

Walkthrough Inspection Checklist

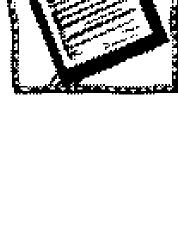
Name:	
School:	
Room or Area:	Date Completed:
Signature:	

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.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

1.	GROUND LEVEL		NI.	NI/A
	Ensured that offices are dusted and vacuumed regularly			
	Ensured that ventilation units operate properly			
	Ensured there are no obstructions blocking air intakes			
	Checked for nests and droppings near outdoor air intakes	ı		
	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)	1		
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)	ì		
1i.	Ensured that sprinklers spray away from the building and outdoor			
	air intakes	i		
1j.	Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	1		
2.	ROOF			
Wh	ile on the roof, consider inspecting the HVAC units (use the Ventilation Checkl	ist).		
2a.	Ensured that the roof is in good condition	1		
2b.	Checked for evidence of water ponding	i I		
	Checked that ventilation units operate properly (air flows in)			
	Ensured that exhaust fans operate properly (air flows out)			
	Ensured that air intakes remain open, even at minimum setting			
	Checked for nests and droppings near outdoor air intakes	l		
2g.	Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes	ì		
3.	ATTIC			
39	Checked for evidence of roof and plumbing leaks	ì	П	П
	Checked for birds and animal nests			
4.	GENERAL CONSIDERATIONS			
4a	Ensured that temperature and humidity are maintained within			
ıu.	acceptable ranges	1		
4h	Ensured that no obstructions exist in supply and exhaust vents			

4.	GENERAL CONSIDERATIONS (continued)	'es	No	N/A	
	Checked for odors	. 🗖			
	Checked for signs of mold and mildew growth				
	Checked for evidence of pests and obvious food sources				
4g.	Noted and reviewed all concerns from school occupants	. 🗖			11
5.	BATHROOMS AND GENERAL PLUMBING				
	Ensured that bathrooms and restrooms have operating exhaust fans	. 🗖			i i i
	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	П	П		
6b.	Ensured that vents in chemical and trash storage areas are operating	_	_	_	
	properly				
	Ensured that portable fuel containers are properly closed	. ⊔	ш		
ou.	been serviced and maintained according to manufacturers' guidelines	. 🗖			
7.	COMBUSTION APPLIANCES				
7a.	Checked for combustion gas and fuel odors	. 🗖			
	Ensured that combustion appliances have flues or exhaust hoods				
	Checked for leaks, disconnections, and deterioration				
/a.	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)	П	П		
8b.	Determined date of last radon test				



NOTES

