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/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 *Integrated Pest Management Checklist*   

NOTES :

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