

Gresham-Barlow School District Proactive/Reactive Walkthrough Checklist

This walkthrough checklist is an aid for a building health review, and should be used periodically to assure a healthy environment for building occupants. It can also be used to guide a response to a building health concern. The checklist includes considerations both inside and outside the school building.

The Walkthrough Inspection is not intended to be an intensive, detailed, or costly inspection, but rather a quick overview of the conditions that could affect the quality of air within the school. This inspection should be conducted by someone who is familiar with the operation of the building, such as a facility operator or custodian. This inspection may be used for taking immediate action where the potential problems are obvious and easy to correct.

During the walkthrough inspection, you can learn a lot by using your sense of sight, smell, feeling, and hearing to gain information on factors, which affect indoor air quality. You may even be able to make immediate corrections!

Observe the general level of cleanliness in classrooms, hallways, restrooms, assembly areas, and mechanical rooms. Look for pollutant sources such as, improperly stored chemicals, foods, standing water, molds, etc. Look for signs of water damage, which may point to an underlying problem, which increases the chance of biological contaminants.

Do a walkthrough inspection in all special-use areas, such as the cafeteria, art rooms, and industrial arts areas. Look for blocked airflow such as those caused by books, papers, plants, etc., on top of unit ventilators and observe furniture, wall hangings, papers, etc. covering air supplies and returns. Also note air supply and return grilles used to hang decorations etc., which could redirect or restrict airflow into the room.

Smell for unique or objectionable odors -- including "chemical" smells, mold, and mildew -- as you move from room to room. Note any potential sources of these odors including the presence of animals. If animals are present, note the location of their cages etc. in relationship to the supply and return grilles.

Feel for uncomfortable air temperatures, drafts, and high or low humidity, and feel for air flowing into and out of grilles and air vents.

Look for cooking equipment, hot plates, heat lamps coffeepots, warming ovens, etc. in areas such as classrooms that may not be ventilated in such a manner as to properly accommodate this equipment. Make a note of these areas to have the ventilation systems checked to confirm the appropriate use of this type of equipment.

Listen to the concerns of school occupants regarding building comfort and health. Do they provide clues to problems such as using their own pest spray to control pests, using their own cleaning supplies, or turning off the unit ventilator because it is too noisy during class-time? Do you hear unusual equipment noises, which may indicate potential problems, and do you hear air blowing out of supply vents?

Instructions:

1. For each area use the checklist hints to guide your observations. Note any obvious potential problems, including description and location. Use additional paper if necessary.
2. Return the checklist to the Facilities Department and keep a copy for future reference.

Exterior Inspection

Begin the walkthrough inspection outside. You are looking for anything, which might impact the air indoors. Considerations include ventilation inlets, outdoor sources of pollution such as vehicle exhaust or pesticides, site drainage, holes in the building shell, and evidence of pests. Use the checklist to guide your inspection, and note any relevant observations on this sheet or on a plan of the school.

Exterior - Ground Level Checklist

Y N

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Ventilation units on and air flowing into outdoor air intakes |
| <input type="checkbox"/> | <input type="checkbox"/> | Outdoor air intakes free from blockage or obstruction (boards, leaves, vegetation, snow, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bird or animal nests or droppings near outdoor air intakes |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage dumpsters located near doors, windows, or outdoor air intakes |

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Exterior - Ground Level Checklist con't

Y N

- Potential sources of air contamination in the vicinity of the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)
- Vehicle engines (auto, truck, or bus) exhaust near outdoor air intakes

Exterior - Ground Level Checklist Con't

Y N

- Vehicles left idling when parked at loading zones, docks near building entrances or near operable windows
- Roof downspouts and scuppers drain water away from the building
- Good site drainage away from building

Notes: _____

Exterior - Roof Checklist

Y N

- Roof appears to be in good repair
- Evidence of ponding near air intakes
- Ventilation units are on and air is flowing into outdoor air intakes
- Bird or animal nests or droppings near outdoor air intakes on roof
- Exhaust fans operating and air is flowing out
- Exhaust air outlets are within 10 feet of outdoor air intakes

Notes: _____

INTERIOR INSPECTION

Continue the walkthrough inspection inside. You are looking for noticeable temperature and humidity concerns, indications that the ventilation system is functioning, general cleanliness, evidence of pollutant sources including signs of mold and mildew, or anything, which you believe might impact the air indoors. Use the checklist to guide your inspection, and note any relevant observations on this sheet and/or on a floor plan of the school.

General Considerations In Classrooms and Other Areas

Y N

- Temperatures and humidity within acceptable ranges
- Air is flowing into and out of the room as designed
- Supply and exhaust vents are free from blockage or obstruction
- Rooms are free of objectionable odors
- There are signs of mold or mildew growth
- There are signs of ongoing water damage

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General Considerations In Classrooms and Other Areas Con't

Y N

- General cleaning and dusting is under control
- The area is free of evidence of pests or obvious food sources or pest entryways
- Room occupants report concerns or problems
- Rooms are free of animals and/or animal waste
- Room activities (e.g. art/science) are potential source of room contamination

Notes: _____

Restrooms and General Plumbing

Y N

- Restrooms are generally clean and sanitary
- Restrooms have operating exhaust fans
- Drain traps are filled with water (floor drains, sinks, toilets)

Notes: _____

Maintenance Supplies

Y N

- Odorous and/or hazardous chemicals are stored properly
- Chemicals are labeled properly for easy identification to avoid the use of the wrong item in the wrong place
- Air is being exhausted from chemical (e.g., custodial closets) and trash storage areas

Notes: _____

Name: _____

School: _____

Date Completed: _____

Signature: _____