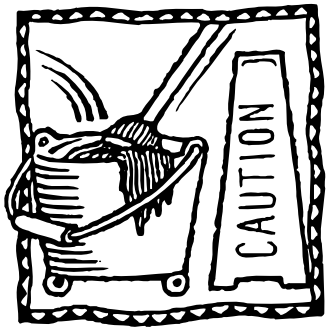


Building and Grounds Maintenance Checklist

Name: Early Head Start IAQ Team

School: 300 Washington Street, Middletown, CT 06457

Room or Area: ALL Date Completed: 10-21-2026

Signature: Todd A. Solli

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. BUILDING MAINTENANCE SUPPLIES

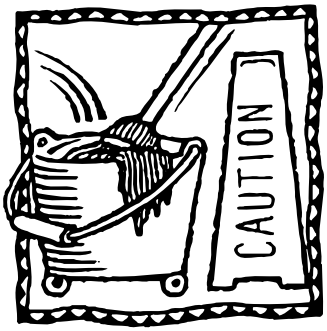
		Yes	No	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control	☒	☐	☐
1b.	Reviewed supply labels	☒	☐	☐
1c.	Ensured that air from chemical and trash storage areas vents to the outdoors	☒	☐	☐
1d.	Stored chemical products and supplies in sealed, clearly labeled containers	☒	☐	☐
1e.	Researched and selected the safest products available	☒	☐	☐
1f.	Ensured that supplies are being used according to manufacturers' instructions	☒	☐	☐
1g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	☒	☐	☐
1h.	Substituted less- or non-hazardous materials (where possible)	☒	☐	☐
1i.	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied	☒	☐	☐
1j.	Ventilated affected areas during and after the use of odorous or hazardous chemicals	☒	☐	☐

2. GROUNDS MAINTENANCE SUPPLIES

2a.	Stored grounds maintenance supplies in appropriate area(s)	☒	☐	☐
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	☒	☐	☐
2c.	Established and followed procedures to minimize exposure to fumes from supplies	☒	☐	☐
2d.	Reviewed and followed manufacturers' guidelines for maintenance	☒	☐	☐
2e.	Replaced portable gas cans with low-emission cans	☒	☐	☐
2f.	Stored chemical products and supplies in sealed, clearly-labeled containers	☒	☐	☐
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	☐	☐	☒

3. DUST CONTROL

3a.	Installed and maintained barrier mats for entrances	☒	☐	☐
3b.	Used high efficiency vacuum bags	☒	☐	☐
3c.	Used proper dusting techniques	☒	☐	☐
3d.	Wrapped feather dusters with a dust cloth	☒	☐	☐
3e.	Cleaned air return grilles and air supply vents	☒	☐	☐



4. FLOOR CLEANING

		Yes	No	N/A
4a.	Established and followed schedule for vacuuming and mopping floors	☒	❑	❑
4b.	Cleaned spills on floors promptly (as necessary)	☒	❑	❑
4c.	Performed restorative maintenance (as necessary)	☒	❑	❑

5. DRAIN TRAPS

5a.	Poured water down floor drains once per week (about 1 quart of water)	☒	❑	❑
5b.	Ran water in sinks at least once per week (about 2 cups of water)	☒	❑	❑
5c.	Flushed toilets once each week (if not used regularly)	☒	❑	❑

6. MOISTURE, LEAKS, AND SPILLS

6a.	Checked for moldy odors	☒	❑	❑
6b.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	☒	❑	❑
6c.	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	☒	❑	❑
6d.	Checked that windows, windowsills, and window frames are free of condensate	☒	❑	❑
6e.	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate	☒	❑	❑
6f.	Ensured the following areas are free from signs of leaks and water damage:			
	Indoor areas near known roof or wall leaks	☒	❑	❑
	Walls around leaky or broken windows	☒	❑	❑
	Floors and ceilings under plumbing	☒	❑	❑
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes	☒	❑	❑

7. COMBUSTION APPLIANCES

7a.	Checked for odors from combustion appliances	☒	❑	❑
7b.	Checked appliances for backdrafting (using chemical smoke)	☒	❑	❑
7c.	Inspected exhaust components for leaks, disconnections, or deterioration	☒	❑	❑
7d.	Inspected flue components for corrosion and soot	☒	❑	❑

8. PEST CONTROL

8a.	Completed the *Integrated Pest Management Checklist*	☒	❑	❑

NOTES

See Walkthrough Checklist for further details.