

# Classroom Checklist

Excerpted from Tools for Schools Action Kit, Health Canada

Date: \_\_\_\_\_ Room/area: \_\_\_\_\_ School \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

To be completed by:

- . Teaching staff
- . Custodial staff

Read Health Canada's Tools for schools Action Kit's **Introduction, Backgrounder and pages 8-3 to 8-15.**

## 1. General Cleanliness

Y N N/A

- \_\_\_ \_\_\_ \_\_\_ Classroom is dusted and vacuumed thoroughly and regularly without stirring up dust.
- \_\_\_ \_\_\_ \_\_\_ Only Board-approved cleaning materials are used. These should be low-hazard materials.
- \_\_\_ \_\_\_ \_\_\_ Blackboards/whiteboards are cleaned without stirring up dust.
- \_\_\_ \_\_\_ \_\_\_ On whiteboards, using markers that release low levels of volatile organic compounds (VOCs).
- \_\_\_ \_\_\_ \_\_\_ Garbage is removed daily.
- \_\_\_ \_\_\_ \_\_\_ Food is not kept in the classroom overnight.
- \_\_\_ \_\_\_ \_\_\_ There is no sign of pests.
- \_\_\_ \_\_\_ \_\_\_ Desks and lockers are cleaned regularly. (Locker inspections every three months recommended)
- \_\_\_ \_\_\_ \_\_\_ Spills are cleaned and dried immediately.
- \_\_\_ \_\_\_ \_\_\_ Heating, ventilation, and air conditioning (HVAC) components are cleaned if spilled liquid or debris enters the equipment.

Comments \_\_\_\_\_

## 2. Animals: (Fur, dander, body fluids and feces from animals can affect individuals with asthma or allergies.)

- \_\_\_ \_\_\_ \_\_\_ There are no animals in the classroom.
- \_\_\_ \_\_\_ \_\_\_ Exposure to animals is minimized.

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 classroom.
- \_\_\_ \_\_\_ \_\_\_ Water is poured down all sinks and drains weekly.
- \_\_\_ \_\_\_ \_\_\_ 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 classroom lavatories.
- \_\_\_ \_\_\_ \_\_\_ Ceiling tiles, walls or floors (discoloration may indicate periodic leaks).

Comments \_\_\_\_\_

Y N N/A

**5. Thermal Comfort**

- Room is typically a comfortable temperature.
- Room is not drafty.
- Direct sunlight does not shine on students.
- 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 piece of 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.
- 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.
- Need help with ventilation.

Comments \_\_\_\_\_

**7. Odours**

- The classroom 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 classroom.

Comments \_\_\_\_\_

**8. Materials**

- Classroom Materials are chosen with IAQ in mind.
- Using low-emission educational materials such as ribbon white-out instead of liquid white-out, no scented markers or "smelly" stickers, etc.
- Using no musty books or papers.
- Photocopies are aired well before distribution.

Comments \_\_\_\_\_

**Storage of Materials**

- The storage of materials and supplies within the classroom 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.)

Y N N/A

- Shelves and furniture are not placed against exterior walls unless they are designed for this.  
   The classroom is arranged so it is easy to clean.

Comments \_\_\_\_\_

### **9. Occupants**

Occupants may unintentionally bring air contaminants into the indoor environment by wearing perfume, recently dry-cleaned clothing, or clothing soiled with fabric softeners, spilled fuel or tobacco smoke, for example.

#### **Minimize contaminant sources**

- Conducted classroom discussions to raise awareness of and improve cooperation on IAQ issues.  
   Minimizing the use of scented personal care products and scented laundry fabric softeners.  
   Unusual or chemical odours such as fuel/solvents/smoke on clothing are dealt with.  
   There is a policy on food consumption in the classroom. (hard surface floor, sealed containers, clean refrigerator, shared clean-up...)

Comments \_\_\_\_\_

### **10. Energy Efficiency and Recycling**

- Energy efficiency practices are followed (e.g. Turning off lights, computers, etc. when not in use)  
   Students understand proper usage of recycle containers. (e.g. Classroom blue bin is for paper only. Cans and bottles go in bins in the hall/cafeteria...)  
   Need information/ideas to improve energy efficiency and recycling practices.

Comments \_\_\_\_\_

**Note for teachers: Conduct the following activities as appropriate to your classroom.**

### **11. Laboratories, Art rooms, Industrial/vocational areas**

- Read and understand sections 8-9 to 8-14 in the Tools for Schools Action Kit.  
   There are pollutant generating activities in this classroom area.  
   Least hazardous, school board approved materials are substituted wherever possible.  
   There is either a fume hood or exhaust fan in good working order. (adequate air flow, no cracks or leaks, quiet fan...)  
   Good safety, handling, storage and disposal practices are followed.  
   MSDS are in the classroom (and copies in the main office in case of fire) for all appropriate materials.  
   Need help developing good safety, handling, storage and disposal practices  
   Need help interpreting label warnings and determining if supplies are safe.

Comments \_\_\_\_\_

### **12. Locker Rooms**

- Lockers are cleaned out regularly (removal of soiled clothing, food items, etc.)  
   A ventilation system/exhaust fan is used to remove moisture from the room.  
   Disinfectants are used only if necessary.  
   Chemical cleaners and disinfectants are not used when students are present.  
   Students understand that soaps, shampoos etc. need to follow school scent policy.

Comments \_\_\_\_\_