

EBBD-R
NEW HAMPSHIRE DEPARTMENT OF EDUCATION
School Indoor Air Quality Inspection Checklist (IAQ)

SAU #:	School:	Building:	Date:		
Address:		Email:			
Main Contact:			Phone:		
Total Square Footage:			Number of Buildings:		
Hard Floor Areas SF:			Carpeted Areas SF:		
Number of Students:		Number of Staff:		Number of Custodians:	
Administration- Policies & Procedures			Yes	No	Comments
Does your school have the following requirements:					
A current EPA IAQ Tools for Schools Kit?					Required
Do you use it?					
A safety and/or wellness committee?					Required
A "No Idling Policy" in place?					Required
"No idling" signs posted in parking areas and drop-off locations?					
Binder with all the material safety data sheets (MSDS) for all the chemicals including cleaning chemicals used in the school?					Required
Policy regarding bringing chemicals from home?					Required
Policy regarding bringing furniture from home?					Required
A preventative maintenance/HVAC plan? (required as part of major construction)					Required
Allow <i>only</i> fire retardant and NH fire code approved upholstered furniture in the classrooms?					Required
Does your school have the following procedures in place:					
Use of environmentally preferable cleaning products?					
Use of environmentally preferable art products?					
Use of environmentally preferable office products?					
Animals in school?					
Integrated pest management practices?					
Hazardous material plan (use, label, storage and disposal)?					
Food in designed areas only?					
How many Indoor Air Quality (IAQ) complaints have been received during this school calendar year?					Number
Does your school have a system to log IAQ complaints?					
Number of respiratory problems that have been reported during this school calendar year.					Staff Students
Smart Materials Selection (furniture, paint, flooring)			Yes	No	Comments
Does your school use low-emitting, environmentally friendly products?					
- Formaldehyde-free materials?					
- Low Volatile Organic Compound (VOC)?					

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Strong Integrated Pest Management (IPM)	Yes	No	Comment		
Does your school:					
- Inspect and monitor for pest problems? (i.e. rodents & insects)					
- Use spot treatments and baits?					
- Mark the area that is being treated?					
Quality Maintenance	Yes	No	Comment		
Does the school district have a plan to replace/repair major components of the HVAC system?					
Have any major repairs or replacement of system components been deferred for more than one year?					
Has any mechanical equipment been inoperable for more than 30 days while awaiting parts or service?					
Are preventive maintenance checks and services conducted on the HVAC system components as recommended by the manufacturers?					
Does your school have a Computerized Maintenance Management System?					
Is there a work order system in place for staff to report problems, prioritize work, conduct repairs, and provide feedback to the staff?					
Are air filters changed at least quarterly?			If no, how often?		
Are the HVAC condensate pans drained weekly?			If no, how often?		
Is the school located near any sources of pollution from the outside?			If yes, what?		
Are air supply, heat diffusers, return registers, and outside air intakes cleaned and checked regularly?			How often?		
Are the unit ventilators, air supply diffusers, and return registers in each room clear of books, papers, and other items?					
Is ventilation ductwork cleaned at least every 5 years?			If no, how often?		
Control of Moisture/Mold	Yes	No	Comment		
Is the school routinely inspected for:			Monthly	Quarterly	Bi-Annual
- Condensation on windows?					
- Roof leaks?					
- Bathroom plumbing leaks?					
- Classroom plumbing leaks?					
Are indoor humidity levels maintained between 30% and 60%?					
Are moisture problems addressed promptly?					
Are wet areas dried within 24-48 hours to prevent mold growth?					
Does your school have a mold prevention and remediation plan?					
Are there stains on ceilings or walls from moisture?					
Is there evidence of mold?					

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Effective Cleaning and Maintenance	Yes	No	Comments		
Does the cleaning/maintenance staff receive regular training on cleaning chemicals, maintenance products and methods?			Monthly	Quarterly	Bi-Annual
Are all rooms cleaned and dusted with a damp cloth or a microfiber cloth?			Daily	Weekly	
Are the vacuums cleaners using high-efficiency filters?					
Aggressive Source Control	Yes	No	Comment		
Does your school:					
Use walk-off mats at all building entrances?					
Use walk-off mats longer than 15 feet or more?					
Conduct pollutant-releasing activities only when school is unoccupied? (i.e. floor stripping, gym floor sealing etc.)					
Flush the building with fresh air after school day is completed?					
Has your school been tested for radon?			Date	Result	
Did any radon mitigation take place?			Date		
Building Exterior:	Yes	No	Comments		
Is the roof inspected regularly and maintained according to the manufacturer's instructions?					
Has roof exceeded its design life?			If yes, by how long?		
Are the facilities generally free of chipped paint, cracked floors, uneven surfaces, mold and evidence of leaks?					
Are doors and windows intact and in good repair?					
Are there trees and vegetation touching the building?					
Is there any vegetation blocking outside air intake vents?					
Are all waste receptacles located at least 100 feet away from the building?					
Is the school site substantially free of litter and clutter?					
Are there outdoor walk off mats/grates at the main entrances?					
Is the bus loading area and parent pick-up area away from the outside air intake vents?					

Instructions:

1. This IAQ Inspection Checklist is to be completed annually at each school as required by RSA 200:11-a.
2. A copy of the IAQ Inspection Checklist shall be provided to the local school board, the local health officer, and the Department of Education, Bureau of School Approval and Facility Management no later than June 30th each year.
3. The EPA IAQ *Tools for Schools* kits may be obtained at www.epa.gov/iaq/schools/ or from the State of New Hampshire Department of Education, Bureau of School Approval and Facility Management by calling 271-3620.