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? 
________________________

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

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: