



Contents

1	Evaluation Procedure	2
2	EPA Ventilation Checklist.....	3
3	School Floor Plans	4
4	Equipment List.....	5
5	Maintenance Checklist (ASHRAE 180).....	6
6	Ventilation Calculations.....	7

1 Evaluation Procedure

EPA Tools for Schools Checklist

		YES	NO	N/A	Comments
1a.	Marked locations of all outdoor air intakes on a small floor plan	X			
1b.	Ensured that the ventilation system was on and operating in "occupied" mode				
1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	X			
1e.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	X			
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	X			
1h.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)	X			
1i.	Confirmed that outdoor air is entering the intake appropriately	X			
2l.	Checked mechanical room for unsanitary conditions, leaks, and spills	X			
2m.	Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	X			
3a.	Ensured that air dampers are at least partially open (minimum position)	X			
3b.	Ensured that minimum position provides adequate outdoor air for occupants			X	Syr HVAC Eval.
3c.	Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed)	X			
3f.	Ensured that settings fit the actual schedule of building use (including night/weekend use)	X			
3k.	Ensured that the outdoor air damper is visible for inspection	X			
3l.	Ensured that the recirculating relief and/or exhaust dampers are visible for inspection			X	above ceiling
3m.	Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range	X			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler			X	Syr Eval
3o.	Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on			X	Syr Eval
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats			X	
3v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F			X	
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			X	
3x.	Confirmed proper economizer settings based on design specifications or local practices			X	Syr Eval
3y.	Checked that sensor on the economizer is shielded from direct sunlight				
3aa.	Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied hours (even when room thermostat is satisfied)	X			
4a.	Ensured that supply and return air pathways in the existing ventilation system perform as required	X			
4b.	Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning	X			
4c.	Made sure every occupied space has supply of outdoor air (mechanical system or operable windows)	X			
4d.	Ensured that supply and return vents are open and unblocked	X			Some were dusty and one had duct tape covering it

4f.	Modified existing HVAC systems to incorporate any room or zone layout and population changes				
4h.	Ensured that unit ventilators are quiet enough to accommodate classroom activities	X			
4i.	Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals	X			air balancing issues being addressed
4j.	Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, floor joints, pipe openings)			X	
5a.	Checked (~~using chemical smoke~~) that air flows into exhaust fan grille(s)	X			used Plastic indicator
5b.	Checked (~~using chemical smoke~~) that air is drawn into the room from adjacent spaces	X			
5c.	Ensured that air is flowing toward the exhaust intake	X			
5d.	Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition	X			
6b.	Calculated the number of occupants served (22b) by the ventilation unit under consideration	X			see spreadsheet
6c.	Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	X			see spreadsheet
6d.	Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	X			see spreadsheet
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)			X	
1g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)			X	
2a.	Replaced filters per maintenance schedule	X			
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	X			
2c.	Vacuumed filter areas before installing new filters	X			
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter.	X			
2e.	Confirmed proper installation of filters (correct direction for airflow)	X			
2f.	Ensured that drain pans slant toward the drain (to prevent water from accumulating)	X			
2g.	Cleaned drain pans	X			
2h.	Checked drain pans for mold and mildew	X			
2i.	Ensured that heating and cooling coils are clean	X			
2j.	Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean	X			
2k.	Ensured that ducts are clean	X			
3d.	Turned summer-winter switches to the correct position	X			
3e.	Set time clocks appropriately	X			
3g.	Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting			X	
3h.	Checked that the line dryer prevents moisture buildup			X	
3i.	Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)			X	
3j.	Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)			X	
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F			X	5yr Eval
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F.			X	5yr Eval
3r.	If the outdoor air damper does not move, confirmed the following items:				
3r.	The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight			X	
3r.	Moving parts are free of impediments (e.g., rust, corrosion)			X	
3r.	Electrical wire or pneumatic tubing connects to the damper actuator			X	
3r.	The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly).			X	
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			X	
OR					
3t.	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)			X	
3z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications			X	

4e.	Modified the HVAC system to supply outside air to areas without an outdoor air supply			X	
4g.	Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents			X	
6a.	Measured the quantity of outdoor air supplied (22a) to each ventilation unit			X	6yr Eval
6e.	Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1			X	

2 EPA Ventilation Checklist



Ventilation Checklist

Name: _____
 School: _____
 Unit Ventilator/AHU No: _____
 Room or Area: _____ Date Completed: _____
 Signature: _____

Instructions

1. Read the *IAQ Background* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of this checklist for **each** ventilation unit in your school, as well as a copy 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. OUTDOOR AIR INTAKES

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1a. Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan) | ☐ | ☐ | ☐ |
| 1b. Ensured that the ventilation system was on and operating in "occupied" mode | ☐ | ☐ | ☐ |

ACTIVITY 1: OBSTRUCTIONS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1c. Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers | ☐ | ☐ | ☐ |
| 1d. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake) | ☐ | ☐ | ☐ |

ACTIVITY 2: POLLUTANT SOURCES

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1e. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas) | ☐ | ☐ | ☐ |
| 1f. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers) | ☐ | ☐ | ☐ |
| 1g. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe) | ☐ | ☐ | ☐ |

ACTIVITY 3: AIRFLOW

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic) .. | ☐ | ☐ | ☐ |
| 1i. Confirmed that outdoor air is entering the intake appropriately | ☐ | ☐ | ☐ |

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2a. Replaced filters per maintenance schedule | ☐ | ☐ | ☐ |
| 2b. Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream) | ☐ | ☐ | ☐ |
| 2c. Vacuumed filter areas before installing new filters | ☐ | ☐ | ☐ |
| 2d. Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter | ☐ | ☐ | ☐ |
| 2e. Confirmed proper installation of filters (correct direction for airflow) | ☐ | ☐ | ☐ |

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 2f. Ensured that drain pans slant toward the drain (to prevent water from accumulating) | ☐ | ☐ | ☐ |
| 2g. Cleaned drain pans | ☐ | ☐ | ☐ |
| 2h. Checked drain pans for mold and mildew | ☐ | ☐ | ☐ |

ACTIVITY 6: COILS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2i. Ensured that heating and cooling coils are clean | ☐ | ☐ | ☐ |
|--|--------------------------|--------------------------|--------------------------|

ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean | ☐ | ☐ | ☐ |
| 2k. Ensured that ducts are clean | ☐ | ☐ | ☐ |

ACTIVITY 8: MECHANICAL ROOMS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2l. Checked mechanical room for unsanitary conditions, leaks, and spills | ☐ | ☐ | ☐ |
| 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies | ☐ | ☐ | ☐ |

3. CONTROLS FOR OUTDOOR AIR SUPPLY

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3a. Ensured that air dampers are at least partially open (minimum position) | ☐ | ☐ | ☐ |
| 3b. Ensured that minimum position provides adequate outdoor air for occupants | ☐ | ☐ | ☐ |

ACTIVITY 9: CONTROLS INFORMATION

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) | ☐ | ☐ | ☐ |
|---|--------------------------|--------------------------|--------------------------|

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3d. Turned summer-winter switches to the correct position | ☐ | ☐ | ☐ |
| 3e. Set time clocks appropriately | ☐ | ☐ | ☐ |
| 3f. Ensured that settings fit the actual schedule of building use (including night/weekend use) | ☐ | ☐ | ☐ |

ACTIVITY 11: CONTROL COMPONENTS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting | ☐ | ☐ | ☐ |
| 3h. Checked that the line dryer prevents moisture buildup | ☐ | ☐ | ☐ |
| 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank) | ☐ | ☐ | ☐ |
| 3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions) | ☐ | ☐ | ☐ |

ACTIVITY 12: OUTDOOR AIR DAMPERS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3k. Ensured that the outdoor air damper is visible for inspection | ☐ | ☐ | ☐ |
| 3l. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection | ☐ | ☐ | ☐ |
| 3m. Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range | ☐ | ☐ | ☐ |

NOTE: It is necessary to ensure that the damper is operating properly and within the normal range to continue.





3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 3n. Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler | ☐ | ☐ | ☐ |
| 3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on | ☐ | ☐ | ☐ |
| 3p. If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F | ☐ | ☐ | ☐ |
| 3q. If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F | ☐ | ☐ | ☐ |
| 3r. If the outdoor air damper does not move, confirmed the following items: | | | |
| • The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight | ☐ | ☐ | ☐ |
| • Moving parts are free of impediments (e.g., rust, corrosion) | ☐ | ☐ | ☐ |
| • Electrical wire or pneumatic tubing connects to the damper actuator | ☐ | ☐ | ☐ |
| • The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly) | ☐ | ☐ | ☐ |

Proceed to Activities 13–16 if the damper seems to be operating properly.

ACTIVITY 13: FREEZE STATS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals | ☐ | ☐ | ☐ |
| OR | | | |
| 3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped) | ☐ | ☐ | ☐ |
| 3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats | ☐ | ☐ | ☐ |

NOTE: HVAC systems with water coils need protection from the cold. The freeze-stat may close the outdoor air damper and disconnect the supply air when tripped. The typical trip range is 35°F to 42°F.

ACTIVITY 14: MIXED AIR THERMOSTATS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3v. Ensured that the mixed air stat for heating mode is set no higher than 65°F | ☐ | ☐ | ☐ |
| 3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting | ☐ | ☐ | ☐ |

ACTIVITY 15: ECONOMIZERS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3x. Confirmed proper economizer settings based on design specifications or local practices | ☐ | ☐ | ☐ |
|--|--------------------------|--------------------------|--------------------------|

NOTE: The dry-bulb is typically set at 65°F or lower.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3y. Checked that sensor on the economizer is shielded from direct sunlight | ☐ | ☐ | ☐ |
| 3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications | ☐ | ☐ | ☐ |

NOTE: Economizers use varying amounts of cool outdoor air to assist with the cooling load of the room or rooms. There are two types of economizers, dry-bulb and enthalpy. Dry-bulb economizers vary the amount of outdoor air based on outdoor temperature, and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS

- 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied hours (even when room thermostat is satisfied) ☐ Yes ☐ No ☐ N/A

NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply.

4. AIR DISTRIBUTION

ACTIVITY 17: AIR DISTRIBUTION

- 4a. Ensured that supply and return air pathways in the existing ventilation system perform as required ☐ ☐ ☐
- 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning ☐ ☐ ☐

NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies.

- 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows) ☐ ☐ ☐
- 4d. Ensured that supply and return vents are open and unblocked ☐ ☐ ☐

NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents.

- 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply ☐ ☐ ☐
- 4f. Modified existing HVAC systems to incorporate any room or zone layout and population changes ☐ ☐ ☐
- 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents ☐ ☐ ☐
- 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities ☐ ☐ ☐
- 4i. Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals ☐ ☐ ☐

ACTIVITY 18: PRESSURIZATION IN BUILDINGS

NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the "occupied" cycle when doing this activity.

- 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, floor joints, pipe openings) ☐ ☐ ☐

5. EXHAUST SYSTEMS

ACTIVITY 19: EXHAUST FAN OPERATION

- 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s) ☐ ☐ ☐

If fans are running but air is not flowing toward the exhaust intake, check for the following:

- Inoperable dampers
- Obstructed, leaky, or disconnected ductwork
- Undersized or improperly installed fan
- Broken fan belt





5. EXHAUST SYSTEMS (continued)

ACTIVITY 20: EXHAUST AIRFLOW

NOTE: Prevent migration of indoor contaminants from areas such as bathrooms, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).

- 5b. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces **Yes** **No** **N/A**
☐ ☐ ☐

Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see "How to Measure Airflow").

- 5c. Ensured that air is flowing toward the exhaust intake ☐ ☐ ☐

ACTIVITY 21: EXHAUST DUCTWORK

- 5d. Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition ☐ ☐ ☐

6. QUANTITY OF OUTDOOR AIR

ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS

NOTE: Refer to "How to Measure Airflow" for techniques.

- 6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit ☐ ☐ ☐
 6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration ☐ ☐ ☐
 6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c) ☐ ☐ ☐

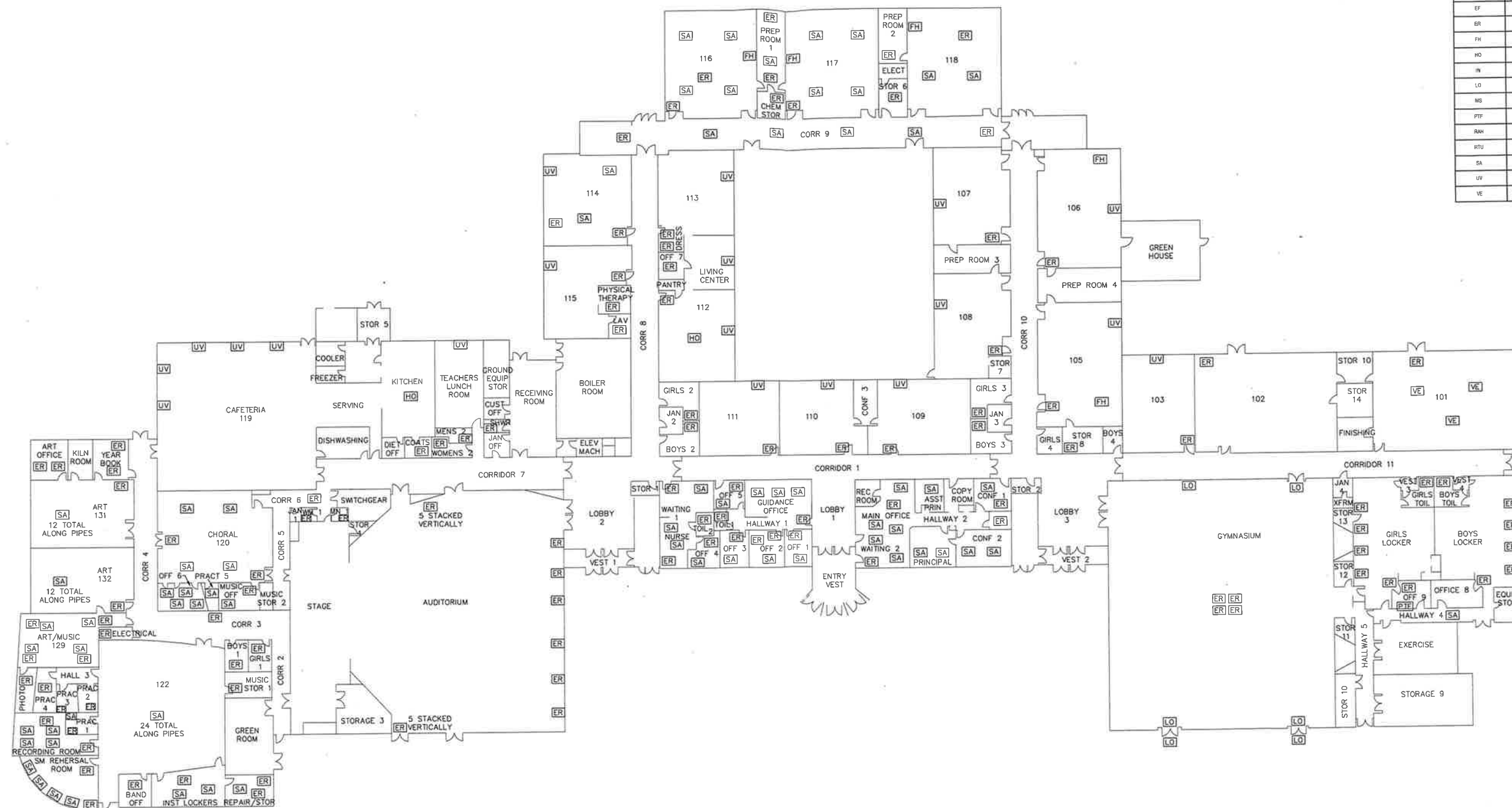
ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES

- 6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1 ☐ ☐ ☐
 6e. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1 ☐ ☐ ☐

NOTES

3 School Floor Plans

LEGEND	
TAG	DESCRIPTION
AH	AIR INTAKE HOOD
CH	CHILLER
EF	EXHAUST FAN
ER	EXHAUST REGISTER
FH	FUME HOOD
HO	HOOD
IN	INTAKE
LO	LOUVER
MS	MIX SPLIT
PTF	PASS THROUGH FAN
RAH	RECIRCULATING AIR HANDLER
RTU	ROOF TOP UNIT
SA	SUPPLY AIR
UV	UNIT VENTILATOR
VE	VACUUM EXHAUST TO OUTSIDE



COORDINATION PLAN

[illegible]

SCALE:	HORZ.: NOT TO SCALE
	VERT.:
DATUM:	
	HORZ.: +
	VERT.: +

**FUSS &
O'NEILL**

ONE FINANCIAL PLAZA, 15th FLOOR
HARTFORD, CT 06103
860.646.2469
www.fandc.com

OLD SAYBROOK TOOLS FOR SCHOOLS PROCEDURE GUIDE

FIRST FLOOR PLAN

1111 BOSTON POST ROAD

OLD SAYBROOK

C

PROJ. No.: 20210255 A43
DATE 7/14/2025

SK-101

4 Equipment List

5 Maintenance Checklist (ASHRAE 180)

Air Handling Units			
Component	Maintenance Task	Task Completed (Initial)	Recommended Frequency
Filters	Inspect for condition, replace if necessary		Monthly
	Record pressure drop across filter		Monthly
Coils	Inspect for dirt, corrosion, damage		Quarterly
	Clean coils (as needed, or per OEM)		Semi-annually
Drain Pans/Lines	Check and clean for blockage or microbial growth		Quarterly
	Ensure proper drainage		Quarterly
Fans & Blowers	Inspect belts, sheaves, and couplings		Quarterly
	Check motor mounts, alignment		Quarterly
	Lubricate bearings (as applicable)		Semi-annually
Dampers	Inspect for proper operation and cleanliness		Semi-annually
	Lubricate moving parts		Annually
Ducts	Inspect visible ductwork for leaks or damage		Annually
Sensors/Controls	Verify sensor calibration and function		Semi-annually
	Check thermostats, safeties, and actuators		Semi-annually
Electrical	Inspect wiring, connections, and panels		Semi-annually
	Check for unusual noise/vibration		Quarterly
General Unit	Clean inside of unit housing		Semi-annually
	Check access panels and seals		Quarterly
Documentation	Record all inspections, issues, and corrective actions		Every Visit

Rooftop Units			
Component	Maintenance Task	Task Completed (Initial)	Recommended Frequency
Filters	Inspect and replace if necessary		Monthly
	Record pressure drop across filters		Monthly
Coils (Evaporator & Condenser)	Inspect for dirt, damage, corrosion		Quarterly
	Clean coils (as needed or per manufacturer)		Semi-annually
Drain Pans & Lines	Check for clogs, microbial growth, clean if needed		Quarterly
	Verify proper drainage		Quarterly
Fans & Blowers	Inspect belts, pulleys, bearings		Quarterly
	Adjust tension or alignment if needed		Quarterly
	Lubricate (as applicable per manufacturer)		Semi-annually
Refrigeration Circuit	Inspect for signs of leaks, check operating pressures		Semi-annually
	Verify refrigerant charge		Annually
Burners / Heat Exchangers	Inspect for cracks, corrosion		Annually
	Clean burner components		Annually
	Test safety controls and ignition		Annually
Dampers & Economizers	Inspect operation, linkage, and cleanliness		Semi-annually
	Lubricate moving parts		Annually
Controls & Sensors	Verify sensor readings and calibration		Semi-annually
	Check thermostat operation, safety switches		Semi-annually
Electrical System	Inspect wiring, terminals, and control boards		Semi-annually
	Test capacitors, contactors, relays		Annually
Casing & Cabinet	Inspect panels, fasteners, and insulation		Quarterly
	Clean debris from unit exterior and interior		Quarterly
Documentation	Record all inspections, issues, and corrective actions		Every visit

Exhaust Fans			
Component	Maintenance Task	Task Completed (Initial)	Recommended Frequency
Motor	Inspect for overheating, noise, vibration		Quarterly
	Lubricate bearings (as per OEM)		Semi-annually
	Check electrical connections		Semi-annually
Belts & Pulleys	Inspect for wear, cracking, or misalignment		Quarterly
	Adjust tension or alignment if necessary		Quarterly
	Replace worn belts		As needed
Fan Blades / Impeller	Inspect for dirt, damage, or imbalance		Semi-annually
	Clean blades		Semi-annually
	Check for secure attachment		Semi-annually
Housing / Mounts	Inspect unit housing, vibration isolators, and mounts		Quarterly
	Tighten loose fasteners		Quarterly
	Inspect for rust or corrosion		Semi-annually
Electrical Controls	Test safety interlocks and disconnect switches		Semi-annually
	Inspect control wiring and components		Semi-annually
Dampers / Backdraft	Check operation and cleanliness of dampers		Semi-annually
	Lubricate damper linkages (as applicable)		Annually
Airflow Performance	Verify airflow against design specifications		Annually
	Check for abnormal noise or performance issues		Quarterly
Documentation	Log all maintenance, test results, and corrective actions		Every visit

6 Ventilation Calculations

Ventilation Calculations:

$$V_{bz} = (R_p \times P_z) + (R_a \times A_z)$$

R_p = ASHRAE defined ventilation per person (CFM / Person)

P_z = number of people in each zone (Person)

R_a = ASHRAE defined ventilation per area (CFM / ft²)

A_z = zone area (ft²)

ASHRAE Standard 62.1 2022 Table 6-1: Minimum Ventilation Rates in Breathing Zone

Project Name:
School Name: OS High School
Project Number:
Scope: HVAC Verification and Evaluation
Data Collection By: F&O Data
Date:

FIELD NOTES						VENTILATION CALCULATIONS		
Floor	Given Drawing Room Name/Number	Room Names	Room Type	Architectural Drawing Room #	Architectural Drawing Room Name	OA CFM R _p CFM	OA CFM R _s CFM	V _h
FIRST	ENTRY VESTIBULE	ENTRY VESTIBULE	Vestibule	1	ENTRY VESTIBULE	20	22	42
FIRST	LOBBY 1	LOBBY	Lobby	2	LOBBY	20	24	44
FIRST	CORRIDOR 1	CORRIDOR	Corridor	3	CORRIDOR	0	92	92
FIRST	LOBBY 2	LOBBY	Lobby	4	LOBBY	35	39	74
FIRST	VESTIBULE 1	VESTIBULE	Vestibule	5	VESTIBULE	10	10	20
FIRST	LOBBY 3	LOBBY	Lobby	6	LOBBY	45	54	99
FIRST	VESTIBULE 2	VESTIBULE	Vestibule	7	VESTIBULE	10	10	20
FIRST	GUIDANCE OFFICE	GUIDANCE OFFICE	Office	8	GUIDANCE OFFICE	10	22	32
FIRST	HC TOILET 1	HC TOILET	Restroom	8A	HC TOILET	0	0	50
FIRST	HALLWAY 1	HALLWAY	Corridor	8B	HALLWAY	0	7	7
FIRST	OFFICE 1	OFFICE	Office	9	OFFICE	5	10	15
FIRST	OFFICE 2	OFFICE	Office	10	OFFICE	5	10	15
FIRST	OFFICE 3	OFFICE	Office	11	OFFICE	5	8	13
FIRST	OFFICE 4	OFFICE	Office	12	OFFICE	5	8	13
FIRST	HC TOILET 2	HC TOILET	Restroom	14A	HC TOILET	0	0	50
FIRST	STORAGE 1	STORAGE	Storage	16	STORAGE	0	6	6
FIRST	NURSE	NURSE	Nurse	17	NURSE	15	25	40
FIRST	WAITING 1	WAITING	Lobby	17A	WAITING	5	5	10
FIRST	OFFICE	OFFICE	Office	18	OFFICE	5	8	13
FIRST	WAITING 2	WAITING	Lobby	19	WAITING	15	17	32
FIRST	MAIN OFFICE	MAIN OFFICE	Office	20	MAIN OFFICE	10	16	26
FIRST	REC ROOM	REC ROOM	Office	21	REC ROOM	5	5	10
FIRST	ASSISTANT PRINCIPAL	ASSISTANT PRINCIPAL	Office	22	ASSISTANT PRINCIPAL	5	10	15
FIRST	COPY ROOM	COPY ROOM	Office	23	COPY ROOM	5	7	12
FIRST	CONFERENCE	CONFERENCE	Conference Room	24	CONFERENCE	45	10	55
FIRST	STORAGE 2	STORAGE	Storage	25	STORAGE	0	5	5
FIRST	HC TOILET 3	HC TOILET	Restroom	26	HC TOILET	0	0	50
FIRST	CONFERENCE 2	CONFERENCE	Conference Room	27	CONFERENCE	65	16	81
FIRST	PRINCIPAL	PRINCIPAL	Office	28	PRINCIPAL	10	18	28
FIRST	HALLWAY 2	HALLWAY	Corridor	29	HALLWAY	0	9	9

Project Name:
 School Name: OS High School
 Project Number:
 Scope: HVAC Verification and Evaluation
 Data Collection By: F&O Data
 Date:

FIELD NOTES						VENTILATION CALCULATIONS		
Floor	Given Drawing Room Name/Number	Room Names	Room Type	Architectural Drawing Room #	Architectural Drawing Room Name	OA CFM Rp CFM	OA CFM Ra CFM	Vbz
FIRST	SOUND/LIGHT	SOUND/LIGHT	Auditorium	33	SOUND/LIGHT	145	11	156
FIRST	AUDITORIUM	AUDITORIUM	Auditorium	34	AUDITORIUM	5180	414	5594
FIRST	STORAGE 3	STORAGE	Storage	35	STORAGE	0	36	36
FIRST	STAGE	STAGE	Stage/ Studio	36	STAGE	0	0	0
FIRST	CORRIDOR 2	CORRIDOR	Corridor	37	CORRIDOR	0	16	16
FIRST	STORAGE 4	STORAGE	Storage	37A	STORAGE	0	4	4
FIRST	MUSIC STORAGE 1	MUSIC STORAGE	Storage	38	MUSIC STORAGE	0	17	17
FIRST	GREEN ROOM	GREEN ROOM	Storage	39	GREEN ROOM	0	60	60
FIRST	REPAIR AND STORAGE	REPAIR AND STORAGE	Storage	40	REPAIR AND STORAGE	0	25	25
FIRST	INSTRUMENT LOCKERS	INSTRUMENT LOCKERS	Storage	41	INSTRUMENT LOCKERS	0	44	44
FIRST	BAND OFFICE	BAND OFFICE	Office	42	BAND OFFICE	5	8	13
FIRST	122	BAND ROOM	Music/Theater/Dance	43	BAND ROOM	830	142	972
FIRST	HALLWAY 3	HALLWAY	Corridor	43A	HALLWAY	0	5	5
FIRST	SM. REHERSAL ROOM	SM. REHERSAL ROOM	Music/Theater/Dance	44	SM. REHERSAL ROOM	150	25	175
FIRST	RECORDING ROOM	RECORDING ROOM	Music/Theater/Dance	45	RECORDING ROOM	120	20	140
FIRST	PRACTICE ROOM 1	PRACTICE ROOM	Music/Theater/Dance	46	PRACTICE ROOM	30	5	35
FIRST	PRACTICE ROOM 2	PRACTICE ROOM	Music/Theater/Dance	47	PRACTICE ROOM	30	4	34
FIRST	PRACTICE ROOM 3	PRACTICE ROOM	Music/Theater/Dance	48	PRACTICE ROOM	30	4	34
FIRST	PRACTICE ROOM 4	PRACTICE ROOM	Music/Theater/Dance	49	PRACTICE ROOM	40	6	46
FIRST	PHOTO	PHOTO	Office	50	PHOTO	5	5	10
FIRST	129	ART/MUSIC	Music/Theater/Dance	51	ART/MUSIC	230	39	269
FIRST	ELECTRICAL	ELECTRICAL	Utility	52	ELECTRICAL	0	0	0
FIRST	CORRIDOT 3	CORRIDOR	Corridor	53	CORRIDOR	0	36	36
FIRST	BOYS 1	BOYS	Restroom	53A	BOYS	0	0	100
FIRST	GIRLS 1	GIRLS	Restroom	53B	GIRLS	0	0	100
FIRST	CORRIDOR 4	CORRIDOR	Corridor	54	CORRIDOR	0	34	34
FIRST	131 AND 132	ART ROOM	Art Classroom	55	ART ROOM	390	347	737
FIRST	ART OFFICE	ART OFFICE	Office	56	ART OFFICE	5	11	16
FIRST	KILN ROOM	KILN ROOM	Art Classroom	57	KILN ROOM	30	22	52
FIRST	YEARBOOK	YEARBOOK	Art Classroom	58	YEARBOOK	40	31	71
FIRST	CORRIDOR 5	CORRIDOR	Corridor	59	CORRIDOR	0	13	13
FIRST	120	CHORAL	Music/Theater/Dance	60	CHORAL	530	89	619
FIRST	MUSIC STORAGE 2	MUSIC STORAGE	Storage	61	MUSIC STORAGE	0	6	6
FIRST	MUSIC OFFICE	MUSIC OFFICE	Office	62	MUSIC OFFICE	5	9	14
FIRST	PRACTICE ROOM 5	PRACTICE ROOM	Music/Theater/Dance	63	PRACTICE ROOM	20	3	23
FIRST	OFFICE 6	OFFICE	Office	66	OFFICE	5	10	15
FIRST	CORRIDOR 6	CORRIDOR	Corridor	67	CORRIDOR	0	8	8
FIRST	JANITOR 1	JANITOR	Custodial	68	JANITOR	0	0	0
FIRST	WOMENS 1	WOMENS	Restroom	69	WOMENS	0	0	50
FIRST	MENS 1	MENS	Restroom	70	MENS	0	0	50
FIRST	SWITCHGEAR	SWITCHGEAR	Utility	70A	SWITCHGEAR	0	0	0
FIRST	CORRIDOR 7	CORRIDOR	Corridor	71	CORRIDOR	0	63	63
FIRST	119	CAFETERIA	Cafeteria	72	CAFETERIA	2490	597	3087
FIRST	SERVING	SERVING	Cafeteria	73	SERVING	308	74	381
FIRST	KITCHEN	KITCHEN	Cafeteria	74	KITCHEN	510	122	632
FIRST	DISHWASHING	DISHWASHING	Cafeteria	74A	DISHWASHING	180	42	222
FIRST	ENTRY	ENTRY	Cafeteria	75	ENTRY	113	26	138
FIRST	FREEZER	FREEZER	Cafeteria	76	FREEZER	75	17	92

Project Name:
School Name: OS High School
Project Number:
Scope: HVAC Verification and Evaluation
Data Collection By: F&O Data
Date:

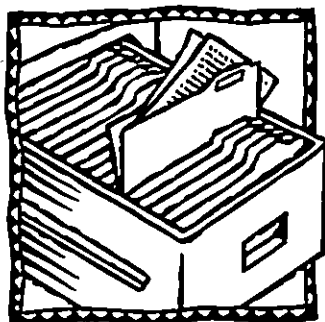
FIELD NOTES						VENTILATION CALCULATIONS		
Floor	Given Drawing Room Name/Number	Room Names	Room Type	Architectural Drawing Room #	Architectural Drawing Room Name	OA CFM Rp CFM	OA CFM Ra CFM	Vbz
FIRST	COOLER	COOLER	Cafeteria	77	COOLER	75	18	93
FIRST	STORAGE 5	STORAGE	Storage	78	STORAGE	0	16	16
FIRST	DIET OFFICE	DIET OFFICE	Office	79	DIET OFFICE	5	6	11
FIRST	COATS	COATS	Storage	80	COATS	0	8	8
FIRST	WOMENS 2	WOMENS	Restroom	82	WOMENS	0	0	50
FIRST	MENS 2	MENS	Restroom	83	MENS	0	0	50
FIRST	TEACHERS LUNCH ROOM	TEACHER'S LUNCH ROOM	Cafeteria	84	TEACHER'S LUNCH ROOM	435	104	539
FIRST	JAN OFFICE	JAN OFFICE	Office	85	JAN OFFICE	5	5	10
FIRST	RECEIVING ROOM	RECEIVING ROOM	Utility	86	RECEIVING ROOM	0	0	0
FIRST	SHOWER	SHOWER	Utility	87	SHOWER	0	0	0
FIRST	CUSTODIANS OFFICE	CUSTODIANS OFFICE	Office	88	CUSTODIANS OFFICE	5	4	9
FIRST	GROUND EQUIP. STORAGE	GROUND EQUIP. STORAGE	Storage	89	GROUND EQUIP. STORAGE	0	24	24
FIRST	ELEVATOR MACH.	ELEVATOR MACH.	Utility	91	ELEVATOR MACH.	0	0	0
FIRST	BOILER ROOM	BOILER ROOM	Utility	92	BOILER ROOM	0	0	0
FIRST	CORRIDOR 8	CORRIDOR	Corridor	93	CORRIDOR	0	65	65
FIRST	BOYS 2	BOYS	Restroom	94	BOYS	0	0	250
FIRST	JANITOR 2	JANITOR	Custodial	95	JANITOR	0	0	0
FIRST	GIRLS 2	GIRLS	Restroom	96	GIRLS	0	0	200
FIRST	112	FOODS	Classroom	97	FOODS	340	115	455
FIRST	PANTRY	PANTRY	Storage	98	PANTRY	0	5	5
FIRST	LIVING CENTER	LIVING CENTER	Classroom	99	LIVING CENTER	140	46	186
FIRST	OFFICE 7	OFFICE	Office	100	OFFICE	5	5	10
FIRST	DRESS	DRESS	Storage	101	DRESS	0	6	6
FIRST	113	SEWING	Classroom	102	SEWING	310	105	415
FIRST	115	LIFE SKILLS LAB	Classroom	103	LIFE SKILLS LAB	310	104	414
FIRST	PHYSICAL THERAPY	PHYSICAL THERAPY	Office	104	PHYSICAL THERAPY	5	7	12
FIRST	LAV	LAV	Restroom	105	LAV	0	0	50
FIRST	114	LANGUAGE LAB	Classroom	106	LANGUAGE LAB	390	131	521
FIRST	CORRIDOR 9	CORRIDOR	Corridor	107	CORRIDOR	0	88	88
FIRST	116	CHEMISTRY LAB	Classroom	108	CHEMISTRY LAB	500	170	670
FIRST	PREP ROOM 1	PREP ROOM	Storage	109	PREP ROOM	0	39	39
FIRST	CHEMICAL STORAGE	CHEMICAL STORAGE	Storage	110	CHEMICAL STORAGE	0	12	12
FIRST	117	CHEMISTRY/PHYSICS LAB	Classroom	111	CHEMISTRY/PHYSICS LAB	500	171	671
FIRST	STORAGE 6	STORAGE	Storage	112	STORAGE	0	17	17
FIRST	ELECT.	ELECT.	Utility	113	ELECT.	0	0	0
FIRST	118	BIOLOGY LAB	Classroom	114	BIOLOGY LAB	500	170	670
FIRST	PREP ROOM 2	PREP ROOM	Storage	115	PREP ROOM	0	26	26
FIRST	CORRIDOR 10	CORRIDOR	Corridor	116	CORRIDOR	0	62	62
FIRST	107	PHYSICS LAB	Classroom	117	PHYSICS LAB	340	114	454
FIRST	PREP ROOM 3	PREP ROOM	Storage	118	PREP ROOM	0	36	36
FIRST	108	EARTH SCIENCE LAB	Classroom	119	EARTH SCIENCE LAB	350	121	481
FIRST	STORAGE 7	STORAGE	Storage	120	STORAGE	0	8	8
FIRST	GIRLS 3	GIRLS	Restroom	121	GIRLS	0	0	200
FIRST	JANITOR 3	JANITOR	Custodial	122	JANITOR	0	0	0
FIRST	BOYS 3	BOYS	Restroom	123	BOYS	0	0	250
FIRST	106	BIOLOGY LAB	Classroom	124	BIOLOGY LAB	500	171	671
FIRST	PREP ROOM 4	PREP ROOM	Storage	125	PREP ROOM	0	46	46
FIRST	105	BIOLOGY LAB	Classroom	126	BIOLOGY LAB	510	174	684

Project Name:
School Name: OS High School
Project Number:
Scope: HVAC Verification and Evaluation
Data Collection By: F&O Data
Date:

FIELD NOTES						VENTILATION CALCULATIONS		
Floor	Given Drawing Room Name/Number	Room Names	Room Type	Architectural Drawing Room #	Architectural Drawing Room Name	OA CFM Rp CFM	OA CFM Ra CFM	Vbz
FIRST	STORAGE 8	STORAGE	Storage	127	STORAGE	0	17	17
FIRST	GIRLS 4	GIRLS	Restroom	128	GIRLS	0	0	100
FIRST	BOYS 4	BOYS	Restroom	129	BOYS	0	0	100
FIRST	TYPING	TYPING	Classroom	130	TYPING	350	118	468
FIRST	CONFERENCE 3	CONFERENCE	Conference Room	131	CONFERENCE	35	8	43
FIRST	OFFICE PRACTICE	OFFICE PRACTICE	Classroom	132	OFFICE PRACTICE	300	100	400
FIRST	BOOKKEEPING	BOOKKEEPING	Classroom	133	BOOKKEEPING	290	99	389
FIRST	CORRIDOR 11	CORRIDOR	Corridor	134	CORRIDOR	0	77	77
FIRST	VESTIBULE 3	VESTIBULE	Vestibule	135	VESTIBULE	5	2	7
FIRST	BOYS TOILETS	BOYS TOILETS	Restroom	136	BOYS TOILETS	0	0	100
FIRST	BOYS LOCKERS	BOYS LOCKERS	Locker Room	137	BOYS LOCKERS	0	0	0
FIRST	BOYS SHOWERS	BOYS SHOWERS	Locker Room	138	BOYS SHOWERS	0	0	0
FIRST	EQUIP. STORAGE	EQUIP. STORAGE	Storage	139	EQUIP. STORAGE	0	13	13
FIRST	HALLWAY 4	HALLWAY	Corridor	140	HALLWAY	0	14	14
FIRST	OFFICE 8	OFFICE	Office	141	OFFICE	5	10	15
FIRST	GIRLS LOCKERS	GIRLS LOCKERS	Locker Room	143	GIRLS LOCKERS	0	0	0
FIRST	OFFICE 9	OFFICE	Office	144	OFFICE	0	0	0
FIRST	GIRLS SHOWERS	GIRLS SHOWERS	Locker Room	145	GIRLS SHOWERS	0	0	0
FIRST	GIRLS TOILETS	GIRLS TOILETS	Restroom	146	GIRLS TOILETS	0	0	0
FIRST	VESTIBULE 4	VESTIBULE	Vestibule	147	VESTIBULE	0	6	6
FIRST	HALLWAY 5	HALLWAY	Corridor	148	HALLWAY	0	2	2
FIRST	EXERCISE	EXERCISE	Gymnasium	149	EXERCISE	0	48	48
FIRST	STORAGE 9	STORAGE	Storage	150	STORAGE	0	69	69
FIRST	STORAGE 10	STORAGE	Storage	151	STORAGE	0	80	80
FIRST	STORAGE 11	STORAGE	Storage	152	STORAGE	0	16	16
FIRST	STORAGE 12	STORAGE	Storage	153	STORAGE	0	7	7
FIRST	STORAGE 13	STORAGE	Storage	153A	STORAGE	0	6	6
FIRST	GYMNASIUM	GYMNASIUM	Gymnasium	154	GYMNASIUM	1180	1493	2673
FIRST	JANITOR 4	JANITOR	Custodial	155	JANITOR	0	0	0
FIRST	XFRM	XFRM	Office	156	XFRM	5	2	7
FIRST	103	CLASSROOM	Classroom	157	CLASSROOM	350	117	467
FIRST	102	CLASSROOM	Classroom	158	FITNESS ROOM	690	235	925
FIRST	OFFICE 10	OFFICE	Office	159	OFFICE	5	8	13
FIRST	STORAGE 14	STORAGE	Storage	160	STORAGE	0	18	18
FIRST	FINISHING	FINISHING	Office	161	FINISHING	5	10	15
FIRST	162	WOOD SHOP	Classroom	162	WOOD SHOP	700	239	939
SECOND	201	LANGUAGE CLASSROOM	Classroom	201	LANGUAGE CLASSROOM	240	80	320
SECOND	202	ENGLISH CLASSROOM	Classroom	202	ENGLISH CLASSROOM	270	91	361
SECOND	203	LANGUAGE CLASSROOM	Classroom	203	LANGUAGE CLASSROOM	230	78	308
SECOND	204	ENGLISH CLASSROOM	Classroom	204	ENGLISH CLASSROOM	240	82	322
SECOND	205	LANGUAGE CLASSROOM	Classroom	205	LANGUAGE CLASSROOM	230	77	307
SECOND	206	ENGLISH CLASSROOM	Classroom	206	ENGLISH CLASSROOM	250	83	333
SECOND	207	LANGUAGE CLASSROOM	Classroom	207	LANGUAGE CLASSROOM	230	78	308
SECOND	208	ENGLISH CLASSROOM	Classroom	208	ENGLISH CLASSROOM	240	81	321
SECOND	209	ENGLISH CLASSROOM	Classroom	209	ENGLISH CLASSROOM	240	79	319
SECOND	210	ENGLISH CLASSROOM	Classroom	210	ENGLISH CLASSROOM	240	82	322
SECOND	211	MATH CLASSROOM	Classroom	211	MATH CLASSROOM	270	92	362
SECOND	212	SOCIAL STUDIES CLASSROOM	Classroom	212	SOCIAL STUDIES CLASSROOM	250	83	333

Project Name:
 School Name: OS High School
 Project Number:
 Scope: HVAC Verification and Evaluation
 Data Collection By: F&O Data
 Date:

FIELD NOTES						VENTILATION CALCULATIONS		
Floor	Given Drawing Room Name/Number	Room Name	Room Type	Architectural Drawing Room #	Architectural Drawing Room Name	OA CFM Rp CFM	OA CFM Ra CFM	Vbz
SECOND	213	SOCIAL STUDIES CLASSROOM	Classroom	213	SOCIAL STUDIES CLASSROOM	270	91	361
SECOND	214	SOCIAL STUDIES CLASSROOM	Classroom	214	SOCIAL STUDIES CLASSROOM	240	81	321
SECOND	215	SOCIAL STUDIES CLASSROOM	Classroom	215	SOCIAL STUDIES CLASSROOM	270	92	362
SECOND	216	MATH CLASSROOM	Classroom	216	MATH CLASSROOM	270	91	361
SECOND	217	MATH CLASSROOM	Classroom	217	MATH CLASSROOM	280	95	375



Administrative Staff Checklist

Name: Match
 School: OSHS
 Room or Area: _____ Date Completed: 4/10/26
 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. GENERAL CLEANLINESS

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 1a. Ensured that offices are dusted and vacuumed regularly | ☒ | ☐ | ☐ |
| 1b. Ensured that trash is removed daily | ☒ | ☐ | ☐ |
| 1c. Ensured that no food is stored in the office overnight | ☒ | ☐ | ☐ |
| 1d. Ensured that the room is free of pests and vermin | ☒ | ☐ | ☐ |
| 1e. Used unscented, school-approved cleaners and air fresheners, if any, in rooms | ☒ | ☐ | ☐ |

2. EXCESS MOISTURE IN OFFICES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2a. Ensured that condensate is wiped from windows, windowsills, and window frames | ☒ | ☐ | ☐ |
| 2b. Ensured that cold water pipes are free of condensate | ☒ | ☐ | ☐ |
| 2c. Ensured that indoor surfaces of exterior walls are free of condensate | ☒ | ☐ | ☐ |
| 2d. Ensured that areas around and under sinks are free of leaks | ☒ | ☐ | ☐ |
| 2e. Ensured that lavatories are free of leaks | ☒ | ☐ | ☐ |
| 2f. Checked ceiling tiles and walls for signs of leaks (discoloration may indicate periodic leaks) | ☒ | ☐ | ☐ |
| 2g. Ensured that spills are cleaned promptly | ☒ | ☐ | ☐ |

3. THERMAL COMFORT

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 3a. Ensured that moderate temperature (should generally be 72°F–76°F) | ☒ | ☐ | ☐ |
| 3b. Ensured that there are no signs of draftiness | ☒ | ☐ | ☐ |
| 3c. Maintained humidity at acceptable levels (between 30 and 60 percent) | ☒ | ☐ | ☐ |

4. VENTILATION

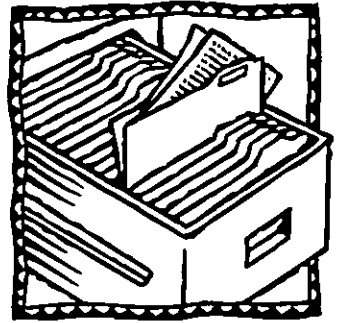
- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 4a. Located unit ventilator | ☒ | ☐ | ☐ |
| 4b. Located air supply and return vents | ☒ | ☐ | ☐ |
| 4c. Ensured that air is flowing from supply vent | ☒ | ☐ | ☐ |
| 4d. Ensured that the air supply pathway is not obstructed | ☒ | ☐ | ☐ |
| 4e. Ensured that there are no vehicle exhaust, kitchen/food, and chemical odors | ☒ | ☐ | ☐ |
| 4f. Ensured that there are no signs of mold or mildew (refer to Appendix H of the <i>IAQ Reference Guide</i>) | ☒ | ☐ | ☐ |
| 4g. Determined operability of windows | ☒ | ☐ | ☐ |

5. LOCAL EXHAUST FANS

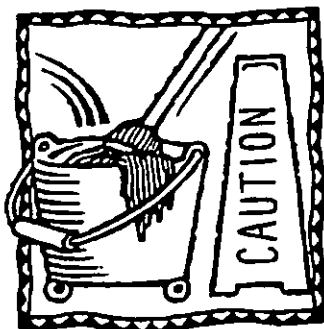
- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 5a. Located major pollutant-generating activities, if any | ☒ | ☐ | ☐ |
| 5b. Located exhaust fan(s), if any | ☒ | ☐ | ☐ |
| 5c. Determined that fans operate | ☒ | ☐ | ☐ |
| 5d. Ensured that adjacent rooms are free of odor | ☒ | ☐ | ☐ |

6. PRINTING/DUPLICATING EQUIPMENT

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 6a. Checked for odors from equipment | ☒ | ☐ | ☐ |
| 6b. Ensured that equipment is maintained regularly (date of most recent servicing is usually documented on the machine) | ☒ | ☐ | ☐ |
| 6c. Checked that equipment functions properly | ☒ | ☐ | ☐ |
| 6d. Ensured that duplicating equipment, printers, and copiers are located in a well-ventilated area, preferably in a separate room with an exhaust fan vented to the outside | ☒ | ☐ | ☐ |



NOTES



Building and Grounds Maintenance Checklist

Name: Mitch
 School: OSHS
 Room or Area: _____ Date Completed: _____
 Signature: Kevin Muro

Instructions

1. Read the *IAQ Background* 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

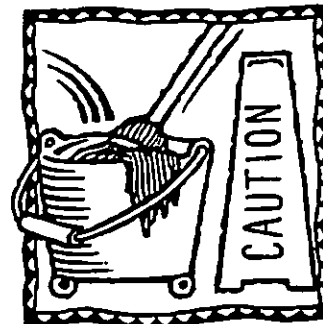
- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 6a. Checked for moldy odors | ☒ | ☐ | ☐ |
| 6b. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks) | ☒ | ☐ | ☐ |
| 6c. Checked areas where moisture 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 <i>Integrated Pest Management Checklist</i> | ☒ | ☐ | ☐ |
|---|-------------------------------------|--------------------------|--------------------------|



NOTES

OSHS

EPA Tools for Schools Checklist

		YES	NO	N/A	Comments
1a.	Marked locations of all outdoor air intakes on a small floor plan	X			
1b.	Ensured that the ventilation system was on and operating in "occupied" mode				
1c.	Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers	X			
1e.	Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)	X			
1f.	Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)	X			
1h.	Obtained chemical smoke (or a small piece of tissue paper or light plastic)	X			
1i.	Confirmed that outdoor air is entering the intake appropriately.	X			
2i.	Checked mechanical room for unsanitary conditions, leaks, and spills	X			
2m.	Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	X			
3a.	Ensured that air dampers are at least partially open (minimum position)	X			
3b.	Ensured that minimum position provides adequate outdoor air for occupants			X	Syr HVAC Eval.
3c.	Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed)	X			
3f.	Ensured that settings fit the actual schedule of building use (including night/weekend use)	X			
3k.	Ensured that the outdoor air damper is visible for inspection	X			
3l.	Ensured that the recirculating relief and/or exhaust dampers are visible for inspection			X	above ceiling
3m.	Ensured that air temperature in the indoor area(s) served by each outdoor air damper is within the normal operating range	X			
3n.	Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler			X	Syr Eval
3o.	Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on			X	Syr Eval
3u.	Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats.			X	
3v.	Ensured that the mixed air stat for heating mode is set no higher than 65°F			X	
3w.	Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting			X	
3x.	Confirmed proper economizer settings based on design specifications or local practices			X	Syr Eval
3y.	Checked that sensor on the economizer is shielded from direct sunlight				
3aa.	Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied hours (even when room thermostat is satisfied)	X			
4a.	Ensured that supply and return air pathways in the existing ventilation system perform as required	X			
4b.	Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning	X			
4c.	Made sure every occupied space has supply of outdoor air (mechanical system or operable windows)	X			
4d.	Ensured that supply and return vents are open and unblocked	X			Some were dusty and one had duct tape covering it

4f.	Modified existing HVAC systems to incorporate any room or zone layout and population changes				
4h.	Ensured that unit ventilators are quiet enough to accommodate classroom activities	X			
4i.	Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals	X			air ballancing issues being addressed
4j.	Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, floor joints, pipe openings)			X	
5a.	Checked (~~using chemical smoke~~) that air flows into exhaust fan grille(s)	X			used Plastic indicator
5b.	Checked (~~using chemical smoke~~) that air is drawn into the room from adjacent spaces	X			
5c.	Ensured that air is flowing toward the exhaust intake	X			
5d.	Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition	X			
6b.	Calculated the number of occupants served (22b) by the ventilation unit under consideration	X			see spreadsheet
6c.	Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)	X			see spreadsheet
6d.	Compared the existing outdoor air per person (22c) to the recommended levels in Table 1	X			see spreadsheet
1d.	Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)			X	
1g.	Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)			X	
2a.	Replaced filters per maintenance schedule	X			
2b.	Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)	X			
2c.	Vacuumed filter areas before installing new filters	X			
2d.	Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter.	X			
2e.	Confirmed proper installation of filters (correct direction for airflow)	X			
2f.	Ensured that drain pans slant toward the drain (to prevent water from accumulating)	X			
2g.	Cleaned drain pans	X			
2h.	Checked drain pans for mold and mildew	X			
2i.	Ensured that heating and cooling coils are clean	X			
2j.	Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean	X			
2k.	Ensured that ducts are clean	X			
3d.	Turned summer-winter switches to the correct position	X			
3e.	Set time clocks appropriately	X			
3g.	Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting			X	
3h.	Checked that the line dryer prevents moisture buildup			X	
3i.	Replaced control system filters at the compressor inlet based on the compressor manufacturer's recommendation (for example, when you blow down the tank)			X	
3j.	Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)			X	
3p.	If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F			X	6yr Eval
3q.	If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F.			X	6yr Eval
3r.	If the outdoor air damper does not move, confirmed the following items:				
3r.	The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight			X	
3r.	Moving parts are free of impediments (e.g., rust, corrosion)			X	
3r.	Electrical wire or pneumatic tubing connects to the damper actuator			X	
3r.	The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly).			X	
3s.	Disconnected power to controls (for automatic reset only) to test continuity across terminals			X	
OR					
3t.	Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)			X	
3z.	Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications			X	

4e.	Modified the HVAC system to supply outside air to areas without an outdoor air supply			X	
4g.	Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents			X	
6a.	Measured the quantity of outdoor air supplied (22a) to each ventilation unit			X	5yr Eval
6e.	Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1			X	



Food Service Checklist

Name: Erin Perpetua
 School: Old Saybrook High School
 Room or Area: Kitchen Date Completed: 5/7/26
 Signature: Erin Perpetua

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. COOKING AREA

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 1a. Determined that local exhaust fans operate properly (note if fans are excessively noisy) | ☒ | ☐ | ☐ |
| 1b. Checked for odors near cooking, preparation, and eating areas | ☒ | ☐ | ☐ |
| 1c. Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning | ☒ | ☐ | ☐ |
| 1d. Determined that gas appliances function properly | ☒ | ☐ | ☐ |
| 1e. Verified that gas appliances are vented outdoors | ☒ | ☐ | ☐ |
| 1f. Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used | ☒ | ☐ | ☐ |
| 1g. Ensured that kitchen is clean after use | ☒ | ☐ | ☐ |
| 1h. Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae) | ☒ | ☐ | ☐ |
| 1i. Selected biocides registered by EPA (if required), followed the manufacturer's directions for use, and carefully reviewed the method of application | ☒ | ☐ | ☐ |
| 1j. Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas) | ☒ | ☐ | ☐ |

2. FOOD HANDLING AND STORAGE

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2a. Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains) | ☒ | ☐ | ☐ |
| 2b. Stored leftovers in well-sealed containers with no traces of food on outside surfaces | ☒ | ☐ | ☐ |
| 2c. Ensured that food preparation, cooking, and storage practices are sanitary .. | ☒ | ☐ | ☐ |
| 2d. Disposed of food scraps properly and removed crumbs | ☒ | ☐ | ☐ |
| 2e. Cleaned counters with soap and water or a disinfectant (according to school policy) | ☒ | ☐ | ☐ |
| 2f. Swept and wet mopped floors | ☒ | ☐ | ☐ |

3. WASTE MANAGEMENT

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| 3a. Selected and placed waste in appropriate containers | ☒ | ☐ | ☐ |
| 3b. Ensured that containers' lids are securely closed | ☐ | ☐ | ☒ |
| 3c. Separated food waste and food-contaminated items from other wastes, if possible | ☐ | ☐ | ☒ |
| 3d. Stored waste containers in a well-ventilated area | ☒ | ☐ | ☒ |
| 3e. Ensured that dumpsters are properly located (away from air intake vents, operable windows, and food service doors in relation to prevailing winds) | ☒ | ☐ | ☐ |

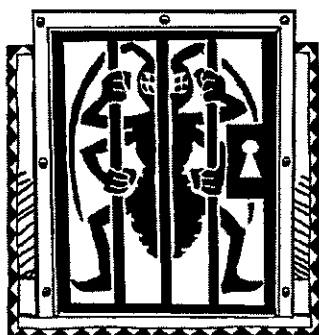
4. DELIVERIES

- | | Yes | No | N/A |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| 4a. Instructed vendors to avoid idling their engines during deliveries | ☒ | ☐ | ☐ |
| 4b. Posted a sign prohibiting vehicles from idling their engines in receiving areas | ☐ | ☒ | ☐ |
| 4c. Ensured that doors or air barriers are closed between receiving area and kitchen | ☐ | ☐ | ☒ |



NOTES

missing ceiling tile near freezer due to condensation build up that occurs from pipes.



Integrated Pest Management Checklist

Name:	<u>Mitch</u>		
School:	<u>OSHS</u>		
Room or Area:		Date Completed:	<u>5/7/26</u>
Signature:	<u>[Signature]</u>		

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. OFFICIAL POLICY STATEMENT

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 1a. Developed or located the school's official policy statement for integrated pest management (IPM) | ☒ | ☐ | ☐ |

2. DESIGNATING PEST MANAGEMENT ROLES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2a. Assigned and trained a qualified person to be the pest manager | ☒ | ☐ | ☐ |
| 2b. Involved decision makers in the IPM program | ☒ | ☐ | ☐ |
| 2c. Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter | ☒ | ☐ | ☐ |
| 2d. Encouraged parents to learn about IPM practices and implement them at home | ☒ | ☐ | ☐ |
| 2e. Developed a program to educate and train all IPM participants | ☒ | ☐ | ☐ |
| 2f. Included language about IPM into contracts with pest management professionals | ☒ | ☐ | ☐ |

3. SETTING PEST MANAGEMENT OBJECTIVES

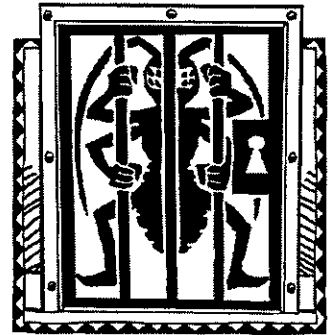
- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 3a. Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure) | ☒ | ☐ | ☐ |
| 3b. Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible) | ☒ | ☐ | ☐ |

4. INSPECTING, IDENTIFYING, AND MONITORING

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 4a. Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites | ☒ | ☐ | ☐ |
| 4b. Identified potential pest habitats in buildings and grounds | ☒ | ☐ | ☐ |
| 4c. Pinpointed the source of any current pest problems | ☒ | ☐ | ☐ |
| 4d. Monitored to determine the extent of pest problems and to estimate pest populations | ☒ | ☐ | ☐ |
| 4e. Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems | ☒ | ☐ | ☐ |
| 4f. Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat | ☒ | ☐ | ☐ |

5. SETTING ACTION THRESHOLDS

- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring | ☒ | ☐ | ☐ |
| 5b. Determined how many pests the school buildings, grounds, and occupants can tolerate | ☒ | ☐ | ☐ |
| 5c. Set action thresholds | ☒ | ☐ | ☐ |



6. PREVENTIVE STRATEGIES

INDOOR SITES

6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas:

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Entryways | ☒ | ☐ | ☐ |
| • Classrooms | ☒ | ☐ | ☐ |
| • Gymnasiums | ☒ | ☐ | ☐ |
| • Locker rooms | ☒ | ☐ | ☐ |
| • Offices | ☒ | ☐ | ☐ |
| • Staff lounges | ☒ | ☐ | ☐ |
| • Bathrooms | ☒ | ☐ | ☐ |
| • Food preparation and serving areas | ☒ | ☐ | ☐ |
| • Rooms with extensive plumbing | ☒ | ☐ | ☐ |
| • Maintenance areas | ☒ | ☐ | ☐ |
| • Other | ☒ | ☐ | ☐ |

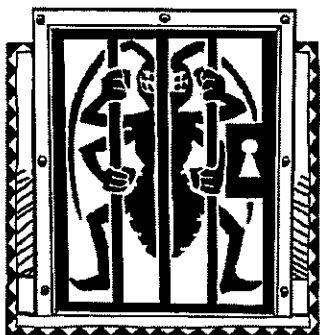
OUTDOOR SITES

6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas:

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Playgrounds | ☒ | ☐ | ☐ |
| • Parking lots | ☒ | ☐ | ☐ |
| • Lawns and athletic fields | ☒ | ☐ | ☐ |
| • Teaching gardens or greenhouses | ☒ | ☐ | ☐ |
| • Loading docks | ☒ | ☐ | ☐ |
| • Dumpsters | ☒ | ☐ | ☐ |
| • Areas with ornamental shrubs and trees | ☒ | ☐ | ☐ |
| • Other | ☒ | ☐ | ☐ |

7. PESTICIDE USE AND STORAGE

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 7a. Explored alternative pest management methods before concluding that pesticides were necessary | ☒ | ☐ | ☐ |
| 7b. Ensured that pest management professionals integrate IPM into their pest management methods | ☒ | ☐ | ☐ |
| 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baits and granules | ☒ | ☐ | ☐ |
| 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals | ☒ | ☐ | ☐ |
| 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area | ☒ | ☐ | ☐ |
| 7f. Used protective clothing or equipment when applying pesticides | ☒ | ☐ | ☐ |
| 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species | ☒ | ☐ | ☐ |



7. PESTICIDE USE AND STORAGE (cont.)

	Yes	No	N/A
7h. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	☒	☐	☐
7i. Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	☒	☐	☐
7j. Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	☒	☐	☐
7k. Ensured that parents are notified of upcoming pesticide applications through letters	☒	☐	☐
7l. Kept copies of current pesticide labels and information on pesticides easily accessible	☒	☐	☐
7m. Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☒	☐	☐
7n. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	☒	☐	☐
7o. Ensured that flammable liquids are stored away from ignition sources	☒	☐	☐
7p. Ensured that pesticides are stored in their original containers and all lids are securely fastened	☒	☐	☐
7q. Ensured that air in the storage space cannot mix with the air in the central ventilation system	☒	☐	☐

8. EVALUATING RESULTS AND RECORD KEEPING

8a. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☒	☐	☐
8b. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	☒	☐	☐
8c. Ensured that each log book contains the following items:			
• Copy of the pest management plan	☒	☐	☐
• Service schedules for maintenance of buildings and grounds	☒	☐	☐
• Current EPA-registered labels	☒	☐	☐
• Current Material Safety Data Sheets (MSDS) for each pesticide project	☒	☐	☐
• Pest surveillance data sheets	☒	☐	☐
• Diagram noting the location of pest activity, traps, and bait stations	☒	☐	☐

NOTES



School Official's Checklist

Name: Michelle Hartel
 School: Old Saybrook High School
 Room or Area: _____ Date Completed: 5/6/26
 Signature: Michelle Hartel

Instructions

1. Read the *IAQ Background* 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. ROLE AS A LIAISON

	Yes	No	N/A
1a. Obtained approval for IAQ program from the school board and continuously kept board informed of progress	☒	☐	☐
1b. Arranged proper funding for IAQ program through the school CFO and, if necessary, the school board	☒	☐	☐
1c. Collaborated with unions to establish processes to address various situations	☒	☐	☐
1d. Communicated IAQ program's progress to parents, community, and media ..	☒	☐	☐
1e. Introduced IAQ Coordinator to staff, fully endorsing his or her leadership ...	☒	☐	☐

2. VERBAL AND WRITTEN SUPPORT

2a. Ensured that top level management provided written support for the <i>IAQ TJS</i> Program	☒	☐	☐
2b. Wrote a letter to notify ~~EPA~~ ^{state} that the school is participating in the <i>IAQ TJS</i> Program (qualifying the school for a Great Start Award)	☒	☐	☐
2c. Participated in EPA's mentoring program (i.e., obtained advice from schools and districts with effective IAQ programs and, after implementation, provided advice to other schools and districts initiating an IAQ program)	☐	☒	☐
2d. Applied for EPA's Leadership and Excellence Awards (after implementing the IAQ program)	☐	☒	☐

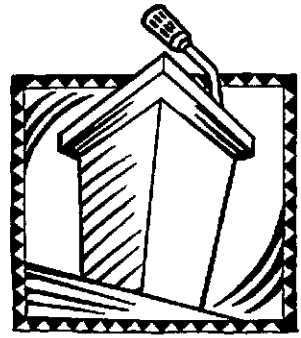
3. IAQ MANAGEMENT PLAN

3a. Authorized (or obtained authorization for) the development of a district-wide IAQ management plan	☒	☐	☐
3b. Coordinated the implementation of the district-wide IAQ management plan and monitored progress	☒	☐	☐
3c. Ensured that IAQ policies and upgrades in each school are developed and conducted consistently	☒	☐	☐
3d. Developed management plans for integrated pest management, radon, and other relevant issues	☒	☐	☐

4. EMERGENCY RESPONSE

4a. Developed an emergency plan for IAQ crises	☒	☐	☐
4b. Identified a contact person(s) to communicate IAQ issues to the media	☒	☐	☐
4c. Notified school staff and other officials of emergency procedures and the identity and responsibilities of the contact person(s)	☒	☐	☐

NOTES





Teacher's Classroom Checklist

Name: Mitch
 School: OSHS
 Room or Area: _____ Date Completed: 4/16/20
 Signature: [Signature]

Instructions

1. Read the *IAQ Background* 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. GENERAL CLEANLINESS

	Yes	No	N/A
1a. Ensured rooms are dusted and vacuumed regularly	☒	☐	☐
1b. Ensured rooms are free of clutter	☒	☐	☐
1c. Ensured that trash is removed daily	☒	☐	☐
1d. Ensured that no food is stored in classroom overnight	☒	☐	☐
1e. Ensured that animal food is stored in tightly sealed containers	☒	☐	☐
1f. Ensured room is free of pests and vermin	☒	☐	☐
1g. Used unscented, school-approved cleaners and air fresheners, if any, in rooms	☒	☐	☐

2. ANIMALS IN THE CLASSROOM

2a. Minimized exposure to animal allergens	☒	☐	☐
2b. Ensured that animals are kept in cages (as much as possible)	☒	☐	☐
2c. Ensured that cages are cleaned regularly	☒	☐	☐
2d. Placed animal cages away from supply and return vents	☒	☐	☐
2e. Consulted school nurse about student allergies or sensitivities (privacy laws may limit the information that health officials can disclose)	☒	☐	☐
2f. Identified potential allergies of students	☒	☐	☐
2g. Moved sensitive students away from animals and habitats	☒	☐	☐

3. DRAIN TRAPS IN THE CLASSROOM

3a. Ensured that water is poured down floor drains once per week (approx. 1 quart of water)	☒	☐	☐
3b. Ensured that water is run in sinks at least once per week (about 2 cups of water)	☒	☐	☐
3c. Ensured that toilets are flushed once each week, especially if not used regularly	☒	☐	☐

4. EXCESS MOISTURE IN CLASSROOMS

4a. Ensured that condensate is wiped from windows, windowsills, and window frames	☒	☐	☐
4b. Ensured that cold water pipes are free of condensate	☒	☐	☐
4c. Ensured that indoor surfaces of exterior walls are free of condensate	☒	☐	☐
4d. Ensured areas around and under classroom sinks are free of leaks	☒	☐	☐
4e. Ensured classroom lavatories are free of leaks	☒	☐	☐
4f. Ensured ceiling tiles and walls are free of leaks (discoloration may indicate periodic leaks)	☒	☐	☐
4g. Ensured that spills are cleaned promptly	☒	☐	☐

5. THERMAL COMFORT

Yes No N/A

- 5a. Ensured moderate temperature (should generally be 72°F–76°F) ☒ ☐ ☐
- 5b. Ensured there are no signs of draftiness ☒ ☐ ☐
- 5c. Ensured that students are not seated in direct sunlight ☒ ☐ ☐
- 5d. Ensured that indoor humidity is maintained at acceptable levels
(between 30 and 60 percent) ☒ ☐ ☐

6. VENTILATION

- 6a. Located unit ventilator ☒ ☐ ☐
- 6b. Located air supply and return vents ☒ ☐ ☐
- 6c. Ensured air is flowing from supply vent ☒ ☐ ☐
- 6d. Ensured the air supply pathway is not obstructed ☒ ☐ ☐
- 6e. Ensured there are no vehicle exhaust, kitchen/food, and chemical odors
in the classroom ☒ ☐ ☐
- 6f. Ensured there are no signs of mold or mildew (refer to **Appendix H** of
the *IAQ Reference Guide*) ☒ ☐ ☐
- 6g. Determined operability of windows ☒ ☐ ☐

7. EDUCATIONAL SUPPLIES (Art, Science, Industrial/Vocational)

- 7a. Reviewed supplies and their labels ☒ ☐ ☐
- 7b. Ensured that Material Safety Data Sheets are accessible ☒ ☐ ☐
- 7c. Developed and implemented spill clean-up procedures ☒ ☐ ☐
- 7d. Labeled all chemicals accurately with date of receipt/preparation and
 pertinent precautionary information ☒ ☐ ☐
- 7e. Ensured that supplies are stored according to manufacturers'
 recommendations ☒ ☐ ☐
- 7f. Understood and followed recommended procedures for disposal of used
 substances ☒ ☐ ☐
- 7g. Ensured that compressed gas cylinders are stored securely ☒ ☐ ☐
- 7h. Separated storage areas from main classroom area and ensured they are
 ventilated separately ☒ ☐ ☐
- 7i. Used diluted substances rather than concentrates, wherever possible ☒ ☐ ☐
- 7j. Minimized exposure to hazardous materials (i.e., used non-hazardous
 materials and pre-mixed products) ☒ ☐ ☐
- 7k. Ensured that fume hoods capture respirable particles, gases, and vapors
 released within them ☒ ☐ ☐

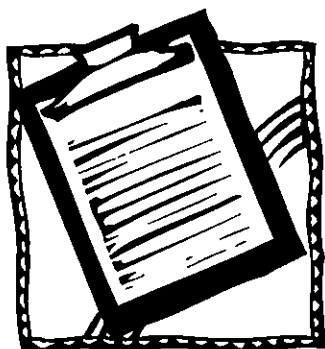
8. LOCAL EXHAUST FANS

- 8a. Identified major pollutant-generating activities, if any ☒ ☐ ☐
- 8b. Located exhaust fan(s), if any ☒ ☐ ☐
- 8c. Determined that fans operate ☒ ☐ ☐
- 8d. Ensured that adjacent rooms or halls are free of odor ☒ ☐ ☐

9. LOCKER ROOM

- 9a. Ensured locker room and showers are cleaned regularly and properly ☒ ☐ ☐
- 9b. Checked that soiled clothes are removed regularly ☒ ☐ ☐
- 9c. Ensured that wet towels are removed from locker room ☒ ☐ ☐
- 9d. Ensured that there is water in the drain trap ☒ ☐ ☐
- 9e. Verified that the local exhaust fan is functioning properly and used
 consistently ☒ ☐ ☐





Walkthrough Inspection Checklist

Name: Mitch

School: OSHS

Room or Area: _____ Date Completed: _____

Signature: Dan Muro

Instructions

1. Read the *IAQ Background* 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

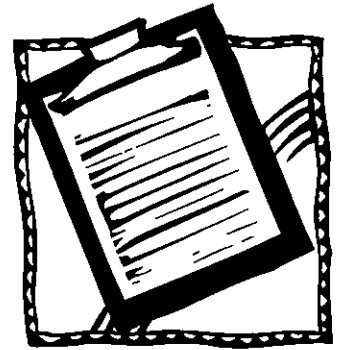
3a. Checked for evidence of roof and plumbing leaks	☐	☐	☐
3b. Checked for birds and animal nests	☐	☐	☐

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 | ☒ | ☐ | ☐ |

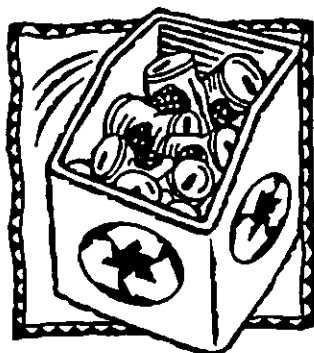
7. COMBUSTION APPLIANCES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 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 | ☒ | ☐ | ☐ |

NOTES



Waste Management Checklist

Name: Mitch
 School: OSHS
 Room or Area: _____ Date Completed: 5/7/26
 Signature: David Mues

Instructions

1. Read the *IAQ Background* 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. WASTE MANAGEMENT

	Yes	No	N/A
1a. Ensured that waste containers are appropriate for use (for example, food waste containers should have lids)	☒	☐	☐
1b. Ensured that waste containers are lined	☒	☐	☐
1c. Ensured that waste from art, science, vocational classes, etc., are handled separately	☒	☐	☐
1d. Labeled recycling bins clearly	☒	☐	☐
1e. Ensured number of bins and dumpsters is adequate	☒	☐	☐
1f. Ensured appropriate location of dumpsters (i.e., away from air intakes, doors, and operable windows in relation to prevailing winds)	☒	☐	☐
1g. Ensured waste containers are emptied regularly	☒	☐	☐
1h. Ensured appropriate waste removal schedule	☒	☐	☐
1i. Ensured waste is stored in a well-ventilated room	☒	☐	☐
1j. Ensured any exhaust fans in the room are operating properly	☒	☐	☐
1k. Checked waste storage areas for odors, contaminants, or signs of vermin	☒	☐	☐

NOTES