

# Custodial Checklist

Excerpted from Tools for Schools Action Kit, Health Canada.

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

## To be completed by:

- School Custodial staff
- Teaching/administrative staff
- Contract service providers

Read Health Canada's Tools for schools Action Kit's **Introduction, Backgrounder and pages 11-3 to 11-9.**

The job description and duties of staff should be reviewed to ensure that all custodial and maintenance issues are fully addressed.

## 1. General Cleanliness

Regular and thorough cleaning is important to ensure good indoor air quality. Unsanitary conditions attract insects and vermin, leading to possible IAQ problems from animal or insect allergens or pesticide use. Dust is a primary allergen. The presence of dirt, moisture, and warmth also stimulate the growth of moulds and other microorganisms.

Y N N/A

- \_\_\_ \_\_\_ \_\_\_ Only Board-approved cleaning materials are used. These should be low-hazard materials.  
\_\_\_ \_\_\_ \_\_\_ School is dusted and vacuumed thoroughly and regularly without stirring up dust.  
\_\_\_ \_\_\_ \_\_\_ Garbage is removed daily.  
\_\_\_ \_\_\_ \_\_\_ Food is not kept overnight unless adequately stored.  
\_\_\_ \_\_\_ \_\_\_ Spills are cleaned and dried immediately.  
\_\_\_ \_\_\_ \_\_\_ Heating, ventilation, and air conditioning (HVAC) components are cleaned if spilled liquid or debris enters the equipment.  
\_\_\_ \_\_\_ \_\_\_ Flooring materials (i.e.mats) or procedures are used to control dust/dirt from entering the building.

Comments \_\_\_\_\_

## 2. Washrooms

- \_\_\_ \_\_\_ \_\_\_ Washrooms are cleaned thoroughly and regularly.  
\_\_\_ \_\_\_ \_\_\_ Soap and paper towel dispensers are in good working order.  
\_\_\_ \_\_\_ \_\_\_ Washrooms have adequate ventilation through windows, exhaust fans or ventilation system.

Comments \_\_\_\_\_

## 3. Storage of Materials

- \_\_\_ \_\_\_ \_\_\_ The storage of materials and supplies within the school 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.)  
\_\_\_ \_\_\_ \_\_\_ Shelves and furniture are not placed against exterior walls unless they are designed for this.

Comments \_\_\_\_\_

## 4. Drain Traps

Drain traps can become a problem when, due to infrequent use, the water inside the drain trap evaporates causing sewer gases to enter the room, or the water becomes stagnant.

- \_\_\_ \_\_\_ \_\_\_ There is a list of all drain traps and locations.  
\_\_\_ \_\_\_ \_\_\_ Water is poured down floor drains weekly or as required.  
\_\_\_ \_\_\_ \_\_\_ Water is run in sinks weekly.

Y N N/A

- Toilets are flushed at least once each week if not in regular use.  
   Need help with drain trap location.

Comments \_\_\_\_\_

### 5. Excess Moisture

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

- There is condensation on windows, window sills, and window frames. (List locations.)  
   There is condensation on cold water pipes or fixtures. (List locations.)  
   There is condensation on indoor surfaces of exterior walls and floors. (List locations.)

Comments \_\_\_\_\_

#### There are signs of leaks

- Around and under sinks. (List locations.)  
   In lavatories. (List locations.)  
   On ceiling tiles, walls or floors (discoloration may indicate periodic leaks). (List locations.)

Comments \_\_\_\_\_

### 6. Thermal Comfort

Caution: Changing thermostat settings or opening windows to try to control temporary fluctuations in temperature can worsen comfort problems and adversely affect other parts of the school.

#### Check comfort factors

- Temperature (generally 20 to 24°C)  
   Relative Humidity is within comfort level of 30%RH to 60%RH

Comments \_\_\_\_\_

### 7. Ventilation

Your building may have mechanical and/or natural ventilation. Odours may indicate a ventilation problem. The ventilation system can carry air pollutants from one location in the school to another. Check for airflow by holding a tissue or strip of lightweight plastic near the air supply vent(s). If the air is flowing, the plastic or tissue will flutter in the direction of the air.

- Local exhaust fans are located in all pollutant-generating areas of the school.  
   Exhaust fans are in good working order (sufficient draw, not too noisy...)  
   Location of air supply and air return vents is known.  
   Air supply and air return vents have appropriate airflow.  
   Air supply and air return vents are free from obstruction.  
   Vents are cleaned and filters changed regularly.  
   Windows are the only means of ventilation.

Comments \_\_\_\_\_

### 8. Check for unexplained odours

There are odours:

- Vehicle exhaust  
 Kitchen/food  
 "Chemical"  
 Mould or mildew  
 Other \_\_\_\_\_

Need help, sometimes smell unexplained odours.

Comments \_\_\_\_\_

Y N N/A

### 9. Combustion appliances

Combustion gas odours are noticeable in the school

Comments \_\_\_\_\_

### 10. Building Envelope

The condition of the building envelope is an important component of IAQ management. Certain conditions may predict serious future problems arising. Note any unusual observations and record the time and building use conditions.

Building envelope inspected for defects, damage, or moisture problems.

No building envelope problems noted.

Need help with building envelope problems.

Comments \_\_\_\_\_

### 11. Printing/Duplicating Equipment

Common types of duplicating equipment include: photocopiers, spirit duplicating machines, mimeograph machines, diazo dyeline (blueprint) machines, electronic stencil makers, and computer (laser) printers. Spirit duplicating machines and diazo dyeline (blueprint) machines give off methyl alcohol and ammonia, respectively. Local exhaust and ventilation is important.

#### **Minimize staff and student exposure to printing/duplicating equipment**

Photocopying and laminating equipment have dedicated ventilation.

Spirit duplicating equipment and diazo dyeline copiers are located in a separate room with a fan to exhaust air to the outside.

Extra materials and supplies are stored in a properly designed storage area.

Comments \_\_\_\_\_

### 12. Repairs and Renovation (construction, painting, roofing, flooring installation...)

Repairs and renovations take place outside school hours.

Clean-up is done well and promptly upon completion of the work.

Board approved, low-emission/low-hazard materials and methods are used.

Comments \_\_\_\_\_

### 13. Pest Control

There are visible signs of pests in or around the school.

Pesticide-free alternatives are used to control pests.

Need more information on pest management.

Comments \_\_\_\_\_

### 14. Energy Efficiency and Recycling

Energy efficiency practices are followed (e.g. Turning off lights, computers, etc. when not in use)

Students and staff 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 \_\_\_\_\_