

School Indoor Environmental Quality Assessment Checklist

School Information

File Number:

School Name:

Address:

City/State/ZIP:

Telephone:

Primary Contact:

IDPH Information

Reason for Assessment:

Date of Assessment:

Name of Person Completing Checklist:

Section 1. Exterior: Ground Level

- | | | | |
|----|--|-----|----|
| 1. | Are outdoor air intakes unobstructed? | Yes | No |
| 2. | Are pollutant sources such as buses and other vehicles clear of outdoor air intakes? | Yes | No |
| 3. | Is air entering outdoor air intakes (i.e., unit ventilators are on)? | Yes | No |
| 4. | Is there evidence of bird/animal nests or droppings near outdoor air intakes? | Yes | No |

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|-----|---|-----|----|
| 5. | Are garbage dumpsters located near doors, windows or outdoor air intakes? | Yes | No |
| 6. | Are potential sources of air contaminants (i.e., factories, hazardous waste sites, etc.) near school? | Yes | No |
| 7. | Are cracks visible in exterior walls? | Yes | No |
| 8. | Is building apron/landscape sloped away from foundation? | Yes | No |
| 9. | Are all gutters and downspouts installed to carry water away from foundation? | Yes | No |
| 10. | Do sprinklers dump water near building, spray water onto building or into outdoor air intakes? | Yes | No |
| 11. | Are clean walk-off mats at every exterior entrance? | Yes | No |

Section 2. Exterior: Roof Level

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|-----|---|-----|----|
| 12. | Is there evidence of water ponding or pooling? | Yes | No |
| 13. | Are air handling units on and drawing air into outdoor air intakes? | Yes | No |
| 14. | Are outdoor air intakes and dampers open? | Yes | No |
| 15. | Is there evidence of bird/animal nests or droppings near outdoor air intakes? | Yes | No |
| 16. | Are plumbing stacks at least 10 feet away from outdoor air intakes? | Yes | No |
| 17. | Are there any exhaust air outlets within 10 feet of outdoor air intakes? | Yes | No |
| 18. | Are exhaust fans operating and is air flowing out? | Yes | No |

Section 3. Heating Ventilating and Air Conditioning System (Interior or Exterior)

Unit No.: _____ System type (i.e., CAV, VAV, unit ventilator, etc.): _____

Filter type: _____

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|-----|--|-----|----|
| 19. | Are new filters needed (also, are they changed per manufacturer recommendations and dated)? | Yes | No |
| 20. | Do filters fit properly in their tracks in a manner to prevent air bypass of filter media? | Yes | No |
| 21. | Are filters installed in proper direction for airflow? | Yes | No |
| 22. | Are condensate pans clean (i.e., no rust, sludge, biofilm, or other debris)? | Yes | No |
| 23. | Do condensate pans drain properly (i.e., no standing water or rust)? | Yes | No |
| 24. | Are heating coils clean? | Yes | No |
| 25. | Are cooling coils clean? | Yes | No |
| 26. | Are other air handling unit components clean (i.e., mixing chambers, fan blades, ducts, etc.)? | Yes | No |
| 27. | Are mechanical rooms and air mixing chambers used to store trash, chemicals, supplies, etc.? | Yes | No |
| 28. | If applicable, is return air drawn into ceiling plenum (If no, specify)? | Yes | No |
| 29. | If unit ventilator, is it used to store supplies, books, plants, etc. or otherwise obstructed? | Yes | No |
| 30. | Is there a regular cleaning and preventative maintenance plan in place? | Yes | No |

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Section 4. Housekeeping

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|-----|---|-----|----|
| 31. | Are walk-off mats present for all school entrances? | Yes | No |
| 32. | Does the school use high efficiency vacuum filters? | Yes | No |
| 33. | Is regular cleaning performed on carpets/floors? | Yes | No |

Section 5. Environmental Sampling

34. Did you collect carbon dioxide, temperature, and relative humidity measurements? Yes No

1. If yes, specify results:

Time	Location	PPM, F Degrees, and Percent RH

35. Did you collect mercury vapor measurements? Yes No

1. If yes, specify results:

Time	Location	Micrograms per cubic meter