

Walkthrough Inspection Checklist

Name: Stefanie Savo, Seth Harris, Ercilio Rivera

School: ECA

Room or Area: Little Theatre

Date Completed: 10/22/2025

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)	☒	☐	☐
Underground			
1i. Ensured that sprinklers spray away from the building and outdoor air intakes	☒	☐	☐
No sprinklers			
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	☒	☐	☐
Signs of rusting natural gas lines			
See Pic C			
2 empty tanks on roof			
See Pic D			
Opening in roof where water can be coming in			
See Pic E			
2b. Checked for evidence of water ponding	☒	☐	☐
Visible Pooling			
See Pic F			
2c. Checked that ventilation units operate properly (air flows in)	☒	☐	☐
There are 2 non-working AC units front mid roof			
See Pic G			
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 ☒ ☐ ☐

None

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 ☒ ☐ ☐

There are visible obstructions to the vents in the front entrance which look like they can be
stickers or papers on the inside.

4c. Checked for odors ☒ ☐ ☐

There is a heavy sewage odor in the basement as well as in all restrooms of the little theatre.

4d. Checked for signs of mold and mildew growth ☒ ☐ ☐

Signs of mold and mildew can be seen on the large horizontal venting to the left of the
inside entrance to the theatre.

4. GENERAL CONSIDERATIONS (continued)

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 4e. Checked for signs of water damage | ☒ | ☐ | ☐ |
| There is visible water damage inside of the theatre on the ceiling | | | |
| See Pic H | | | |
| 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 ☒ ☐ ☐

There are no exhaust fans in any of the bathrooms in the little theatre

- 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 ☒ ☐ ☐

All maintained weekly

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 ☒ ☐ ☐

All same information as at 55 Audubon. Cleaning crew is there while building is occupied by staff. No ventilation in rooms where trash storage and chemicals are kept.

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 ☒ ☐ ☐

This section seems to be in good standing

8. OTHER

- 8a. Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard) ☒ ☐ ☐

Peeling paint found on the ceiling where it looks like damage from water exists.

See Pic I

- 8b. Determined date of last radon test ☒ ☐ ☐

NOTES

Sydney Savo

10/27/25



Walkthrough Inspection Checklist

Name: Stefanie Savo, Seth Harris, Ercilio Rivera

School: ECA Room or Area: 55 Audubon

Date Completed: 10/22/2025

Signature:

Stefanie Savo *Seth Harris* *GR*

Instructions

1. Read the *IAQ Background* and the Background Information for this checklist.
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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.....
<i>Properly operating</i> | ☒ | ☐ | ☐ |
| 1b. Ensured there are no obstructions blocking air intakes.....
<i>There is obstruction by leaves and debris by side back door</i> | ☐ | ☐ | ☐ |
| 1c. Checked for nests and droppings near outdoor air intakes
<i>none</i> | ☒ | ☐ | ☐ |
| 1d. Determined that dumpsters are located away from doors, windows, and outdoor air intakes.....
<i>There is a dumpster in the back parking lot that has needed to be removed since over the summer. It is overflowing with garbage. I've asked Ercilio and Joe and the number on the dumpster when you call states the dumpster belongs to ACES. The other dumpsters are in the front of the building by many doors.</i>
<i>See picture: A&B</i> | ☐ | ☒ | ☐ |
| 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)
<i>Ours go to underground</i> | ☐ | ☐ | ☒ |
| 1i. Ensured that sprinklers spray away from the building and outdoor air intakes
<i>We have no sprinklers</i> | ☐ | ☐ | ☒ |
| 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

☒ ☐ ☐

These areas have all been checked at 55 and due to the roof being brand new these are all "ok".

3. ATTIC

3a. Checked for evidence of roof and plumbing leaks

☒ ☐

Evidence of prior water damage exists

3b. Checked for birds and animal nests

☒ ☐ ☐

No evidence at this time

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

☒ ☐ ☐

The building temperature is not consistently maintained within acceptable ranges throughout the day. A new HVAC system is scheduled for installation in November, which is expected to address these temperature regulation issues.

All supply and exhaust vents are clear of obstructions and functioning as intended.

There is, however, a persistent musty odor on the first floor. This odor appears to originate from the carpeting, which shows visible signs of mold and mildew. The rugs have sustained water damage from flooding over the years.

GENERAL CONSIDERATIONS (continued)

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 4e. Checked for signs of water damage | ☒ | ☐ | ☐ |
| There is evidence of water damage on the ceilings and down certain walls. | | | |
| 4f. Checked for evidence of pests and obvious food sources | ☒ | ☐ | ☐ |
| There is an ongoing mice infestation within the building. Exterminators have been contacted and have placed traps throughout the affected areas. Despite these efforts, the issue persists. | | | |
| 4g. Noted and reviewed all concerns from school occupants | ☒ | ☐ | ☐ |



4. BATHROOMS AND GENERAL PLUMBING

- 5a. Ensured that bathrooms and restrooms have operating exhaust fans ☒ ☐ ☐

The only exhaust fan is the staff bathroom on the first floor

- 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 ☒ ☐ ☐

All of these are maintained throughout the week

5. MAINTENANCE SUPPLIES

- 6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied ☒ ☐ ☐

Our cleaning crew comes in the morning while staff is in building.

- 6b. Ensured that vents in chemical and trash storage areas are operating properly ☒ ☐ ☐

no visible vents in chemical and trash storage areas

- 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 ☒ ☐ ☐

The gas can for the snowblower is currently kept in 55 Audubon and will be moved to the back alleyway asap.

6. 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 ☒ ☐ ☐

To our knowledge all boilers are maintained and serviced by ACES service agreement with a company.

7. 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 ☒ ☐ ☐

Ercilio will look into this date

NOTES

