

APPENDIX E

RETURN TO YOUR SUPERVISOR BY OCTOBER 28, 2005

ISD 917 Indoor Air Quality Teachers' Classroom Checklist and Assessment

Building _____ Room _____ Date _____

SIGNATURE -- Employee Completing the Checklist _____

Yes	No	GENERAL CLEANLINESS	Yes	No	VENTILATION
		Excessive dust on horizontal surfaces			Univent blocked with papers, stored items, furniture, etc.
		Heavily soiled carpet			Exhaust fans on during cooking, dishwashing and cleaning
		Unpleasant odor			No ventilation
		Routine cleaning not done/trash removed daily			No windows to open
		Food stored in sealed containers			Central ventilation unit not operating throughout the school day
		Rooms are vacuumed regularly			Fume hood/spray booth not present or operating
		PLANTS			Wood dust collection system not operating
		Large plants (over 6" pots need saucer underneath)			Exhaust fan not operating
					Odors Present
		PESTS			Cabinets under sinks wet
		Signs of rodents			Gas appliances vented to outdoors and working properly
		Insects present			
		DRAINS/SINKS			MOLD/MOISTURE
		Floor or sink drains not used - pour water in drain weekly			Wet or damp areas - where?
		Sinks clean and not clogged			Signs of visible mold, mold odors, stains. Check window sills.
					Chipped or peeling paint or plaster
		ANIMALS			
		Animals are in classroom			TEMPERATURE
		Animal waste not accumulating in cages			Room warmer than 76 degrees
		School nurse consulted about student allergies			Room cooler than 70 degrees
		WATER			Students are not seated in direct sunlight
		Water stained ceiling tile			No signs of draftiness
		Water stained walls			
		Water stained carpet			
		Leaking plumbing			CHEMICALS
					MSDS (Material Safety Data Sheet) in yellow binder and easily accessible. (If not, make a list of chemicals that need MSDS and send to Linda Berg in the District Office.
		MISCELLANEOUS			Flammable and corrosive liquids stored separately in approved cabinets.
		Equipment danger zones clearly marked			Eyewash station operational
		All machines properly guarded			Emergency shower operational
		First Aid Kit stocked and accessible			Appropriate PPE is accessible to all staff
		All exits free of obstructions			Chemical Inventory Completed
		Floors are clean and dry			All chemicals stored properly.
		All electrical panels have 36" clearance around			All chemicals clearly labeled.

If inapplicable, put NA--otherwise answer yes or no.