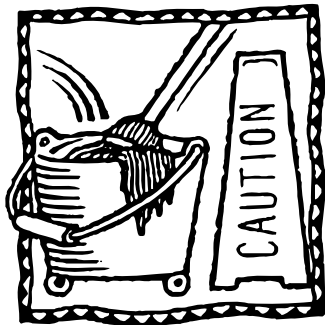




Building and Grounds Maintenance Checklist

Name: Village School IAQ Team
 School: Village School
 Room or Area: ALL Date Completed: 10-17-2025
 Signature: Todd A. Solli

Instructions

1. Read the *IAQ Background* 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

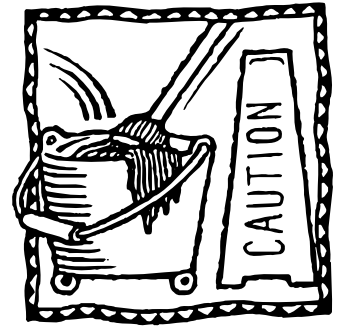
6a. Checked for moldy odors	☒	☐	☐
6b. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	☒	☐	☐
6c. Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	☒	☐	☐
6d. Checked that windows, windowsills, and window 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 <i>Integrated Pest Management Checklist</i>	☒	☐	☐
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NOTES

Pool chemicals in a corrosion control locked container storage but not vented.

Just mats at Main entrance not at cafe

Air returns need cleaning and vents in gym and cafe need cleaning.

See Walkthrough Checklist for further documentation

Water Therapy room needs some ventilation as it is very humid