

Administrative Staff Building Review Guidelines

Building administrators can be a key agent for positive building health by holding site staff accountable for maintaining their spaces in a manner that supports a healthy workspace. This can apply to teaching staff as well as support staff and custodians.

School buildings need regular attention in order to maintain quality-building health. To that end it is advised that the administrator direct building staff to pay special attention to the follow areas:

- General Cleanliness
- Excess Moisture
- Ventilation

General Cleanliness: Regular and thorough cleaning is important to ensure good workplace health. Unsanitary conditions attract insects and vermin, leading to possible indoor air quality (IAQ) problems from animal or insect allergens or pesticide use. The presence of dirt, moisture, and warmth can stimulate the growth of molds and other microbiological contaminants. While qualified and trained custodians typically clean the facilities, the building staff can play an important role in bringing any needs in this area to the attention of the appropriate individuals. To this end, the building administrator(s) should regularly encourage their staff to confirm that:

- Their workspace is dusted/vacuumed thoroughly and regularly.
- Trash is removed daily.
- Food is not kept in offices overnight.
- They look for signs of pests.
- Spills are cleaned up promptly.

Excess Moisture: The presence of excess moisture can stimulate the growth of a number of microbiological contaminants, which can in turn, cause odors and other IAQ problems. Excess moisture is the result of condensation on cold surfaces, leaking or spilled liquid, or excess humidity. Site staff should check for condensate (condensed water, or "fog") on cold surfaces, such as:

- Window glass, frames or sills.
- Plumbing (pipes and fixtures).
- Inside surfaces of exterior walls.

They should also check for leaks or signs of wetness from plumbing or roofs. To that end they should check:

- Both ceiling tiles and walls (discolored patches may indicate periodic leaks).
- Around and under sinks.
- In lavatories.

Ventilation: Ventilation is the process by which stale indoor air is exhausted to the outside and outside air is drawn into the building. Your building may have

mechanical and/or natural ventilation (i.e., windows). Improperly operated or poorly maintained ventilation systems may cause workspace health issues. Odors may indicate a ventilation problem. The ventilation system can carry air pollutants from another location in the school to your area. Site staff can help determine if the ventilation system is operating properly by checking for airflow. This can be accomplished by holding a tissue or strip of lightweight plastic near the air supply vent(s); if air is flowing, the plastic or tissue will flutter away from the supply vent and adhere to the return vent. Make sure that the airflow is not diverted or obstructed by books, papers, furniture, curtains, or other obstacles. Staff should never place anything on top of unit ventilators or change the settings of their supply air grill(s).