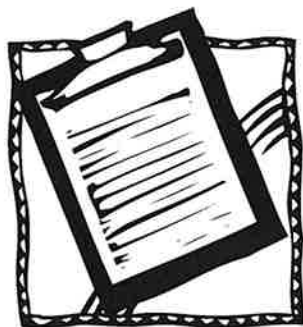




Walkthrough Inspection Checklist

Name: Mill Road IAQ Team

School: Mill Road School

Room or Area: _____ Date Completed: 10/24/25

Signature: Kerri Gilmore 

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

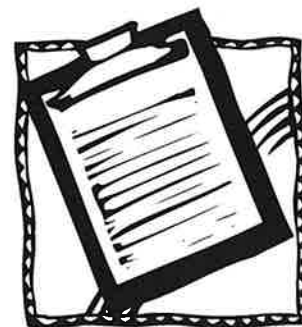
6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	☒	☐	☐
6b. Ensured that vents in chemical and trash storage areas are operating properly	☒	☐	☐
6c. Ensured that portable fuel containers are properly closed	☐	☐	☒
6d. Ensured that power equipment, like snowblowers 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 <u>April 25, 2018</u>	☐	☒	☐



NOTES

See Attached

Mill Road School IAQ

Exterior:

- Open pipes near the library
- Gutters full of leaves/ trees
- Weather stripping coming off on the roof on the front and back of the building
- Expired milk outside of the cafeteria in the driveway
- Full garbage cans behind the cafeteria in the driveway
- Dead mouse behind the cafeteria in the driveway
- Bees nest on the roof
- Vent outside of the art room full of leaves
- Spider egg sack outside of rm 308
- Door 3 bee hives
- Wasp nest outside 419
- Outdoor vents covered by boards outside of cafeteria
- Foundation cracks/holes 300 wing far end
- Divots outside 500 exterior
- Multiple loose/missing housing around exterior condensation pipes
- Birds nest above door 6
- Crumbled bricks by downspout
- missing downspout from gutters outside library
- room 504 missing caulk/grout
- outlet cover missing 502 exterior

Interior:

- Missing screens 100 hallway
- Several classrooms with missing screens
- Stained and/or drooping ceiling tiles 100 hall and 200 hall, art room, rm 318, nurses office, rm 304, 305, 306, 311, 104, file room, 408

- Bees coming out of the light in room 116
- Clutter on top of shelving 316
- 81 degrees in room 111
- Extremely warm rm 313, 413 & 314
- Rm 504 HVAC unit not working at all
- Missing ceiling tiles in 500 reflection room, rm 114, 108, supply closet
- Vents need to be vacuumed throughout the building
- Light covers missing on many lights throughout the building
- Panel falling off the wall in the gym
- Dusty main hallway top beam
- Rust on sprinklers
- missing and/or cracked tiles rm 113, door 4, rm 305, door 7
- Many lights out throughout the building
- Dirty walls behind cafeteria counter
- Exposed wires- 300 hall, outside library door, 503 bathroom, 500 hall
- Standing water by ice machine