



Walkthrough Inspection Checklist

This checklist is to aid during an IAQ Walkthrough of the school. The checklist includes considerations both inside and outside the school building:

Instructions:

1. Read the *IAQ Background* and the information in this section.
2. For each area use the checklist hints to guide your observations. Note any obvious potential problems, including description and location. Use additional paper if necessary.
3. Return the checklist to the IAQ Coordinator and keep a copy for future reference.

Name:

Room or Area:

School:

Date Completed:

Signature:

The Walkthrough Inspection is not intended to be an intensive, detailed, or costly inspection, but rather a quick overview of the conditions that affect the quality of air within your school. You may wish to have someone who is familiar with the operation of the building, such as a facility operator or custodian, assist you during the inspection. The Walkthrough Inspection is part of the IAQ Management Plan. While some schools wait until the initial parts of the Plan have been completed, some schools have had success "jump-starting" their program by beginning with a quick walkthrough and taking immediate action where the potential problems are obvious and easy to correct.

During your walkthrough inspection, you can learn a lot by using your sense of sight, smell, feeling, and hearing to gain information on factors which affect indoor air quality. You may even be able to make immediate corrections!

Observe the general level of cleanliness in classrooms and mechanical rooms. Look for pollutant sources such as mold, improperly stored chemicals, or excessively dirty air filters and ducts. Look for signs of water damage which may point to an underlying problem which increases the chance of biological contaminants. And look for blocked airflows such as those caused by books or papers on top of unit ventilators or plywood covering outdoor air intakes.

Smell for unique or objectionable odors—including mold, mildew, and

"chemical" smells—as you move from room to room. Note any potential sources of these odors.

Feel for uncomfortable air temperatures, drafts, and high or low humidity, and feel for air flowing into and out of grilles and air vents.

Listen to the concerns of school occupants regarding IAQ. Do they provide clues to problems such as using their own pest spray to control pests, or turning off the unit ventilator because it is too noisy during class-time? Do you hear unusual equipment noises which may indicate potential problems, and do you hear air blowing out of supply vents?

Do a walkthrough inspection in all special-use areas, such as the cafeteria, art rooms, and industrial arts areas.

EXTERIOR INSPECTION

Begin the walkthrough inspection outside. You are looking for anything which might impact the air indoors. Considerations include ventilation inlets, outdoor sources of pollution such as vehicle exhaust or pesticides, site drainage, holes in the building shell, and evidence of pests. Use the checklist to guide your inspection, and note any relevant observations on this sheet or on a plan of the school.

GROUND LEVEL

Location/Observation

- Ventilation units on and air flowing into outdoor air intakes? (See Ventilation Checklist for more information.)
- Outdoor air intakes free from blockage or obstruction (boards, leaves, vegetation, snow, etc.)?
- No bird or animal nests or droppings near outdoor air intakes?
- No garbage dumpsters located near doors, windows, or outdoor air intakes?
- No painting, roofing, or maintenance of the exterior of the building in the vicinity of outdoor air intakes?
- No potential sources of air contaminants in the vicinity of the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)?
- No vehicle engines (auto, truck, or bus) exhaust near outdoor air intakes? Vehicles left idling when parked at loading zones or docks?
- No exterior pesticide application?
- Roof downspouts and scuppers drain water away from the building?
- Good site drainage away from building?
- Sprinklers do not water excessively near building, or over-spray onto building or into outdoor air intakes, etc.?
- Clean walk-off mats at every exterior entrance?



ROOF**Location/Observation**

- !! While on the roof, consider performing inspection of HVAC units (use *Ventilation Log*)**
- Roof in good repair?
- Evidence of ponding?
- Ventilation units on and air flowing into outdoor air intakes? (See Ventilation Checklist for more information.)
- Outdoor air intakes open, even at the minimum setting? (See Ventilation Checklist for more information.)
- Bird or animal nests or droppings near outdoor air intakes?
- Plumbing stacks 10 feet away from outdoor air intakes?
- Exhaust fans operating and air flowing out?
- Any exhaust air outlets within 10 feet of outdoor air intakes?

ATTIC**Location/Observation**

- Evidence of roof or plumbing leaks?
- Bird or animal nests?

INTERIOR INSPECTION

Continue the walkthrough inspection inside. You are looking for noticeable temperature & humidity concerns, indications that the ventilation system is functioning, general cleanliness, evidence of pollutant sources including mold and mildew, anything which might impact the air indoors. Use the checklist to guide your inspection, and note any relevant observations on this sheet or on a floor plan of the school.



GENERAL CONSIDERATIONS IN CLASSROOMS AND OTHER AREAS

- Are temperature and humidity within acceptable ranges?
- Is air flowing into and out of the room as designed?
- Are supply and exhaust vents free from blockage or obstruction?
- Area free of objectionable odors?
- No signs of mold or mildew growth?
- No signs of unresolved or ongoing water damage?
- Is the area generally clean and dust under control?
- Area free of evidence of pests or obvious food sources or entryways?
- Do the room occupants report any concerns or problems?

Location/Observation

BATHROOMS AND GENERAL PLUMBING

- Bathrooms and restrooms have operating exhaust fans?
- All drains have traps?
- Drain traps are filled with water (floor drains, sinks, toilets)?

Location/Observation

MAINTENANCE SUPPLIES

- Odorous or hazardous chemicals used with adequate ventilation and only when building is unoccupied?
- Air exhausted from chemical (e.g., custodial closets) and trash storage areas?

Location/Observation



COMBUSTION APPLIANCES

- Combustion gas or fuel odors ever detected?
- Combustion appliances have flues (e.g., furnaces, boilers, water heaters) or exhaust hoods (e.g., kitchen ranges, kilns)?
- Flue components free from leaks, disconnections, deterioration, or soot?
- Soot on outside of flue components?

Location/Observation

OTHER

- If the building was built before 1980, is paint inside or outside free from peeling or flaking? [lead paint hazard]
- Have radon measurements been performed in the school?

Location/Observation



