

Walkthrough Inspection Checklist

Name: Aces Central Office IAQ Team

~~School:~~ 370 James Street, Suite 303 New Haven CT 06513

Room or Area: All Date Completed: 10.21.2026

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)	☒	☐	☐
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

Space is part of an office building. ACES occupies a section of the 3rd Floor (Suite 303). Space was renovated "like new" in November 2023.