

Indoor Air Quality Management Plan In-Depth Assessment

District St. Cloud Public Schools

Date _____

Building Name _____

Location _____

OUTSIDE

Building Exterior Construction Materials _____

Cracks visible in walls or foundation _____

Evidence of water damage or staining _____

Do windows show water infiltration? _____

Building Drainage

Condition of drain pipes or other drainage system _____

Is water directed away from foundation of building? _____

Landscaping

Do sidewalks and other paved areas slope away from the foundation of the building? _____

Are flowerbeds and other landscaping next to the building? _____

Does the ground near the foundation slope away from the building?

INTERIOR

Housekeeping

Do entrances to the building have carpeted or hard surface floors?

Are walk-off mats used? _____

Where is carpet used in the school building?

Classrooms _____

Offices _____

Lunchroom _____

Music Rooms _____

Multipurpose Rooms _____

Hallways _____

Stairways _____

Other _____

Describe the carpet cleaning schedule, methods and frequency.

Equipment and products used: _____

Describe the cleaning schedule, methods and frequency for hard surface floors.

Equipment and products used: _____

What cleaning products are used in the school building?

_____	_____
_____	_____
_____	_____
_____	_____

Can any of these products be replaced by less toxic products? _____

Does the kitchen have separate ventilation to exhaust odors from the kitchen?

Do the rooms with copiers and other office equipment have separate ventilation to exhaust odors from these rooms? _____

Do the shops and labs have separate ventilation to exhaust odors from these rooms?

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How are floor drain traps in restrooms treated on a regular basis to keep them from drying out? _____

Plants and Animals

Are plants allowed in classrooms and offices? _____

How are plants managed? _____

Are animals allowed in classrooms and offices? _____

Remodeling and Construction

Are remodeling and construction projects planned to keep dust and fumes away from students and staff? _____

Explain: _____

Are remodeling and construction projects planned to keep volatile organic compounds from being a problem for students and staff? _____

Explain: _____

VENTILATION

Where are the fresh air intakes located for the school building?

Are there contamination sources nearby such as loading docks, bus areas, kitchen exhaust, trash containers, sewer vents, etc? _____

Does the school have univents or central air handling systems?

Inspect one or two units and answer the following questions:

Are access doors of adequate size to allow access and cleaning? _____

Are cooling coils clean or blocked with debris? _____

Is drain pan clear and dry or full of debris and standing water? _____

Does unit have fiberglass insulation on interior or exterior? _____

What size and efficiency filters are in unit? _____

Brand name _____

Is metal ductwork lined with fiberglass insulation? _____

WATER DAMAGE

Is there evidence of water damage in school building? _____

Discolored ceiling tiles

Discolored sheet rock

Staining on window sills and frames

Discolored carpet or flooring

INDOOR AIR QUALITY COMPLAINTS

Include information on all indoor air quality complaints from this building: