

Instructions

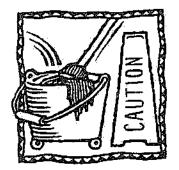
- Read the IAQ Backgrounder and the Background Information for this checklist.
- Keep the Background Information and make a copy of the checklist for future reference.
- 3. Complete the Checklist.
 - Check the "yes,"
 "no," or
 "not applicable"
 box beside each
 item. (A "no"
 response requires
 further attention.)
 - Make comments in the "Notes" section as necessary.
- Return the checklist portion of this document to the IAQ Coordinator.

Building and Grounds Maintenance Checklist

Name:	No Lyman	Elementary	School
Room or Area:	School	Date Completed:	01-03-24
Signature:	28		

1.	BUILDING MAINTENANCE SUPPLIES	15	Νo	N/A
1a.	Developed appropriate procedures and stocked supplies for spill control			
1b.	Reviewed supply labels	1		
1c.	Ensured that air from chemical and trash storage areas vents to			
	the outdoors	1		
ld.	Stored chemical products and supplies in sealed, clearly labeled containers	ſ		
1e	Researched and selected the safest products available			
	Ensured that supplies are being used according to manufacturers'			
	instructions	ſ		
1g.	Ensured that chemicals, chemical-containing wastes, and containers are			
220	disposed of according to manufacturers' instructions			
	Substituted less- or non-hazardous materials (where possible)		ч	J
1i.	when the school is unoccupied	1		
1j.	Ventilated affected areas during and after the use of odorous or			
٠,٠	hazardous chemicals	1		
	GROUNDS MAINTENANCE SUPPLIES			
	Stored grounds maintenance supplies in appropriate area(s)	1		
2b.	Ensured that supplies are used and stored according to manufacturers'	v .		
2	Established and followed procedures to minimize exposure to fumes	2	_	_
2C.	from supplies	3		
2d.	Reviewed and followed manufacturers' guidelines for maintenance	1		
2e.	Replaced portable gas cans with low-emission cans	1		
2f.	Stored chemical products and supplies in sealed, clearly-labeled			
	containers	Ī		
2g.	Ensured that chemicals, chemical-containing wastes, and containers are	e		
	disposed of according to manufacturers' instructions		-	J
3.	DUST CONTROL			
30	Installed and maintained barrier mats for entrances	I		
3h	Used high efficiency vacuum bags	r		
3c.	Used proper dusting techniques	1		
3d.	Wrapped feather dusters with a dust cloth)	M	
3e.	Cleaned air return grilles and air supply vents	ľ		

4.	FLOOR CLEANING Yes	No	N/A
	Established and followed schedule for vacuuming and mopping floors		
	Cleaned spills on floors promptly (as necessary)		0
5.	DRAIN TRAPS		
5a.	Poured water down floor drains once per week (about 1 quart of water)		
5b. 5c.	Ran water in sinks at least once per week (about 2 cups of water)		ä
6.	MOISTURE, LEAKS, AND SPILLS		
ба.	Checked for moldy odors		
	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	٥	<u> </u>
6 e .	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate	٥	
6f.	Ensured the following areas are free from signs of leaks and water damage:		~
	Indoor areas near known roof or wall leaks		
	Floors and ceilings under plumbing	ū	
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes		
7.	COMBUSTION APPLIANCES		
7a.	Checked for odors from combustion appliances	Ģ	
7b.	Checked appliances for backdrafting (using chemical smoke)	8	
7c. 7d.	Inspected exhaust components for leaks, disconnections, or deterioration		
	PEST CONTROL		
	Completed the Integrated Pest Management Checklist		



NOTES