

Administration Checklist

September, 2007

Excerpted from Tools for Schools Indoor Air Quality (IAQ) Action Kit, Health Canada.

Original available on-line at http://www.hc-sc.gc.ca/ewh-semt/pubs/air/tools_school-outils_ecoles/index_e.html

Date: _____ Room/area: _____ School _____

Name: _____ Signature: _____

To be completed by:

- School-based administrators
- Program coordinators
- Head custodians

Read Health Canada's Tools for schools Action Kit's Chapters 1 through 5.

While the school administration may not have expertise in all of the following areas, it is essential to develop policy and practices to ensure that capable, responsible personnel and systems are in place. Regarding checklist use, applicable federal, provincial, territorial and municipal regulations and guidelines should be respected. (e.g. fire regulations, building codes and OHS codes.)

(Caution: Often, decisions concerning school practices and purchases may not be reviewed by people with specific expertise. e.g., equipment such as kilns or ozone generators may cause IAQ problems.)

Y = statement is correct, N = statement is incorrect, N/A = not applicable

POLICY SECTION

Policy items that must be defined include:

1. Work Practice (e.g., classroom, custodial, maintenance)

Y N N/A

- ___ ___ ___ Teachers understand that using certain art/craft supplies may cause IAQ problems.
- ___ ___ ___ Custodial staff are trained to ensure that all school areas receive the necessary attention.
- ___ ___ ___ Plans and schedules are in place for operation of building services and ventilation systems to ensure adequate performance under all conditions.
- ___ ___ ___ Lockers are inspected and cleaned regularly. (Every three to five months recommended)
- ___ ___ ___ There is adequate practice or policy on tobacco use.
- ___ ___ ___ There is adequate practice or policy on the use of scented products for personal care, educational activities, and custodial practices.
- ___ ___ ___ Deodorizers/air fresheners are not used for masking odours. (Odour sources are removed.)
- ___ ___ ___ Masking scents are not used in cleaning materials to cover odours.
- ___ ___ ___ A program is in place to control vehicle idling, parking and loading to minimize contamination of intakes and openings. (Cars, busses, delivery trucks...) Signs are posted and drivers are informed of proper procedures.
- ___ ___ ___ Plants are not used as an IAQ control strategy. (Plants' capacity to remove air contaminants is minimal. Plants can be a source of many air contaminants including moulds, pollen, dust, insects, and chemicals.)
- ___ ___ ___ Alternatives to pesticide use are in practice.
- ___ ___ ___ Photocopiers and laminators have dedicated ventilation.
- ___ ___ ___ Repairs and renovations take place outside school hours, using board-approved materials and with thorough clean-up.
- ___ ___ ___ Energy efficiency practices are followed (e.g. Lights, computers, etc. off when not in use)

Comments _____

2. Animals, Food/Beverage Consumption and Other Special Activities

- ___ ___ ___ Defined where and under what conditions special activities can be undertaken. Factors considered include the type of space, suitability for use, custodial requirements and supervision.

Y N N/A

3. Material Purchasing, Storage and Assessment

- Ordered least-toxic materials (e.g. No liquid white-out, choose metal or wood vs plastic Furniture, low-emission teaching supplies...)
- Defined the type and quantity of materials and storage requirements. (e.g., chemistry supplies, cleaning and maintenance supplies are stored in an area with exhaust ventilation.)
- Reviewed all areas to determine if the current contents are acceptable or necessary.
- Discarded all "junk".

4. Record Keeping

- Every facility maintains an event log for IAQ-related issues. The log should contain event description, background information, date, time, assessment, planned actions and follow-up.
- IAQ incident report forms are on hand.

5. Facility Use for non-traditional school functions

- Each special activity is assessed for its potential impacts on indoor air quality, ventilation requirements, custodial needs and other factors.
- The conditions for using school facilities are specified and monitored for compliance.

6. Team Building

- Stakeholders have been provided education, networking, implementation of the school IAQ plan, and are ensured contact with the IAQ coordinator.

7. Special Needs Groups

- Policy or practice guidelines or standards are in place.
- Need help developing policy or practices.

8. Operations

The school administration has an overview of the status of the facility, and is aware of the following items:

- classroom area activities and operation;
- administrative area activities and operations;
- custodial practices, schedules and activities;
- rental/special use activities;
- OHS committee activities;
- health and hygiene education;
- current and future maintenance and renovation activities by in-house staff or contractors;
- team training and communication; and
- the contents and basic requirements contained in the checklists for all IAQ team members.
- All tasks are conducted in an acceptable manner.
- Proper planning, training, and recording systems are in place. (This will ensure that many potential IAQ problems are avoided and that early detection and intervention will occur.)
- Operating guidelines or standards are in place.
- Need help developing operating guidelines, training, or standards.

Comments _____

OFFICE AREA SECTION

1. General Cleanliness

Y N N/A

___ ___ ___ Office area is dusted and vacuumed thoroughly and regularly without stirring up dust.

___ ___ ___ Only Board-approved cleaning materials are used. These are low-hazard materials.

___ ___ ___ Garbage is removed daily/recycled properly.

___ ___ ___ There is no sign of pests.

Comments _____

2. Washroom

___ ___ ___ There is a washroom within the administrative area.

___ ___ ___ The washroom is cleaned thoroughly and regularly.

___ ___ ___ There is adequate ventilation. (i.e., a window or exhaust fan)

___ ___ ___ Ventilation needs to be improved.

___ ___ ___ Products used adhere to board or school "scent free" program.

Comments _____

3. Drain Traps (The water in unused drain traps evaporates and can allow sewer gases to enter the room.)

___ ___ ___ There are sinks or floor drains in the area.

___ ___ ___ Water is poured down all sinks and drains weekly, and toilets flushed.

___ ___ ___ Not sure. Need more information.

Comments _____

4. Excess Moisture

Note condensate (condensed water, frost, or "fog") on cold surfaces

___ ___ ___ There is condensation on windows, window sills, and window frames.

___ ___ ___ There is condensation on cold water pipes or fixtures.

___ ___ ___ There is condensation on indoor surfaces of exterior walls and floors.

There are signs of leaks

___ ___ ___ Around and under classroom sinks.

___ ___ ___ In bathroom/kitchen areas.

___ ___ ___ Ceiling tiles, walls or floors (discoloration may indicate periodic leaks).

Comments _____

5. Thermal Comfort

___ ___ ___ Room is typically comfortable.

___ ___ ___ Room is not drafty.

___ ___ ___ Humidity is good (too high is <60% relative humidity [RH] or too low is >30% RH).

Comments _____

6. Ventilation

___ ___ ___ Location of air supply and air return vents is known.

___ ___ ___ Checked for airflow by holding a strip of lightweight plastic or tissue paper near the air vent(s).

___ ___ ___ Airflow is not diverted or obstructed by books, papers, furniture, curtains, or other obstacles.

___ ___ ___ Unit ventilators/heaters have nothing placed on their tops or obstructing flow.

Y N N/A

- There is no mechanical ventilation system and windows are the means of ventilation. They are opened to supply fresh air a few times over the day.
 Photocopier and laminator have dedicated ventilation.
 Need help with ventilation.

Comments _____

7. Odours

- The area is free from odours, chemical smells, or damp/musty conditions.
 There are odours
 Vehicle exhaust
 Kitchen/food
 "Chemical" smell
 Mould or mildew
 Other _____
 Need help, sometimes smell unexplained odours in area.

Comments _____

8. Materials

- Materials are chosen with IAQ in mind.
 Using low-emission educational materials such as ribbon white-out instead of liquid white-out.
 Using no musty books or papers.
 The storage of materials and supplies within the area is minimized.
 An annual inspection is done to discard all unnecessary components. (Be ruthless. Collecting causes problems.)
 Materials, boxes or other components are not stored against exterior walls. (This can create cold spots and problems with mould growth.)

Comments _____

9. Energy Efficiency and Recycling

- Energy efficiency practices are followed (e.g. Turning off lights, computers, etc. when not in use)
 Need information/ideas to improve energy efficiency and recycling practices.

Comments _____