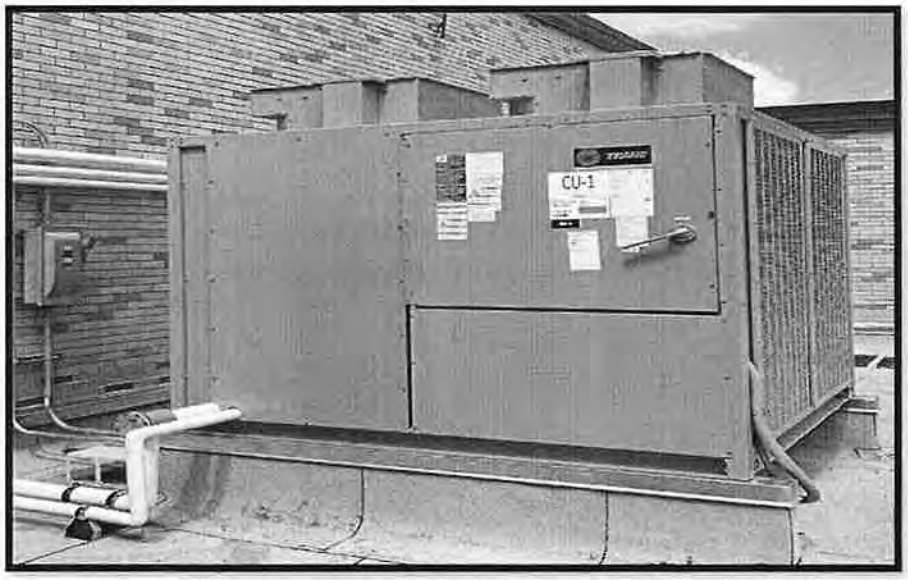


Photo 2.12 Auditorium Condensing Unit (CU-1)

2.9 MEDIA CENTER

- The Media Center is installed with a Trane rooftop unit (RTU-2) that provides heating and cooling. The area is multizone with variable air volume boxes installed within the south, center, and north of the library, computer room, library office, and classroom #1. The heating is provided by a gas furnace and cooling through DX using refrigerant type R410-a. The RTU supply outside airflow is 6,400 CFM with demand control ventilation minimum at 1,000 CFM and maximum 1,800 CFM. The media center environment is installed with multiple sensors that monitor space conditions such as temperature and humidity. The space temperature setpoint is an average of the lowest and highest providing 70°F. The RTU is installed with modulating gas reheat for dehumidification mode and is active through the BMS setpoint of 48% relative humidity. The RTU is installed with Merv filters, 2" Merv 8 and 4" Merv 13 that provide protection from dust particulars and contaminants.

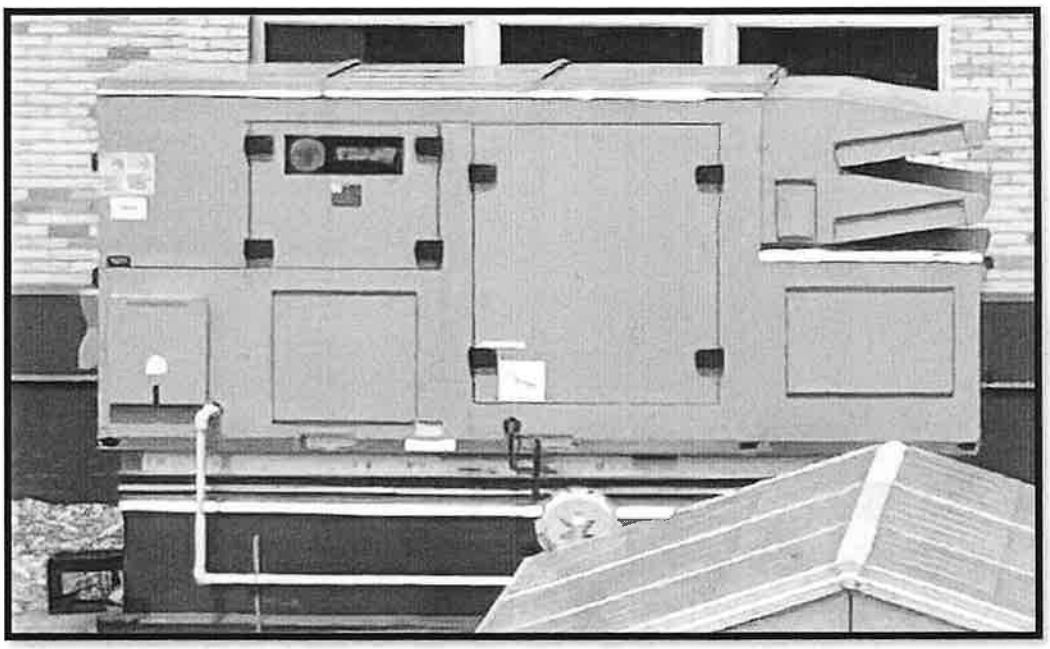


Photo 2.13 Media Center Trane Rooftop Unit (RTU-2)

2.10 DAYCARE

- The Daycare is installed with a Trane rooftop unit (RTU-1) that provides heating and cooling. The area is single zone variable air volume system. The heating is provided by an electric heat and cooling through DX using refrigerant type R410-a. The RTU supply outside airflow is 5,000 CFM with demand control ventilation minimum at 700 CFM and maximum 1,100 CFM. The daycare environment is installed with a sensor that monitors space conditions such as temperature and humidity. The space temperature occupied setpoint is 72°F with cooling enabling at 76°F. The RTU is installed with modulating gas reheat for dehumidification mode and is active through the BMS setpoint of 59% relative humidity. The RTU is installed with 4" Merv 13 filters that provide protection from dust particulars and contaminants. If outside conditions are ideal, economizer mode is enabled when outside air enthalpy is 25.0btu/lb and outside air temperature is 60°F.

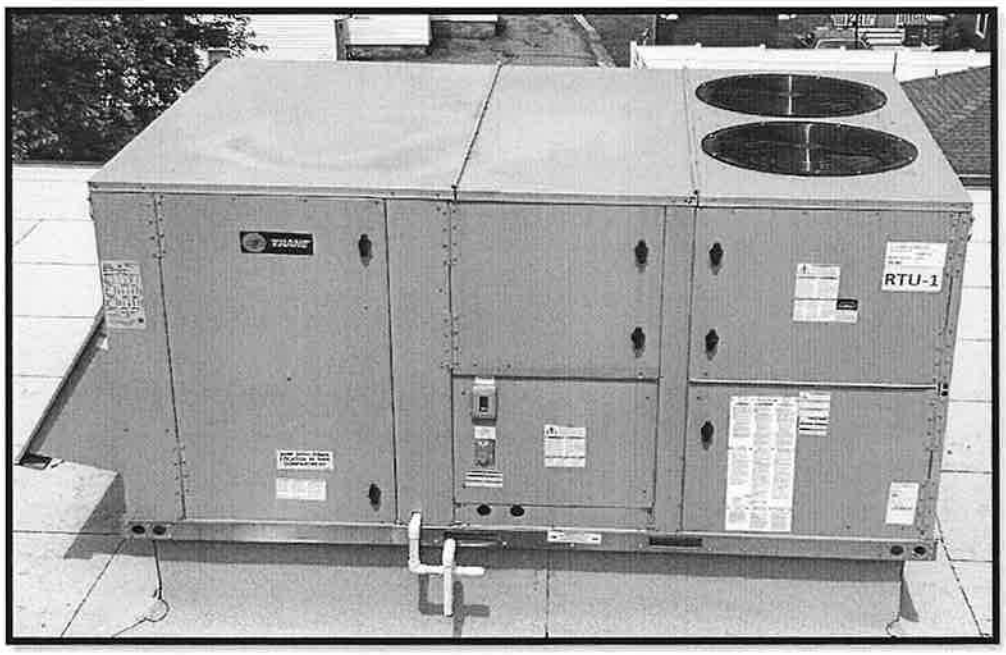


Photo 2.14 Daycare Trane Rooftop Unit (RTU-1)

2.11 MUSIC ROOM

- The music area is installed with a Trane air handling unit (AHU-6) that provides heating and ventilation. The heating is through a steam coil and cooling through economizer and roof mounted exhaust fan. The AHU supply outside airflow is 4,600 CFM with demand control ventilation minimum at 1,550 CFM and maximum 3,100 CFM. The music environment is installed with a Schneider sensor that monitors space conditions such as temperature, humidity, and Co2 levels. The occupied temperature setpoint is 72°F. Co2 is controlled through the return air with a setpoint of 1,200 PPM. The AHU is installed with Merv filters, 2" Merv 8 and 4" Merv 13 that provide protection from dust particulars and contaminants. If outside conditions are ideal, free cooling is enabled when outside air temperature is above 40°F and below 70°F.

2.12 RESTROOMS

- The JFK restrooms are ventilated with ceiling mounted returns exhaust fans and windows that can be manually opened. Wall mount cabinet unit heaters provide heating that are controlled with wall mounted thermostats.

2.13 CORRIDORS

- The JFK corridors and egress areas are ventilated and heated by various HVAC equipment. Corridors with parameter windows are installed with fin tube radiation for heating that is controlled with wall mounted thermostats. Depending on the corridor, the ventilation installed is supply air and a return or a return for ventilation only. The egress or stairwells are installed with cabinet unit heaters with wall mounted sensors that are active with a space temperature setpoint.



Photo 2.15 Corridor Heating Radiation

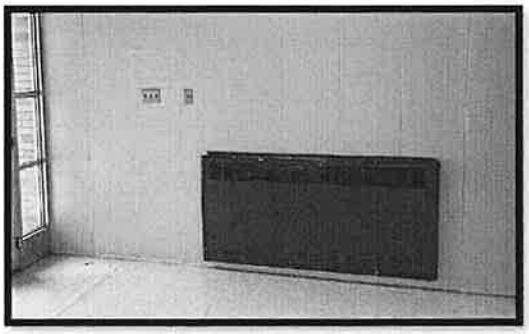


Photo 2.16 Egress Area Cabinet Unit Heater

2.14 POOL

- The JFK pool is installed with a PoolPak dehumidification unit (RTU-3) that was recently completed in 2024. The unit is located adjacent to the pool outside on a concrete slab. The unit can provide ventilation to the space, dehumidification mode, air conditioning mode, space heating, and exhaust air heat recovery. A heat exchanger is installed to serve RTU-3 dehumidification mode with (2) two hot water supply pumps. The hot water loop is 30% concentrated propylene glycol that provides freeze protection in extreme cold. The cooling refrigerant is R410A used for the DX coil. The pool environment occupied temperature setpoint is 84°F with a humidity setpoint of 55% relative humidity. The RTU is installed with Merv filters, 2" Merv 8 for exhaust air and 4" Merv 13 on the return/outside air that provide protection from dust particulars and contaminants. The RTU duct work for pool is installed with smoke sensors for emergencies. Should smoke be detected in the ducts the alarm will be generated by closing the dampers, shutdown of fans, and disabling the rooftop unit.
- The JFK pool water is tempered with a heat exchanger and boiler. The pool water is provided with (2) pool pumps and sand filters that maintain heat exchanger temperature setpoint at 80°F.



Photo 2.17 PoolPak (RTU-3)

2.15 EXHUAST FANS

- John F. Kennedy High School HVAC exhaust fan replacement project was completed in 2023. This major upgrade includes replacing (43) forty-three existing exhaust fans with new Greenheck or Loren Cook. The upgrade provided new ventilation system to areas served by restrooms, classrooms, lockers rooms, gymnasiums, dining areas, auditorium, pool seating, etc. All the exhaust fans operational status is viewable on the building management system.



Photo 2.18 Rooftop Exhaust Fans



Photo 2.19 Rooftop Exhaust Fan

Section 3:

Indoor Air Quality (IAQ)

3.0 Regarding Indoor Air Quality (IAQ) for spaces inside buildings, the best environmental conditions typically develop from outside air that is circulated through equipment that can heat, cool, dehumidify (or sometimes humidify), reheat, and filter the air. This process can be done in many ways and can be accomplished using one piece of equipment, i.e. packaged equipment, or several pieces of equipment. In the case of John F. Kennedy High School, the process in which this is being accomplished is by using RTU's, AHU's, MAU, and Exhaust fans.

In the building industry, this fresh, outside air is called ventilation air. For building ventilation in the northeast region of the United States, the equipment must utilize the refrigeration cycle, which is also known as refrigerating or air conditioning. Other methods of cooling, such as evaporative cooling, rely on the thermodynamic adiabatic saturation process of air. During this process, air gives up its heat to the water, causing the water to evaporate into vapor (essentially steam) while the air's dry bulb temperature decreases. However, even though the air temperature decreases, it has higher relative humidity and a higher humidity ratio. This style of cooling is well suited for climates out west, where the outdoor conditions are hot and dry. In that region, after the air undergoes evaporative cooling, it enters the building at a lower temperature and comfortable humidity level. If this method is employed in CT, the air that is already humid will enter the building with even more humidity; this will cause very uncomfortable conditions for staff and students. Thus, mechanical cooling via refrigeration must be used. In addition to conditioning the air, efficient filtration measures must also be in place. Ventilation and filtration measures are governed by the International Code Council (ICC), the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), the Center for Disease Control (CDC), the U.S. Green Building Council (USGBC), the United States Environmental Protection Agency (US EPA), and the American National Standards Institute (ANSI). These organizations provide codes, guidelines and recommended design data for the ventilation of buildings. According to the US EPA, indoor air quality is improved by increased ventilation, filtration and air cleaning.

3.1 VENTILATION AIR QUANTITY AND FILTRATION FOR IAQ

The quality of indoor air has always been important to HVAC engineers who are in the building industry. ASHRAE sets the standard for the required amount of ventilation air for each space type within a building. For example, a school classroom must be provided with 10 cubic feet per minute (CFM) per person and 0.12 CFM per square foot of floor area. A science laboratory must have 10 CFM per person and 0.18 CFM per square foot of ventilation air. In addition, values are provided for recommended occupant densities for each space type. Again, for example, a school classroom (ages 5 to 8) should have an occupant density of 25 students per 1,000 SF. Using this information, ventilation calculations are performed, and the HVAC systems are designed to provide the proper amount of ventilation air to each space within a building.

Studies have shown that when bringing filtered ventilation air into a building, the quality of the air is improved as any contaminated air is diluted by the fresh outside air. Furthermore, the room's main heating and cooling equipment contains the proper air filtration devices for removing any pollutants and particulate matter from recirculated air. An HVAC system's filters will trap matter such as dirt, dust, pollen and mold spore particles. These filters are made of special media that will capture the particles as the air is passed through it. The minimum efficiency reporting value (MERV) rating measures how well a filter will capture any air-borne particles. With a higher MERV rating, such as MERV 8 and 13 which is installed, the filter will be more effective and will capture a wider range of particles, including bacteria and viruses.

3.2 VENTILATION EQUIPMENT FOR IAQ

When warm and humid air is drawn into a piece of equipment that is designed for outside ventilation, two things must happen. First, the air is cooled via chilled water coils which forces its thermodynamic properties to reach the saturation point, i.e. 100% relative humidity (RH). At this point, water vapor begins to condense from the air; this process is called dehumidification. The water is collected in a drain pan and then discharged to a code compliant location within the property. As the condensing process continues, the air is further dehumidified and cooled before leaving the cooling coil. Leaving air temperatures are typically around 55°F dry bulb and 55°F wet bulb (100% RH). The second thing that must happen when conditioning outside ventilation air, is the reheat process. The air must be reheated to match the setpoint temperature of the space (reheating the air also decreases its RH). If the equipment cannot perfectly match its supply air temperature with the room temperature, it is acceptable as the space will then get some cooling from the ventilation air. Normally, though, the space cooling is left to the actual room air conditioning equipment.

For heating the outside air, there are different methods that can be used for this climate area. The air can be heated with a heat pump, a hot water coil or an indirect gas furnace. John F. Kennedy High School uses steam, hot water coils; the heated water comes from the boilers. Humidification of outside air during the winter is typically not required for a building such as a school. It can be provided if requested, but this is typically seen in buildings where humidity control is very important for items being stored, such as museums. IES and Freeman observed this school in the warmer temperatures and observed the indoor humidity levels to appear acceptable because a classroom full of students will easily increase the RH of the space; each student occupant gives off both sensible and latent heat. When in heating mode for the winter, the supply air temperature could be higher than the room setpoint temperature, which will provide some actual space heating. Like the ventilation system's cooling mode, this is not an issue. And similarly, the space heating is usually left to the actual room heating equipment.

Section 4:

Mechanical (HVAC) Recommendations

4.1 RTU'S – ROOFTOP UNITS

- The Trane rooftop unit filters at John F. Kennedy High School were observed to be installed and in good shape. The City of Waterbury should review John F. Kennedy High School filter schedule every quarter and provide maintenance for these units.

4.2 FCU – FAN COIL UNITS

- The Mitsubishi wall hung and recessed Fan Coil Units (FCU) should be placed on the schedule of having filters cleaned/ washed. Although John F. Kennedy High School fan coil units are maintained over the years, filter cleaning should be standard practice.

4.3 RETURN DIFFUSER

- The building ventilation and return grills are sometimes overlooked and not properly vacuumed from dust. The ceiling grills should be placed on the schedule for cleaning. The return grills are likely to become dirtier faster because they are pulling air directly from the space. Cleaning these can pro-long filter life.

4.4 AHU'S – AIR HANDLING UNITS

- To ensure good indoor air quality (IAQ), the City of Waterbury must pay particular attention to maintaining and documenting IAQ to ensure occupant comfort and to meet industry and government regulatory standards. IES and Freeman recommends cleaning the inside of the ducts as they were seen to have debris in them. Re-balancing is also recommended to ensure proper air flow is being achieved.

4.5 VAV BOXES – VARRIABLE AIR VOLUME BOXES

- IES and Freeman could not get visual identification of the units (Media Center) as they are above the ceiling. Because of that, IES and Freeman could not verify if these units do have filters and the condition of them. If they do, then it is recommended that they are changed quarterly. The VAV boxes are supplied with re-heat coils. It is recommended that these coils are maintained to be clean to provide proper IAQ.

4.6 AIR CLEANING

- Another method for improving indoor air quality is done by air cleaning. Air cleaning is a process that uses technologies like ultraviolet (UV) light, activated carbon and ionic filtration. A system that uses UV light can deactivate viruses, bacteria and other air-borne microorganisms. An activated carbon filter can absorb odors, volatile organic compounds (VOCs), and even some gases. These are more effective at removing pollutants that are not easily captured by efficient filters, such as the HEPA filter. Lastly, the ionic air purifier will use negatively charged ions to attach to airborne particles, making them heavier and easier to fall out of suspension in the air. These advanced air cleaning technologies are more effective; however, they come with a price. These systems are generally more expensive, which is why, in the past, they were seen in buildings and spaces where control of pollutants is necessary, such as hospitals, operating rooms, clean rooms, etc.

4.7 SENSORS

- IES and Freeman observed cold spots throughout the rear building. Cold spots refer to areas that are registering different temperatures compared to the surrounding environment. This can be caused by poor insulation, drafts, and inefficient HVAC systems- including the space sensors. IES and Freeman recommends confirming the sensors are operating correctly and to also confirm they are installed in the correct locations.

END OF REPORT.

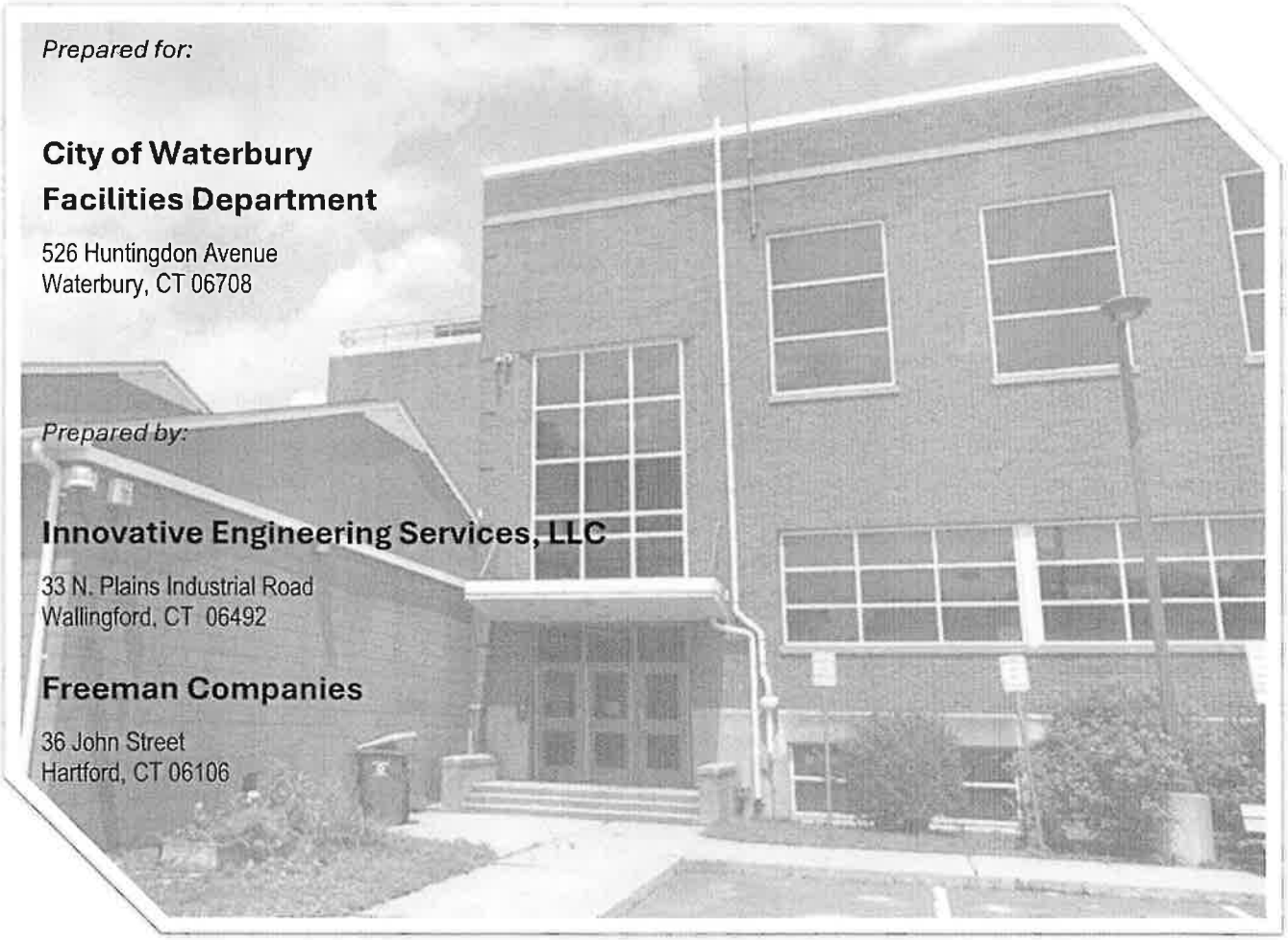
INNOVATIVE ENGINEERING SERVICES, LLC
AN INTEGRATED ENGINEERING + DESIGN FIRM

FREEMAN COMPANIES

IAQ Study

for:

State Street Elementary School



Prepared for:

City of Waterbury
Facilities Department

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Prepared by:

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Hartford, CT 06106

NOVEMBER 2025

IES Project Number: 25087

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Timeline

Project Dates of Importance

Schedule Reference	Date
Project Start Date	August 12th, 2025
HVAC Site Inspection	October 26th, 2025
Completion Date	November 18th, 2025

Section 1:

Introduction

1.0 Innovative Engineering Services LLC and Freeman Companies LLC were retained to evaluate the current Indoor Air Quality (IAQ) and the condition of the existing heating, ventilating, and air conditioning (HVAC) systems serving State Street Elementary School in Waterbury, CT. HVAC systems will be evaluated based on age, condition, and overall operation of equipment and controls. It is our understanding that the existing systems are relatively new.

State Street Elementary School is a two-story building including the ground level that was originally constructed in 1955. The last major HVAC upgrade was carried out in 2024, with a Daikin air handling unit (AHU) integration and three (3) Daikin dedicated outside air systems (DOAS). The total facility is located at 30a Church Street. State Street Elementary School has a combined optimal capacity of 624 students and staff with a total of thirty-two (32) classrooms, one (1) gymnasium/auditorium, ten (10) administrative/staff offices, and one (1) kitchen/dining facility.

State Street is fitted with two (2) gas fired boilers, three (3) dedicated outside air systems, recessed/ducted fan coil units, and exhaust fans for ventilation. The school is approximately 95% cooled with this equipment, except for storage/closet spaces and toilets.

IES & Freeman performed a site survey that was limited to readily accessible and visible elements only; no destructive testing was performed. To aid in the evaluation, IES & Freeman were given existing drawings and access to the school to inspect all mechanical systems located inside and on the rooftop.

All corrective work recommended herein shall be done in accordance with the latest codes for the State of Connecticut and Department of Public Health, in addition to local regulations and requirements. Additional code references are noted as required by the scope of this evaluation. These codes include, but are not limited to, the International Building Code (IBC), the International Mechanical Code (IMC), NFPA-70 National Electric Code, American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) 62.1, and ASHRAE 90.1.

Section 2:

Mechanical (HVAC) Existing Conditions

2.0 The existing HVAC systems provide heating, cooling, exhaust, and fresh air ventilation to the school. These systems are comprised of gas fired boilers, cabinet unit heaters, radiation panels, radiators, fan coil units, air handling unit, dedicated outdoor air systems, and roof-mounted exhaust fans.

State Street Elementary School has global settings for occupied and unoccupied modes. The occupied heating setpoint is 68°F and cooling setpoint is 72°F. The unoccupied heating setpoint is 65°F and cooling setpoint is 70°F. These setpoint are implemented through the City of Waterbury to ensure all space temperatures are consistent. During the unoccupied period, at night the space temperatures are lowered through the building management schedule for efficiency and saving on energy.

2.1 MECHANICAL ROOM-BOILERS

- The building is currently served by two (2) gas fired boilers (Photo 2.01), both manufactured by Aerco Modulex Unical. The boiler operational status is enabled when outside air temperature reaches 50°F or below. The hot water supply temperature reset is based on outside air temperature of 20°F OA Temp/180°F HWS Setpoint and 60°F OA Temp/140°F HWS Setpoint. The boiler water is circulated through the building by one of the four pumps. The gas boilers are provided with shutoff valves, pressure regulator and a gas cube booster (Photo 2.02) for the proper volume flow rate of gas. The boilers feed the entire building loop to systems such as cabinet unit heaters, radiation panels, and radiators.

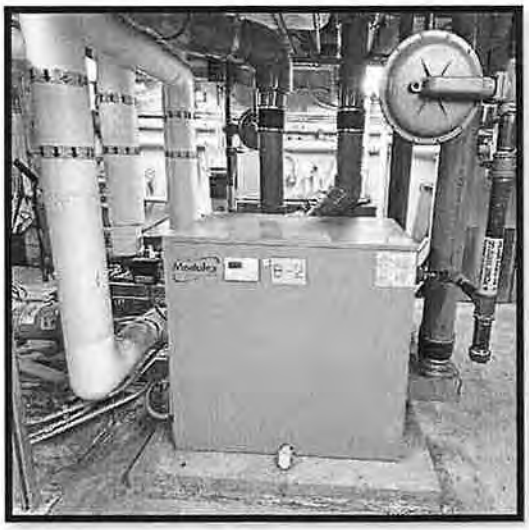


Photo 2.01 – Aerco Modulex Unical Boiler #2



Photo 2.02- Spencer- USA Gas Cube Booster

2.2 MECHANICAL ROOM- HOT WATER HEATERS

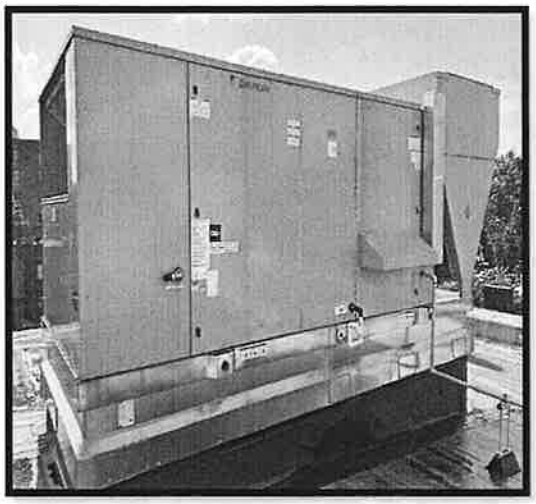
- The building's domestic hot water is supplied by an AO Smith natural gas water heater (Photo 2.03) model number BTH-199 300. The water heater was installed in the boiler room February 2018 and is in good condition. The hot water operating setpoint is 125°F with a holding tank temperature of 118°F. The domestic hot water is tempered by a Leonard thermostatic mixing valve with a Bell & Gossett circulation pump for hot water flow distribution.



Photo 2.03- AO Smith Gas Water Heater GWH-1

2.3 Classrooms

- The classrooms at State Street are approximately 700-1,000 SF in size. All classrooms are cooled and heated with wall mounted radiation and recessed or ceiling ducted fan coil units. The spaces with fan coil units are controlled with Daikin wall mounted controllers with a global temperature setpoint of 72°F. The school building is installed with (3) three Daikin dedicated outside air systems (Picture 2.04) for proper ventilation to classrooms. The wall radiation convectors are the first stage of heating to classrooms, with second stage the fan coil unit. All radiation convectors (Picture 2.05) are aged but well maintained by the facility staff.



Picture 2.04- Daiken DOAS #1



Picture 2.05- Classroom Wall Mounted Radiation

2.4 Kitchen and Dining Hall

- The dining space (Picture 2.07) is installed with three (3) Daikin recessed fan coil units (Picture 2.06) that provides cooling and heating. The kitchen is installed recessed fan coil unit and an exhaust fan for ventilation. The spaces are both controlled by a wall mounted Daikin controller that temperature setpoint is 72°F.



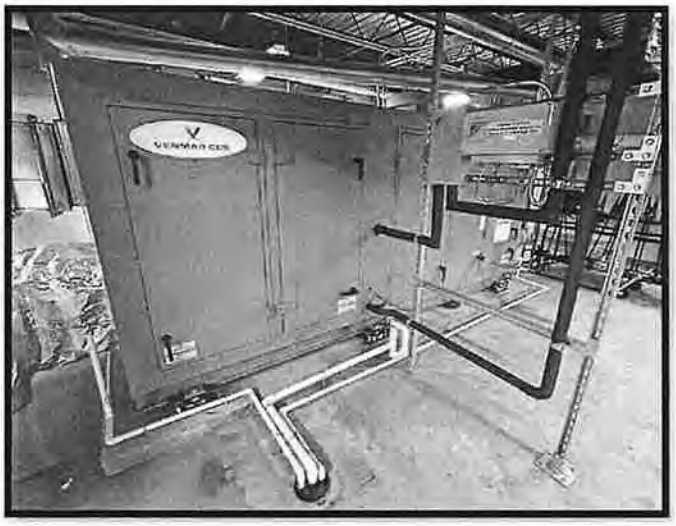
Picture 2.06- Kitchen Facility



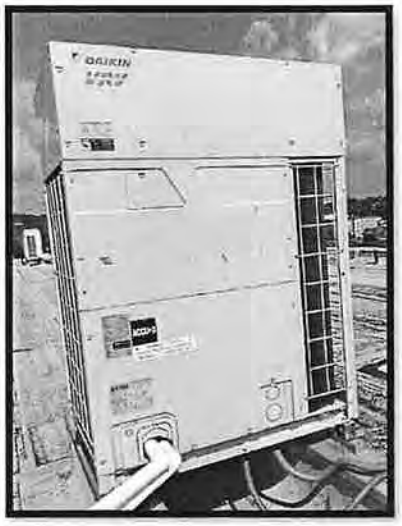
Picture 2.07- Cafeteria/ Dining Hall

2.5 GYMNASIUM

- The gymnasium is served by an air handling unit (AHU-1) located in the upper-level Fan Room 300. The existing AHU-1 (Venmar Ces Unit) was recently retrofitted with a new Daikin coil (DCX) and roof mounted air-cooled heat pump (ACCU). The new upgraded components and ducts will provide cooling, heating, and dehumidification to the gymnasium.



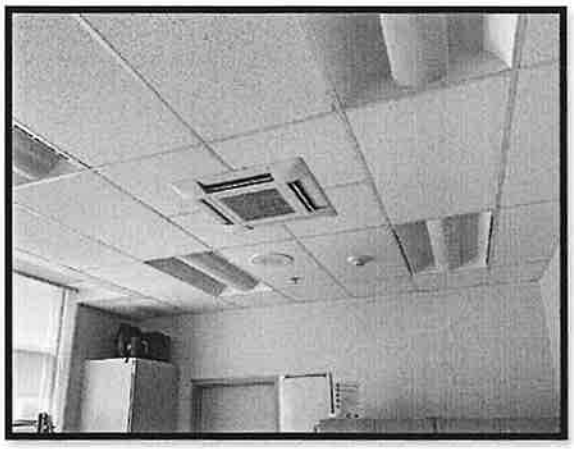
Picture 2.08- Venmar Ces Unit- AHU-1 Service to Gymnasium



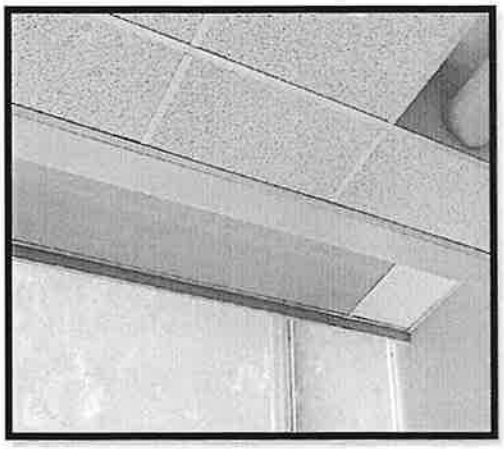
Picture 2.09- Daiken VRV DCX Cooling for AHU-1

2.6 ADMINISTRATIVE/ STAFF OFFICES

- The administrative and staff offices are cooled and heated with ceiling mounted radiant panels and Daikin recessed or ceiling ducted fan coil units. The offices are installed with Daikin wall mounted controllers that are set to temperature of 72°F. During heating season, the radiant panels will provide ambient warmth from the radiant panels hot water that is active from the boiler operation. Should additional heating be required, the fan coil unit will be sequence to heating.



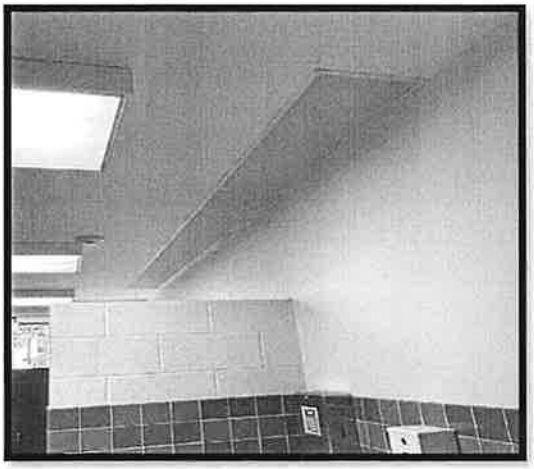
Picture 2.10- Recessed Fan Coil Units



Picture 2.11- Radiant Heating Panels

2.7 RESTROOMS

- The building toilets are heated with ceiling radiation panels and installed exhaust fans for ventilation. During the heating season the wall mounted sensor will activate when temperature falls below 72°F providing heat. The restrooms are installed with exhaust fans providing ventilation.



Picture 2.12- Radiant Heating Panels



Picture 2.13- Radiant Heating Sensor

2.8 CORIDORS

- The corridors and stairwell egress areas are heated with wall mounted radiation and cabinet unit heaters. The stairwell is also installed with recessed fan coil units for cooling and heating.



Picture 2.14- Stairwell Egress Cabinet Unit Heater



Picture 2.15- Corridor Wall Mounted Radiation

2.9 RADON EXHAUST FAN

- The school is installed with two radon exhaust fans that operate 24/7 to remove any gases or contaminants that could be harmful to individuals' health.



Picture 2.16- Radon Exhaust Fan #1



Picture 2.17- Radon Exhaust Fan #2

3.0 Regarding Indoor Air Quality (IAQ) for spaces inside buildings, the best environmental conditions typically develop from outside air that is circulated through equipment that can heat, cool, dehumidify (or sometimes humidify), reheat, and filter the air. This process can be done in many ways and can be accomplished using one piece of equipment, i.e. packaged equipment, or several pieces of equipment. In the case of State Street Elementary school, the process in which this is being accomplished is by using DOAS, and AHU's.

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Studies have shown that when bringing filtered ventilation air into a building, the quality of the air is improved as any contaminated air is diluted by the fresh outside air. Furthermore, the room's main heating and cooling equipment contains the proper air filtration devices for removing any pollutants and particulate matter from recirculated air. An HVAC system's filters will trap matter such as dirt, dust, pollen and mold spore particles. These filters are made of special media that will capture the particles as the air is passed through it. The minimum efficiency reporting value (MERV) rating measures how well a filter will capture any air-borne particles. With a higher MERV rating, such as MERV 10 which is installed, the filter will be more effective and will capture a wider range of particles, including bacteria and viruses.

3.2 VENTILATION EQUIPMENT FOR IAQ

When warm and humid air is drawn into a piece of equipment that is designed for outside ventilation, two things must happen. First, the air is cooled via chilled water coils which forces its thermodynamic properties to reach the saturation point, i.e. 100% relative humidity (RH). At this point, water vapor begins to condense from the air; this process is called dehumidification. The water is collected in a drain pan and then discharged to a code compliant location within the property. As the condensing process continues, the air is further dehumidified and cooled before leaving the cooling coil. Leaving air temperatures are typically around 55˚F dry bulb and 55˚F wet bulb (100% RH). The second thing that must happen when conditioning outside ventilation air, is the reheat process. The air must be reheated to match the setpoint temperature of the space (reheating the air also decreases its RH). If the equipment cannot perfectly match its supply air temperature with the room temperature, it is acceptable as the space will then get some cooling from the ventilation air. Normally, though, the space cooling is left to the actual room air conditioning equipment.

For heating the outside air, there are different methods that can be used for this climate area. The air can be heated with a heat pump, a hot water coil or an indirect gas furnace. State Street Elementary School uses hot water coils inside DOAS and hot water for radiant heat; the heated water comes from the boilers. Humidification of outside air during the winter is typically not required for a building such as a school. It can be provided if requested, but this is typically seen in buildings where humidity control is very important for items being stored, such as museums. IES & Freeman observed this school in the colder temperatures and observed the indoor humidity levels to appear acceptable because a classroom full of students will easily increase the RH of the space; each student occupant gives off both sensible and latent heat. When in heating mode for the winter, the supply air temperature could be higher than the room setpoint temperature, which will provide some actual space heating. Like the ventilation system's cooling mode, this is not an issue. And similarly, the space heating is usually left to the actual room heating equipment.

Section 4:

Mechanical (HVAC) Recommendations

4.1 DOAS- DEDICATED OUTSIDE AIR SYSTEMS

- The Daikin dedicated outdoor air system filters at State Street Elementary School were observed to be installed and in good shape. The DOAS are installed with 2" Grainger replacement filters and VariCel 2+ SC Merv 14 high efficiency filters. As referenced in section 3.1 ventilation air quality is essential in removing airborne dust particles and other containment. The higher efficient MERV filters such as MERV 14 are helpful with bacteria and viruses. It is recommended that any filter replacements be of the same high efficiency to maintain indoor air quality.
- The City of Waterbury should review State Street Elementary School filter schedule every quarter to ensure replacement standards are accomplished by providing exceptional indoor air quality.

4.2 FCU- FAN COIL UNITS

- The Daikin recessed and ducted Fan Coil Units (FCU) should be placed on the schedule of having filters replaced or washed. Most Daikin FCU have washable filters, with some ducted that are replaceable. Although State Street School fan coil units are maintained over the years, vacuuming grills and filter cleaning should be standard practice.

4.3 RETURN GRILLS

- The building ventilation and return grills are sometimes overlooked and not properly vacuumed from dust. Some return grills have filters and require replacement. The ceiling grills should be placed on the schedule for cleaning and filter replacement.

4.4 AIR CLEANING

- Another method for improving indoor air quality is done by air cleaning. Air cleaning is a process that uses technologies like ultraviolet (UV) light, activated carbon and ionic filtration. A system that uses UV light can deactivate viruses, bacteria and other air-borne microorganisms. An activated carbon filter can absorb odors, volatile organic compounds (VOCs), and even some gases. These are more effective at removing pollutants that are not easily captured by efficient filters, such as the HEPA filter. Lastly, the ionic air purifier will use negatively charged ions to

attach to airborne particles, making them heavier and easier to fall out of suspension in the air. These advanced air cleaning technologies are more effective; however, they come with a price. These systems are generally more expensive, which is why, in the past, they were seen in buildings and spaces where control of pollutants is necessary, such as hospitals, operating rooms, clean rooms, etc.

END OF REPORT.

INNOVATIVE ENGINEERING SERVICES, LLC

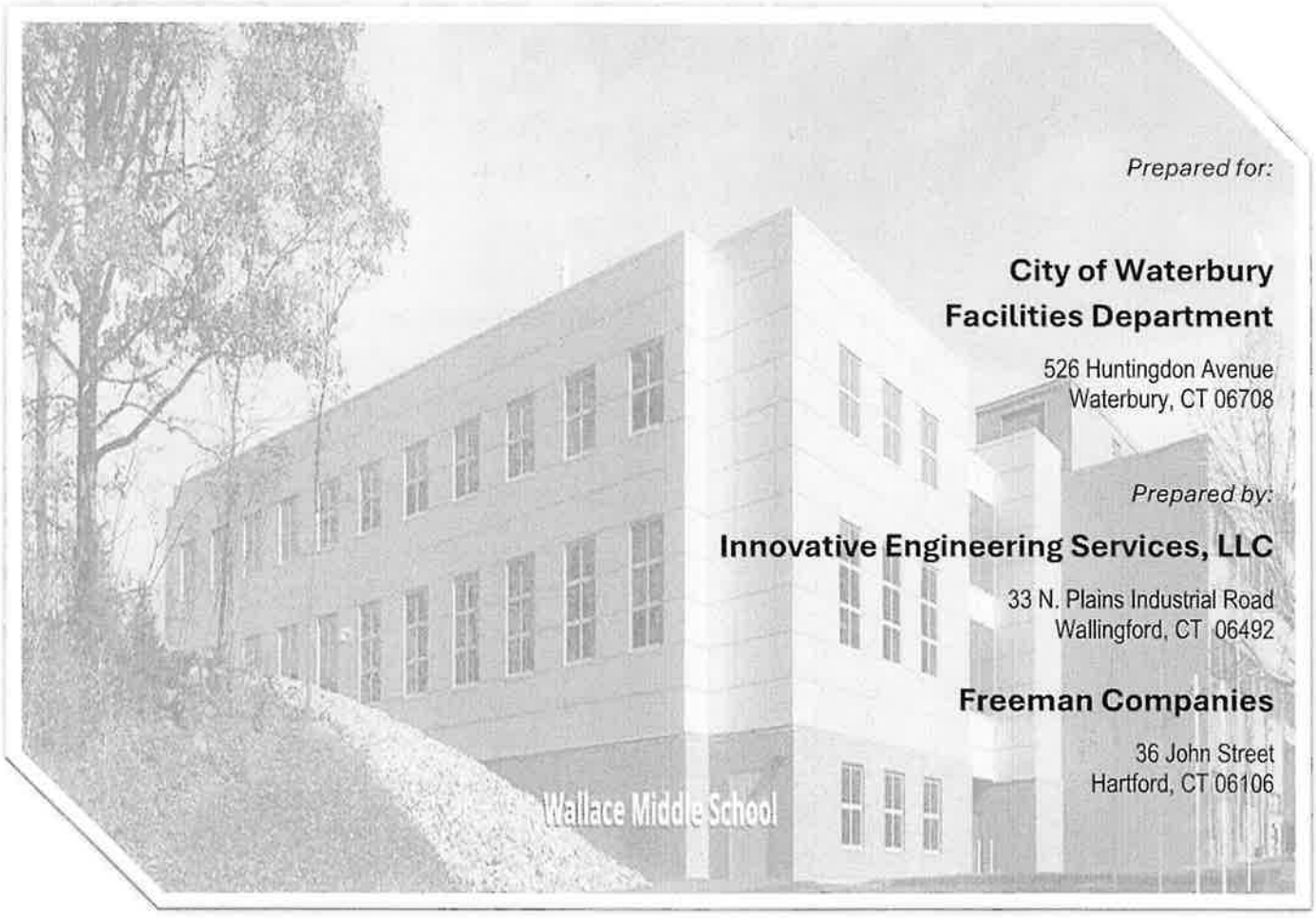
AN INTEGRATED ENGINEERING + DESIGN FIRM

FREEMAN COMPANIES

IAQ Study

for:

Wallace Middle School



Prepared for:

City of Waterbury
Facilities Department

526 Huntingdon Avenue
Waterbury, CT 06708

Prepared by:

Innovative Engineering Services, LLC

33 N. Plains Industrial Road
Wallingford, CT 06492

Freeman Companies

36 John Street
Hartford, CT 06106

NOVEMBER 2025

IES Project Number: 25087

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Timeline

Project Dates of Importance

Schedule Reference	Date
Project Start Date	August 12th, 2025
HVAC Site Inspection	September 25th, 2025
Completion Date	November 18th, 2025

Section 1:

Introduction

1.0 Innovative Engineering Services LLC and Freeman Companies LLC were retained to evaluate the current Indoor Air Quality (IAQ) and the condition of the existing heating, ventilating, and air conditioning (HVAC) systems serving Wallace Middle School in Waterbury, CT. HVAC systems will be evaluated based on age, condition, and overall operation of equipment and controls. It is our understanding that the existing systems are partially new and partially old.

Wallace Middle School is a public middle school located in the east end of the city of Waterbury, Connecticut. It has an enrollment of approximately 1,062 students and shares building space with Crosby High School in an area referred to as the Bergin Complex. Wallace Middle School is a three-level building. The building has a gymnasium, pool, auditorium, and cafeteria that is shared between both schools. On the Wallace side, there is a media center, administrative offices, classrooms, and mechanical rooms. A 27,000-sf addition was completed in 2014, this includes a media center, computer lab, science labs, and general classrooms, and 15,000 sf of renovated and reconfigured space includes science classrooms, conference rooms, a principal's suite, several administrative offices, as storage space.

The Bergin Complex is fitted with two (2) gas fired steam boilers, two (2) gas fired hot water heaters, two (2) chillers. On the Wallace side there are four (4) air handler units, three (3) rooftop unit, three (3) ERU's, exhaust fans, radon fans, cabinet unit heaters,

IES & Freeman performed a site survey that was limited to readily accessible and visible elements only; no destructive testing was performed. To aid in the evaluation, IES & Freeman were given existing drawings and access to the school to inspect all mechanical systems located inside and on the rooftop.

All corrective work recommended herein shall be done in accordance with the latest codes for the State of Connecticut and Department of Public Health, in addition to local regulations and requirements. Additional code references are noted as required by the scope of this evaluation. These codes include, but are not limited to, the International Building Code (IBC), the International Mechanical Code (IMC), NFPA-70 National Electric Code, American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) 62.1, and ASHRAE 90.1.

Section 2:

Mechanical (HVAC) Existing Conditions

2.0 The existing HVAC systems provide heating, cooling, exhaust, and fresh air ventilation to the school. These systems are comprised of gas fired steam boilers, cabinet unit heaters, chillers, air handler units, variable air volume boxes, and roof-mounted exhaust fans.

Wallace Middle School has global settings for occupied and unoccupied modes. The occupied heating setpoint is 68°F and cooling setpoint is 70°F. This school shares main heating/cooling equipment and common spaces with Crosby High School, that area is known as the Bergin Complex. The unoccupied heating setpoint is 60°F and cooling setpoint is 80°F. These setpoint are implemented through the City of Waterbury to ensure all space temperatures are consistent. During the unoccupied period, at night the space temperatures are lowered through the building management schedule for efficiency and saving on energy.

The following section describes, in detail, each system component and its associated make, model, size, quantity, fuel type, and operation. Please be advised that certain parameters may not have been available for some of the existing equipment. This is due to lack of space, available information, or specific equipment models having been retired, discontinued and/or superseded.

2.1 CLASSROOMS/ ADMINISTRATIVE/ STAFF OFFICES

- The classrooms (Picture 2.01) at Wallace Middle School are approximately 500-1,000 SF in size. The classrooms and offices are cooled and heated by air handler units and equipment listed as hot decks and a cold deck. The units are listed as AH-6, AH-7, AH-8, and AH-9. These units are equipped with a steam coil and a chilled water coil. These units are capable of providing fresh air into the space and exhausting air from the space. The hot and cold decks have a louver that can provide cooling and heating in separate areas of the space off of each air handler unit. These units were replaced newly in 2024 but kept the existing return duct and are equipped with a hot water heating coil and a chilled water coil. These units are capable of providing fresh air into the space. In these spaces there are radiant baseboards. The classrooms and offices are cooled and heated by air handler units and equipment listed as a hot deck and a cold deck. This has a louver that can provide cooling and heating in separate areas of the space off of each air handler unit. These classrooms have a global set point of 72-degree occupied heating setpoint, 74-degree cooling setpoint and an unoccupied heating set point of 60-degree and an unoccupied cooling set point of 80-degree.



Picture 2.01- Classrooms

2.2 SCIENCE WING

- Then science labs are located on the third floor of the 27,000 SF addition that was completed in 2014. These rooms are served by variable air boxes that are connected to a roof top unit listed as RTU-1 (Picture 2.02). These spaces also have radiant heat. The science labs have energy recovery units listed as ERU-2 and ERU-3. These units are responsible for adding fresh air and exhausting return air from RTU-1. The science labs are also equipped with exhaust fans listed as EF-2 and EF-3, these fans provide the necessary ventilation required by the space.



Picture 2.02- RTU-1

2.3 MEDIA CENTER

- The media center (Picture 2.03) is located on the addition side on the second floor. This space is served by two variable air volume boxes connected to RTU-1. This space also has radiant heat.



Picture 2.03- Media Center

2.4 CORIDORS AND HALLWAYS

- The corridors and hallways (Picture 2.04) are served by variable air boxes connected to RTU-1 which uses natural gas as a fuel. The hallways leading towards the addition has radiant panels that are supplied with hot water from the hot water heaters.



Picture 2.04- Corridors & Hallways

2.5 STAIRWELLS

- On the existing side of Wallace there are four stair wells listed as Stair 1, stair 2, stair 3, and stair 4. These spaces are served by hot and cold decks that connect to air handler units. On the addition side there are two stair wells listed as stair #6 and stair #7. These spaces are served by RTU-2 and RTU-3 and cabinet unit heaters.

2.6 COMPUTER LAB

- The computer lab is located on the second floor of the addition side of the building. This unit is served by a variable air volume box connected to RTU-1. This space also has radiant heat.

2.7 CAFETERIA

- Wallace Middle School has its own cafeteria that is served by an air handling unit listed as AH-10. This unit is equipped with a steam coil and a chilled water coil. These units are capable of providing fresh air into the space and exhausting air from the space. The hot and cold decks have a louver that can provide cooling and heating in separate areas of the space off of each air handler unit. These units were replaced newly in 2024 but kept the existing return duct and are equipped with a hot water heating coil and a chilled water coil.

2.8 ERU'S

- IES & Freeman observed two ERU's (energy recovery units) that served the science labs. These units capture and reuses energy from exhaust air to improve energy efficiency and indoor climate control in buildings. These units are commanded on when the associated RTU is on and the associated lab exhaust fan is off.

2.9 SCIENCE LAB EXHAUST FANS

- IES & Freeman observed tubular centrifugal fans appearing to be installed and working in good condition, these fans have an efficient conical nozzle designed to propel fumes safely away from the building. These exhaust fans serve the science labs for Wallace Middle School and are listed as EF-2 and EF-3.

Section 3:

Indoor Air Quality (IAQ)

3.0 Regarding Indoor Air Quality (IAQ) for spaces inside buildings, the best environmental conditions typically develop from outside air that is circulated through equipment that can heat, cool, dehumidify (or sometimes humidify), reheat, and filter the air. This process can be done in many ways and can be accomplished using one piece of equipment, i.e. packaged equipment, or several pieces of equipment. In the case of Wallace Middle School, the process in which this is being accomplished is by using AHU's and exhaust fans.

In the building industry, this fresh, outside air is called ventilation air. For building ventilation in the northeast region of the United States, the equipment must utilize the refrigeration cycle, which is also known as refrigerating or air conditioning. Other methods of cooling, such as evaporative cooling, rely on the thermodynamic adiabatic saturation process of air. During this process, air gives up its heat to the water, causing the water to evaporate into vapor (essentially steam) while the air's dry bulb temperature decreases. However, even though the air temperature decreases, it has higher relative humidity and a higher humidity ratio. This style of cooling is well suited for climates out west, where the outdoor conditions are hot and dry. In that region, after the air undergoes evaporative cooling, it enters the building at a lower temperature and comfortable humidity level. If this method is employed in CT, the air that is already humid will enter the building with even more humidity; this will cause very uncomfortable conditions for staff and students. Thus, mechanical cooling via refrigeration must be used. In addition to conditioning the air, efficient filtration measures must also be in place. Ventilation and filtration measures are governed by the International Code Council (ICC), the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), the Center for Disease Control (CDC), the U.S. Green Building Council (USGBC), the United States Environmental Protection Agency (US EPA), and the American National Standards Institute (ANSI). These organizations provide codes, guidelines and recommended design data for the ventilation of buildings. According to the US EPA, indoor air quality is improved by increased ventilation, filtration and air cleaning.

3.1 VENTILATION AIR QUANTITY AND FILTRATION FOR IAQ

The quality of indoor air has always been important to HVAC engineers who are in the building industry. ASHRAE sets the standard for the required amount of ventilation air for each space type within a building. For example, a school classroom must be provided with 10 cubic feet per minute (CFM) per person and 0.12 CFM per square foot of floor area. A science laboratory must have 10 CFM per person and 0.18 CFM per square foot of ventilation air. In addition, values are provided for recommended occupant densities for each space type. Again, for example, a school classroom (ages 5 to 8) should have an occupant density of 25 students per 1,000 SF. Using this information, ventilation calculations are performed, and the HVAC systems are designed to provide the proper amount of ventilation air to each space within a building.

Studies have shown that when bringing filtered ventilation air into a building, the quality of the air is improved as any contaminated air is diluted by the fresh outside air. Furthermore, the room's main heating and cooling equipment contains the proper air filtration devices for removing any pollutants and particulate matter from recirculated air. An HVAC system's filters will trap matter such as dirt, dust, pollen and mold spore particles. These filters are made of special media that will capture the particles as the air is passed through it. The minimum efficiency reporting value (MERV) rating measures how well a filter will capture any air-borne particles. With a higher MERV rating, such as MERV 10 which is installed, the filter will be more effective and will capture a wider range of particles, including bacteria and viruses.

3.2 VENTILATION EQUIPMENT FOR IAQ

When warm and humid air is drawn into a piece of equipment that is designed for outside ventilation, two things must happen. First, the air is cooled via chilled water coils which forces its thermodynamic properties to reach the saturation point, i.e. 100% relative humidity (RH). At this point, water vapor begins to condense from the air; this process is called dehumidification. The water is collected in a drain pan and then discharged to a code compliant location within the property. As the condensing process continues, the air is further dehumidified and cooled before leaving the cooling coil. Leaving air temperatures are typically around 55°F dry bulb and 55°F wet bulb (100% RH). The second thing that must happen when conditioning outside ventilation air, is the reheat process. The air must be reheated to match the setpoint temperature of the space (reheating the air also decreases its RH). If the equipment cannot perfectly match its supply air temperature with the room temperature, it is acceptable as the space will then get some cooling from the ventilation air. Normally, though, the space cooling is left to the actual room air conditioning equipment.

For heating the outside air, there are different methods that can be used for this climate area. The air can be heated with a heat pump, a hot water coil or an indirect gas furnace. Wallace Middle School uses natural gas steam boilers; the heated water comes from the boilers. Humidification of outside air during the winter is typically not required for a building such as a school. It can be provided if requested, but this is typically seen in buildings where humidity control is very important for items being stored, such as museums. IES & Freeman observed this school in the colder temperatures and observed the indoor humidity levels to appear acceptable because a classroom full of students will easily increase the RH of the space; each student occupant gives off both sensible and latent heat. When in heating mode for the winter, the supply air temperature could be higher than the room setpoint temperature, which will provide some actual space heating. Like the ventilation system's cooling mode, this is not an issue. And similarly, the space heating is usually left to the actual room heating equipment.

Section 4:

Mechanical (HVAC) Recommendations

4.1 RETURN DIFFUSER

- The building ventilation and return grills are sometimes overlooked and not properly vacuumed from dust. The ceiling grills should be placed on the schedule for cleaning. The return grills are likely to become dirtier faster because they are pulling air directly from the space. Cleaning these can pro-long filter life.

4.2 AHU'S- AIR HANDLING UNITS

- To ensure good indoor air quality (IAQ), the City of Waterbury must pay particular attention to maintaining and documenting IAQ to ensure occupant comfort and to meet industry and government regulatory standards. IES & Freeman recommend cleaning the inside of the ducts as they were seen to have debris in them and because the return duct is existing to the original AHU's.

4.3 VAV BOXES- VARRIABLE AIR VOLUME BOXES

- IES & Freeman could not get visual identification of the units as they are above the ceiling. Because of that IES & Freeman could not verify if these units do have filters and the condition of them. If they do, then it is recommended that they are changed quarterly. The VAV boxes are supplied with re-heat coils. It is recommended that these coils are maintained to be clean to provide proper IAQ.

4.4 AIR CLEANING

- Another method for improving indoor air quality is done by air cleaning. Air cleaning is a process that uses technologies like ultraviolet (UV) light, activated carbon and ionic filtration. A system that uses UV light can deactivate viruses, bacteria and other air-borne microorganisms. An activated carbon filter can absorb odors, volatile organic compounds (VOCs), and even some gases. These are more effective at removing pollutants that are not easily captured by efficient filters, such as the HEPA filter. Lastly, the ionic air purifier will use negatively charged ions to attach to airborne particles, making them heavier and easier to fall out of suspension in the air. These advanced air cleaning technologies are more effective; however, they come with a price. These systems are generally more expensive, which is why, in the past, they were seen in buildings and spaces where control of pollutants is necessary, such as hospitals, operating rooms, clean rooms, etc.

4.5 CEILING TILES

- There were many signs of water damage to the ceiling tiles throughout the third floor of the building. Leaving these could pose a health risk because mildew can thrive in water damaged ceiling tiles. This could introduce harmful contaminants into the air that can be picked up from the HVAC system and spread to other parts of the building leading to negative effects to IAQ. There are many ways that these tiles could get damaged, some of the ways include but are not limited to leaky HVAC components, leaks from plumbing lines/ equipment, or roof leaks. It appears that since the majority of the ceiling tile damage is on the third floor, the most likely cause is from the roof. IES & Freeman observed the roof to be aged could be original to the building making the roof around 40 years old. IES & Freeman recommends that the City of Waterbury not only replaces the ceiling tiles but investigates how these tiles got damaged in the first place.

END OF REPORT.

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 8, 2026

Kyra Watt
93 Elmwood Ave.
Waterbury, CT 06710

Dear Ms. Watt:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional I (Req. #20260159) at $19.53 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, May 21, 2026 at 9:15 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be May 22, 2026 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 8, 2026

Sidney Boles
155 Plaza Ave., Apt. #1
Waterbury, CT 06710

Dear Ms. Boles:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education – Food Service for the position of Cook (Req. #20260330) at $18.58 per hour. Please contact Adam Shaban, Director of Food Service at (203) 574-8195 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be May 14, 2026 at your regular scheduled time.

We have scheduled your orientation for Thursday, May 21, 2026 at 9:15 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

.

Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Adam Shaban, Director of Fd Service
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 13, 2026

Joseph Giampetruzzi
448 Highland Dr.
Waterbury, CT 06708

Dear Mr. Giampetruzzi:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Attendance Counselor (Req. #20260573) at $24.93 per hour. Please contact Robert Johnston, Principal @ Kennedy High School at (203) 574-8150 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, May 21, 2026 at 9:15 a.m. at the Department of Education Training Room located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be May 22, 2026 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education
Dr. Schwartz, Supt of Schools
Robert Johnston, Princ @ Kennedy HS
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 19, 2026

Alexa Rudel
350 Bristol St. Ext., Apt. A8
Waterbury, CT 06708

Dear Ms. Rudle:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education – Food Service for the position of Food Service Helper (Req. #20260356) at $16.94 per hour. Please contact Adam Shaban, Director of Food Service at (203) 574-8195 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, May 21, 2026 at 9:15 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be May 22, 2026 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

.

Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Adam Shaban, Director of Fd Serv
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 20, 2026

Robert Byrd
74 Citizens Ave.
Waterbury, CT 06704

Dear Mr. Byrd:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #20260452) at $18.58 per hour. Please contact Mike Konopka, School Inspector at (203) 574-8000 ext. 11221 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be May 28, 2026 at your regular scheduled time.

We have scheduled your orientation for Thursday, June 4, 2026 at 9:15 a.m. at the Department of Education Training Room, located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Mike Konopka, School Inspector
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 20, 2026

Elsa Lopes
55-B Enoch St.
Waterbury, CT 06705

Dear Ms. Lopes:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #20260605) at $18.58 per hour. Please contact Mike Konopka, School Inspector at (203) 574-8000 ext. 11221 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be May 28, 2026 at your regular scheduled time.

We have scheduled your orientation for Thursday, June 4, 2026 at 9:15 a.m. at the Department of Education Training Room, located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Mike Konopka, School Inspector
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 20, 2026

Kyle Henry
13 Poplar Place, Apt. 3
Waterbury, CT 06708

Dear Mr. Henry:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #20260594) at $18.58 per hour. Please contact Mike Konopka, School Inspector at (203) 574-8000 ext. 11221 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, June 4, 2026 at 9:15 a.m. at the Department of Education Training Room, located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be June 5, 2026 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Mike Konopka, School Inspector
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 21, 2026

Jette Trueheart
172 Chestnut Ave.
Waterbury, CT 06706

Dear Ms. Trueheart:

Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20260325) at $21.49 per hour.

Your official start date in this position will be May 28, 2026.

Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Your new probationary period in accordance with your applicable contract will be 3 months in duration. The department head will be responsible for executing your probationary evaluation no later than 3 months from your first day in your new position.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc: Board of Education
Dr. Schwartz, Supt. of Schools
Wendy Johns, Director of Pupil Serv.
Tracie Menzies, Asst. Director of Pupil Serv.
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 21, 2026

Sheilyn Zayas
161 Scott Rd.
Waterbury, CT 06705

Dear Ms. Zayas:

Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20260475) at $21.49 per hour.

Your official start date in this position will be May 28, 2026.

Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Your new probationary period in accordance with your applicable contract will be 3 months in duration. The department head will be responsible for executing your probationary evaluation no later than 3 months from your first day in your new position.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc: Board of Education
Dr. Schwartz, Supt. of Schools
Wendy Johns, Director of Pupil Serv.
Tracie Menzies, Asst. Director of Pupil Serv.
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 22, 2026

Maryann McKay
131 Atwood Avenue
Waterbury, CT 06705

Dear Ms. McKay:

Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20260570) at $25.48 per hour.

Your official start date in this position will be May 28, 2026.

Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Your new probationary period in accordance with your applicable contract will be 3 months in duration. The department head will be responsible for executing your probationary evaluation no later than 3 months from your first day in your new position.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/nw
cc: Board of Education
Dr. Schwartz, Supt. of Schools
Wendy Johns, Director of Pupil Serv.
Tracie Menzies, Asst. Director of Pupil Serv.
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

May 22, 2026

Mary Oley
51 Tracy Avenue
Waterbury, CT 06706

Dear Ms. Oley:

Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20260608) at $22.27 per hour.

Your official start date in this position will be May 28, 2026.

Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Your new probationary period in accordance with your applicable contract will be 3 months in duration. The department head will be responsible for executing your probationary evaluation no later than 3 months from your first day in your new position.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/nw
cc: Board of Education
Dr. Schwartz, Supt. of Schools
Wendy Johns, Director of Pupil Serv.
Tracie Menzies, Asst. Director of Pupil Serv.
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 1, 2026

Ebner Calo Valdes
5 Tottenham Ct.
Wolcott, CT 06716

Dear Mr. Ebner:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education – Special Education for the position of Administrative Associate II (Req. #20260422) at $20.96 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

Your first day reporting your new department/supervisor will be July 9, 2026 at your regular scheduled time

We have scheduled your orientation for Thursday, July 16, 2026 at 9:15 a.m. at the Department of Education Training Room located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education
Darren Schwartz, Supt of Schools
Wendy Johns, Director of Pupil Serv.
Tracie Menzies, Asst. Director of Pupil Servc
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 1, 2026

Mark Angeletti
389 South Main St., Unit 4
Seymour, CT 06483

Dear Mr. Angeletti:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional I (Req. #20260158) at $19.53 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, June 4, 2026 at 9:15 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City Your first day reporting to your new department/supervisor will be June 5, 2026 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 1, 2026
(REVISED)

Robert Byrd
74 Citizens Ave.
Waterbury, CT 06704

Dear Mr. Byrd:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #20260452) at $18.58 per hour. Please contact Mike Konopka, School Inspector at (203) 574-8000 ext. 11221 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, June 18, 2026 at 9:15 a.m. at the Department of Education Training Room, located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be June 22, 2026 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

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Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Mike Konopka, School Inspector
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 3, 2026

Jennifer Marino
79 Shadybrook Lane
Waterbury, CT 06706

Dear Ms. Marino:

Your name is being certified to the Department of Education for the position of Director of Personnel – Talent Management (Req. #2020633) at $150,000 per year.

Your official start date in this position will be June 11, 2026.

Please contact Darren Schwartz, Superintendent of Schools at (203) 574-8000 ext 11243 with any questions you may have in regards to this position.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Your new probationary period in accordance with your applicable contract will be 3 months in duration. The department head will be responsible for executing your probationary evaluation no later than 3 months from your first day in your new position.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc: Board of Education
Dr. Schwartz, Supt. of Schools
Juan Mendoza, Dpty Supt of Schools
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 3, 2026

Suzan Dennis Strickland
57 Burr St.
Waterbury, CT 06708

Dear Ms. Dennis Strickland:

Your name is being certified to the Department of Education – Food Service for the position of Cook Lead (Req. #20260308) at $21.71 per hour.

Your official start date in this position will be June 4, 2026.

Please contact Adam Shaban, Director of Food Service at (203) 574-8195 with any questions you may have in regards to this position.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc: Board of Education
Dr. Schwartz, Supt. of Schools
Adam Shaban, Director of Fd Serv.
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 3, 2026

Tabitha Figueroa
60 Chipman St.
Waterbury, CT 06708

Dear Ms. Figueroa:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional I (Req. #20260174) at $19.53 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be June 11, 2026 at your regular scheduled time.

We have scheduled your orientation for Thursday, June 18, 2026 at 9:15 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

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Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Dr. Schwartz, Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 4, 2026

Stephen Ezzo
40 Hadley St.
Oakville, CT 06779

Dear Mr. Ezzo:

Your name is being certified to the Department of Education for the position of Carpenter Foreperson (Req. #20240163) at $31.58 per hour.

Your official start date in this position will be June 11, 2026.

Please contact Mike Konopka, School Inspector at (203) 574-8000 ext 11221 with any questions you may have in regards to this position.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc: Board of Education
Dr. Schwartz, Supt. of Schools
Mike Konopka, School Insp.
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission

June 5, 2026

Fernanda Vitinio-Villarreal
39 Fox St., Apt. 1
Waterbury, CT 06708

Dear Ms. Vitinio-Villarreal:

This is to inform you that your request for a voluntary demotion to a Food Service Worker (Req. #20260394) in the Department of Education – Food Service has been approved. Your rate of pay in this new assignment will be $18.63 per hour.

Your official start date in this position was June 4, 2026.

I hope that you are happy in your new assignment.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd

cc: Board of Education
Dr. Schwartz, Supt. of Schools
Adam Shaban, Director of Fd Servc
File