

Walkthrough Inspection Checklist

Name: William Shanley

School: The Bridge

Room or Area: 21 Temple Date Completed: 10/29

Signature: William Shanley

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*).*

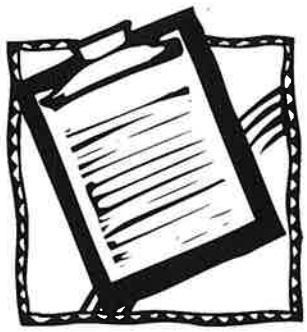
2a.	Ensured that the roof is in good condition	☑	☐	☐
2b.	Checked for evidence of water ponding	☑	☐	☐
2c.	Checked that ventilation units operate properly (air flows in)	☑	☐	☐
2d.	Ensured that exhaust fans operate properly (air flows out)	☑	☐	☐
2e.	Ensured that air intakes remain open, even at minimum 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	☐	☐	☐

NOTES

- Air intake Broken - Outside room 8
- Mice are being addressed by exterminator
- There are several leaks in roof (main office - 1, main Hallway - 2, Daycare hallway - 4-5) maintenance is aware
- roof has leaks evidenced by wet tiles but no visible issues on roof.
- Heat has improved since last service ticket