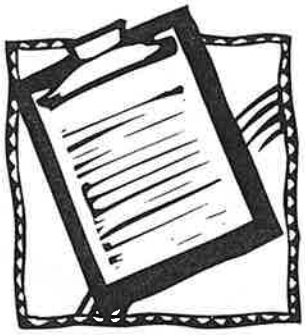


Walkthrough Inspection Checklist

Name: Mill Road IAQ Team

School: Mill Road School

Room or Area: _____ Date Completed: 10/28/26

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)	☐	☒	☐
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	☒	☐	☐

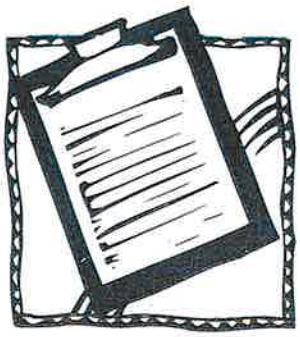
3. ATTIC

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 April 25, 2018	☐	☒	☐

NOTES See attached

HVAC

502

504

306

307

316

420 (is being held up by books)

422

411

Outside

Bee hives door 3, 5, outside 419

Gutters

Broken windows 411, door 6

Inside

Mold- copy room, front hall

Droopy tiles 304, 305, 320, 502, copy room

Ceiling issues outside of the gym hallway/bathrooms/

303 can't access due to broken handle

Unit vents need to be vacuumed

Many dusty/dirty ceiling tiles

Dusty piping in the gym

Wall vents in the gym are dusty

Missing ceiling tiles

303

415

200 clothes closet

300 reflection

Both 400 reflection

Game room

400 seclusion

504 bathroom

Around unit vents in 500 wing