

Classroom 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:

- . Teaching staff
- . Custodial staff

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

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

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 are low-hazard materials.
- ___ ___ ___ Blackboards/whiteboards are cleaned without stirring up dust.
- ___ ___ ___ Using whiteboards markers that release low or no 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 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 _____