

# Administrative Staff Checklist

## GENERAL CLEANLINESS

Regular and thorough cleaning is important to ensure good indoor air quality. Unsanitary conditions attract insects and vermin, leading to possible indoor air quality (IAQ) problems from animal or insect allergens or pesticide use. The presence of dirt, moisture, and warmth also stimulates the growth of molds and other microbiological contaminants. While janitors or custodians typically clean administrative offices, you can also play an important role in promoting and maintaining office cleanliness.

### Confirm that the office area is cleaned properly

- Make sure that the office is dusted/vacuumed thoroughly and regularly
- Make sure that trash is removed daily
- Make sure that food is not kept in offices overnight
- Look for signs of pests
  - ◇ Office is cleaned thoroughly and properly
  - Need help with office cleaning or pest control

### Clean spills promptly

- For spills on carpets involving more than a quart of liquid, contact custodial staff immediately (carpets need to be cleaned, dried, and disinfected within 24 hours).

- Request that unit ventilator filter be replaced if spilled liquid goes into unit (see drawing in *IAQ Backgrounder*)
- Report previous spills on carpets or in unit ventilators because they can affect current indoor air quality
  - ◇ No significant spills
  - Need help with cleaning spill

## DRAIN TRAPS

Drain traps, if present, can become a problem when the water in the drain trap evaporates due to infrequent use, allowing sewer gases to enter the room.

### Fill drain traps in your area each week

- Pour water down floor drains (approx. 1 quart of water)
- Run water in sinks (approx. 2 cups of water)
- If not regularly used, flush toilets at least once each week
  - ◇ Drain traps are filled regularly
  - Need help filling drain traps regularly

## EXCESS MOISTURE

Excess moisture contributes to the growth of mold and mildew which causes odors and other IAQ problems. Excess moisture is the result of conden-

### This checklist discusses seven major topic areas:

- General Cleanliness
- Drain Traps
- Excess Moisture
- Thermal Comfort
- Local Exhaust Fans
- Ventilation
- Printing and Duplicating Equipment

### Instructions:

1. Read the *IAQ Backgrounder*.
2. Read each item on this Checklist
3. Check the diamond(s) as appropriate or check the circle if you need additional help with an activity
4. Return this checklist to the IAQ Coordinator and keep a copy for future reference.

Name:

Room or Area:

School:

Date Completed:

Signature:

sation on cold surfaces, leaking or spilled liquid, or excess humidity.

#### **Check for condensate (condensed water, or "fog") on cold surfaces**

- Window glass, frames or sills
- Plumbing (pipes and fixtures)
- Inside surfaces of exterior walls
  - ◇ No condensate
  - Excess condensate found

#### **Check for leaks (or signs of wetness) from plumbing or roof**

- On ceiling tiles and walls (discolored patches may indicate periodic leaks)
- Around and under sinks
- In lavatories
  - ◇ No leaks or signs of moisture
  - Found leaks or signs of moisture

### **THERMAL COMFORT**

Temperature and relative humidity can affect comfort and indoor air quality. Changing thermostat settings or opening windows to try to control temporary fluctuations in temperature can worsen comfort problems and also have an adverse effect on other parts of the school. Comfort for all occupants is a worthy objective, but due to various comfort requirements and clothing levels among occupants, a more practical goal is assuring that at least 80% of the occupants are comfortable.

#### **Check comfort factors**

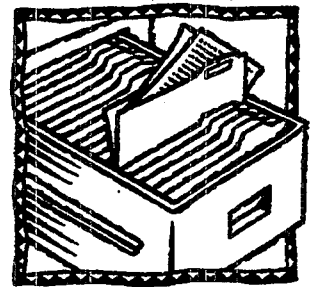
- Temperature (generally 72°F to 76°F)
- Draftiness
- Sunlight shining directly on occupants
- Humidity is too high (typically if higher than 60% relative humidity [R.H.] or too low (typically if lower than 30% R.H.)
  - ◇ Room typically comfortable
  - Need help, room frequently uncomfortable

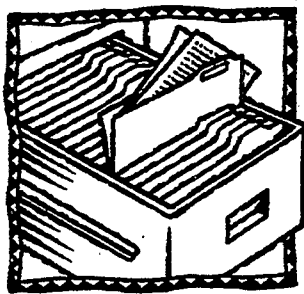
### **LOCAL EXHAUST FANS**

Local exhaust fans can be used to prevent air pollutants from accumulating in, or spreading beyond, the local area or room where pollutants are generated. A local exhaust fan can be linked to the operation of a particular piece of equipment (such as a duplicator) or used to treat an entire room (such as a smoking room or custodial closet).

#### **Determine if activities generate air pollutants and whether the room or area is equipped with local exhaust fans**

- Typical office activities that generate air pollutants include: smoking, operation of some office equipment and food preparation and eating
- If there are no activities that generate air pollutants, then you do not need a local exhaust fan





- Local exhaust fans should be considered for the school nurse's office to help prevent the spread of germs throughout the school
  - ◇ No major pollutant generating activities
  - ◇ Have local exhaust fan(s)
  - Need local exhaust fan(s)

**Confirm that local exhaust fans (if any) function properly**

- Check for air flowing in the proper direction when fans are switched on (use chemical smoke obtained from the IAQ coordinator, or pieces of tissue)
- Odorous pollutants seem to be properly removed
- Fan is too noisy to use
  - ◇ Local exhaust fans function
  - Need help evaluating or fixing fan(s)

**Confirm that fans are used whenever activities that generate air pollutants take place**

- Conduct pollutant generating activities only when the exhaust fan(s) is on
  - ◇ Fans are used properly
  - Fans are not used properly

**VENTILATION**

Ventilation is the process by which stale indoor air is exhausted to the outside and outside air is drawn into

the building. Your building may have mechanical and/or natural ventilation (i.e., windows). Improperly operated or poorly maintained ventilation systems may cause IAQ problems. Odors may indicate a ventilation problem. The ventilation system can carry air pollutants from another location in the school to your area.

**Determine how your office is ventilated**

- Locate unit ventilators (if any)
- Locate air supply and return vents (if any)
- Determine whether your windows (if any) are operable
  - ◇ Located the unit ventilator
  - ◇ Located air supply and return vents
  - ◇ Windows are operable
  - Need help determining type of ventilation

**If you have mechanical ventilation, confirm that air is flowing into the room from the air supply vent(s)**

- Check for airflow by holding a tissue or strip of lightweight plastic near the air supply vent(s); if air is flowing, the plastic or tissue will flutter away from the supply vent
- Make sure that the airflow is not diverted or obstructed by books, papers, furniture, curtains, or other obstacles. Never place anything on top of unit ventilators
  - ◇ No problem, air is flowing without obstruction

No supply air or need help removing obstruction

**If you have mechanical ventilation, confirm that air is flowing from the room into the air return grilles**

- Check for airflow at air return grilles in the same manner as the previous activity. If air is flowing, the plastic or tissue will be pulled toward the air return grilles. Alternatively, a piece of plastic or tissue that nearly covers the grille will stick to the face of the grilles if air is flowing

- Make sure that the airflow is not diverted or obstructed by books, papers, furniture, curtains, etc.

No problem, air is flowing without obstruction

No exhaust air or need help removing obstruction

**Check for unexplained odors**

- Vehicle exhaust
- Kitchen/food
- "Chemical" smell
- Mold or mildew

No problem, never detect any odors.

Need help, sometimes smell odors

## PRINTING/DUPLICATING EQUIPMENT

Printing and duplicating equipment can generate indoor air pollutants. Common types of duplicating and printing

equipment include: photocopiers, spirit duplicating machines, mimeograph machines, diazo dyeline (blueprint) machines, electronic stencil makers and computer (laser) printers. Spirit duplicating machines and diazo dyeline (blueprint) machines present particular IAQ problems due to the presence of methyl alcohol and ammonia, respectively. Local exhaust and ventilation is important (see the previous activities).

**Confirm that the equipment functions properly**

- Equipment does not leak
- No odors detected
- Equipment is regularly maintained
- No complaints from individuals who are exposed to the equipment

Equipment functions properly

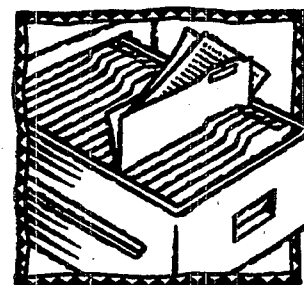
Need help determining whether equipment functions properly

**Minimize staff and student exposure to equipment**

- Equipment is located in a well ventilated area with sufficient outdoor air
- Spirit duplicating equipment and diazo dyeline copiers should be located in separate room with a fan to exhaust air to the outside

Equipment is located in well ventilated area or separate room with appropriate local exhaust

Need help moving equipment or minimizing exposure



**NO PROBLEMS TO REPORT.** I have completed all activities on this Checklist, and I do not need help in any areas.