

Walkthrough Inspection Checklist

Name: Chase IAQ Team

School: ACES Chase Academy

Room or Area: All with Staff & Students Date Completed: 10/21/2026

Signature: Sarah Schoonmaker

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

Last date of Radon test was not determined.
No heat in coaching office
Holes and water spots in ceiling tiles in all buildings
Documented reports of mold in Stern House
Documented reports of mold in upper school and camp hall counselor offices
Camp hall room 135 mold along wall, dehumidifier was put in and improved
Drafty windows reported in multiple Camp Hall classrooms
US Commons has a leak in the ceiling where mold was repaired but water still comes through when rains are heavy, carpet below has water damage
US nurse's office mold/water stain on ceiling tile in far corner by window getting worse
US nurse's office heat does not always come on
Field House ceiling has water spots and holes
Field House walls have gaps leading to deregulation of temperature (cold in winter, hot in summer)
Field House can smell natural gas along left wall sometimes
Field House bathrooms reported lack of air flow and sewage smell coming up from toilets
Field House sink runs brown water
Camp hall bathroom odor at top of 6th grade hallway