Building and Grounds
Maintenance Checklist

Name:

School:

Room or Area: Date Completed:

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.

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| 1. BUILDING MAINTENANCE SUPPLIES**1 of 2** Yes No N/A1a. 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 SUPPLIES2a. 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 fumesfrom 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-labeledcontainers   2g. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers’ instructions   3. DUST CONTROL3a. Installed and maintained barrier mats for entrances   3b. Used high efficiency vacuum bags   3c. Used proper dusting techniques   3d. Wrapped feather dusters with a dust cloth   3e. Cleaned air return grilles and air supply vents    |

4. FLOOR CLEANING

##  Yes No N/A

4a. Established and followed schedule for vacuuming and mopping floors   

4b. Cleaned spills on floors promptly (as necessary)   

4c. Performed restorative maintenance (as necessary)   

5. DRAIN TRAPS

5a. Poured water down floor drains once per week (about 1 quart of water)   

5b. Ran water in sinks at least once per week (about 2 cups of water)   

5c. Flushed toilets once each week (if not used regularly)   

6. MOISTURE, LEAKS, AND SPILLS

6a. Checked for moldy odors   

6b. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may
indicate periodic leaks)   

6c. Checked areas where moisture is commonly generated (e.g., kitchens,
locker rooms, and bathrooms)   

6d. Checked that windows, windowsills, and window frames are free of
condensate   

6e. Checked that indoor surfaces of exterior walls and cold water pipes are
free of condensate   

6f. Ensured the following areas are free from signs of leaks and water damage:

 Indoor areas near known roof or wall leaks   

 Walls around leaky or broken windows   

 Floors and ceilings under plumbing   

 Duct interiors near humidifiers, cooling coils, and outdoor air intakes   

7. COMBUSTION APPLIANCES

7a. Checked for odors from combustion appliances   

7b. Checked appliances for backdrafting (using chemical smoke)   

7c. Inspected exhaust components for leaks, disconnections, or deterioration   

7d. Inspected flue components for corrosion and soot   

8. PEST CONTROL

8a. Completed the *Integrated Pest Management Checklist*   

NOTES :

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