

Renovation & Repair Checklist

Name:	
School:	
Room or Area:	Date Completed:
Signature:	

Instructions

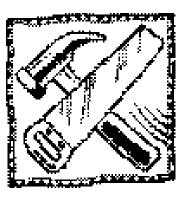
- Read the IAQ
 Backgrounder and
 the Background
 Information for
 this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 the checklist for
 future reference.
- 3. Complete the Checklist.
- Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires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

1. GENERAL ACTIVITIES

PRE-RENOVATION	Yes	No	N/A
1a. Notified staff, students, and parents of impending renovations and repa	airs□		
1b. Consulted school's asbestos (AHERA) survey, if available			
1c. Tested original paint for lead before removing it			
1d. Consulted an asbestos professional before starting projects that may			
disturb asbestos		_	ш
1e. Planned isolation strategy (from pollutants generated during renovatio and repairs) for:			
Students and staff			
Non-work areas of building			
Ventilation system			
1f. Arranged for increased housekeeping during renovations and repairs			
1g. Selected products and materials with minimal off-gassing			
1h. Included IAQ-related specifications in construction contracts			
1i. Evaluated work area for signs of mold before starting renovations			
or repairs			
1j. Scheduled pollutant-producing activities during unoccupied periods			
RENOVATION			
1k. Updated school occupants and parents on progress of longer projects			
11. Avoided exposure to mold and bacteria (for example, with protective	_	_	_
clothing or close-out procedures)	ப		
1m. Determined that housekeeping activities are sufficient to control dirt			
and dust			
1n. Verified that work met contract specifications	ப		
CLOSE-OUT			
10. Allowed time for off-gassing before space is occupied			
1p. Cleaned surfaces with wet-wiping and vacuuming (high efficiency vacuuming for fine or potentially toxic dusts such as lead, asbestos,			
or mold)	П		
1q. Cleaned building system components as needed			
1r. Changed ventilation system filters		_	_
1s. Balanced and tested HVAC system (if the HVAC systems or			
rooms served by it were modified)			
1t. Followed EPA National Emission Standards for Hazardous Air Polluta			
rules for disposal of materials that contained asbestos			

2. PAINTING

	E-RENOVATION Confirmed that the painted surface is lead-free	Yes	No N	I/A □
	Selected a low-VOC emitting paint that is free of lead, mercury, and	_	_	_
	formaldehyde	🗖		
2c.	Scheduled painting during unoccupied periods	🗖		
REI	NOVATION			
	Minimized occupant exposure to odors and contaminants			
	Used exhaust and supply ventilation to sweep fumes out of building			
	Blocked ventilation return openings	🗖		
2g.	Used proper storage and disposal practices for paints, solvents, and supplies	🗖		
CLC	OSE-OUT			
2h.	Allowed paint odors to dissipate before occupants returned	🗖		
	Used supply and exhaust fans to sweep fumes out of the building	🗖		
2j.	Used appropriate storage and disposal practices for paints, solvents, and clean-up materials	🗖		
2k.	Disposed of old paints containing lead or mercury appropriately	🗖		
3.	FLOORING			
PRE	E-RENOVATION			
3a.	Ensured that flooring is free of asbestos fibers	🗖		
3b.	Selected low-emitting adhesives and flooring materials	🗖		
3c.	Obtained information about product constituents and emissions	🗖		
3d.	Avoided installing carpet near water sources	🗖		
3e.	Scheduled installation during unoccupied periods	🗖		
3f.	Aired out (off-gassed) new products before installation	🗖		
	NOVATION			
	Followed manufacturers' recommendations for ventilating the work area			
	Avoided recirculating air from the installation area	⊔		
3i.	Sealed return air grilles, opened doorways, and used exhaust fans to remove airborne contaminants			
-	Vacuumed old carpet (before removal)			
	Vacuumed subfloor surfaces (after carpet removal)	🗖		
31.	Sealed joints of hard surfaces and/or entire surface of porous flooring installed near water sources	🗖		
CLC	OSE-OUT			
3m.	Vacuumed new flooring after installation	🗖		
3n.	Followed manufacturers' recommendations for ventilating the work area space (typical recommendation: allow maximum outdoor air into work area for 72 hours after installation)	🗖		
4.	ROOFING			
PRE	E-RENOVATION			
	Scheduled pollutant-producing activities during unoccupied periods	🗖		
	OVATION			
4b.	Placed "hot pots" of tar away from outdoor air intakes	🗖		
	Modified ventilation to avoid introducing odors and contaminants into building (for example, closed rooftop ventilation units in vicinity of work			
	area and instructed staff and students to keep doors and windows closed)	⊔	_	_







Submit