

Walkthrough Inspection Checklist

Name: Stefanie / Ercilio / Seth / Marissa

School: ECA

Room or Area: 55 Audubon / Little Theatre Date Completed: 10/23/2026

Signature: [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)	☒	☐	☐ Backdoor Jimmy
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

55 new LT

While on the roof, consider inspecting the HVAC units (use the Ventilation Checklist*)* Lists on natural gas lines

SB of HVAC units not func.

		Yes	No	N/A
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

		Yes	No	N/A
3a.	Checked for evidence of roof and plumbing leaks	☐	☐	☐
3b.	Checked for birds and animal nests	☐	☐	☐

4. GENERAL CONSIDERATIONS

		Yes	No	N/A
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 poop smells LL LT	☐	☒	☐
4d.	Checked for signs of mold and mildew growth	☐	☒	☐

storage under stairs outside building 55

4. GENERAL CONSIDERATIONS (continued)

		Yes	No	N/A
4e.	Checked for signs of water damage — LT roof leaks	☐	☒	☐
4f.	Checked for evidence of pests and obvious food sources	☐	☒	☐
4g.	Noted and reviewed all concerns from school occupants	☒	☐	☐



5. BATHROOMS AND GENERAL PLUMBING — no fans

		Yes	No	N/A
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

		Yes	No	N/A
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

		Yes	No	N/A
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	☒	☐	☐

oil from heavy smell elevator pump
corrosion on natural gas lines LT

8. OTHER

		Yes	No	N/A
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	☒	☐	☐

LT Roofing winter 2025?

NOTES – West Elevator 55 no temp control in mechanical room it constantly overheats
– cooling units don't work
– Little Theatre 2 or 3 HVAC units are non functioning.