



Teacher's Classroom Checklist

Modified for Wenatchee School District

Name: _____
 School: _____
 Room or Area: _____ Date Completed: _____
 Signature: _____

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. GENERAL CLEANLINESS

	Yes	No	N/A
1a. Ensure rooms are dusted and vacuumed regularly.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. Ensure rooms are free of clutter (i.e. room is "custodial friendly").....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c. Ensure that trash is removed daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d. Ensure that no food is stored in classroom overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e. Ensure that animal food is stored in tightly sealed containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1f. Ensure room is free of pests and vermin.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1g. Use unscented, school-approved cleaners and air fresheners, if any, in rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1h. No stuffed furniture in the classroom.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. ANIMALS IN THE CLASSROOM

2a. Animals SHOULD be visitors, not residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Ensure classroom animals are approved by the principal's office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c. Ensure exposure to animal allergens are minimized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2d. Ensure that animals are kept in cages (as much as possible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2e. Ensure that cages are cleaned regularly (not by students or custodians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2f. Place animal cages away from supply and return vents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2g. Remove animals from classroom if students report allergic reactions or asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. DRAIN TRAPS IN THE CLASSROOM

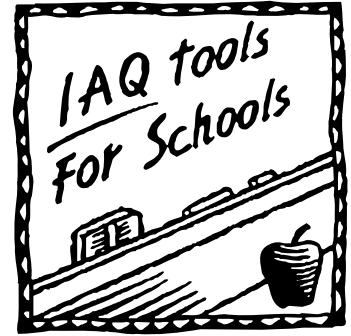
3a. Ensure that water is poured down floor and sink drains once per week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Ensure that toilets are flushed once each week if not used regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. EXCESS MOISTURE IN CLASSROOMS

4a. Ensure that condensate is wiped from windows, windowsills, and window frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b. Ensure that cold water pipes are free of condensate or insulated.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4c. Ensure areas around and under classroom sinks are free of leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4d. Ensure classroom lavatories are free of leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4e. Ensure ceiling tiles and walls show no new signs of leaks (discoloration may indicate periodic leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4f. Ensure that leaks and spills are cleaned up or reported to custodian immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. THERMAL COMFORT

	Yes	No	N/A
5a. Ensure manual thermostats are programmed to district policy temperatures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5b. Ensure there are no signs of draftiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5c. Ensure that indoor humidity is maintained at acceptable levels (between 30 and 60 percent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5d. Ensure that classroom doors are kept closed to allow system to operate properly.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
5e. Ensure that heat producing equipment (computers, fridges, etc.) are not stored near thermostats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5f. Ensure that thermostats are not “fooled” with lamps or wet cloths or ice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. VENTILATION

6a. Locate air supply and return vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b. Ensure air is flowing from supply vent.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6c. Ensure the air supply pathway is not obstructed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6d. Ensure there are no vehicle exhaust, kitchen/food, and chemical odors in the classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6e. Determine operability of windows.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. EDUCATIONAL SUPPLIES (Art, Science, Industrial/Vocational)

7a. Review supplies and their labels and dispose legally of unneeded or unlabeled.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7b. Ensure that Material Safety Data Sheets are accessible.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7c. Develop and implemented spill clean-up procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7d. Label all chemicals accurately with date of receipt/preparation and pertinent precautionary information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7e. Ensure that supplies are stored according to manufacturers' recommendations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7f. Understand and follow recommended procedures for disposal of used substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7g. Ensure that compressed gas cylinders are stored securely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7h. Separate storage areas from main classroom area and Ensure they are ventilated separately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7i. Use diluted substances rather than concentrates, wherever possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7j. Minimized exposure to hazardous materials (i.e., used non-hazardous materials and pre-mixed products).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7k. Ensure that fume hoods capture respirable particles, gases, and vapors released within them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. LOCAL EXHAUST FANS

8a. Identified major pollutant-generating activities, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b. Locate exhaust fan(s), if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8c. Determine weekly that fans operate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8d. Ensure that adjacent rooms or halls are free of odor.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. CONCERNS

9a. Ensure any concerns are reported immediately to the custodian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9b. Ensure that, if the custodian cannot solved, concerns are reported immediately to the principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9c. See the complete Indoor Air Quality Reporting and Investigation Process on WSD Process Management Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



NOTES