

# DRAFT Relocatable Classroom Checklist

Excerpted from Tools for Schools Action Kit, Health Canada.

**Date:** \_\_\_\_\_

To be completed by:

- Facilities maintenance staff
- School Custodial staff
- Contract service providers

Read Health Canada's Tools for schools Action Kit's **Introduction, Backgrounder and pages 9-3 to 9-7.**

The tasks on this checklist should only be performed by or with the assistance of a trained professional in that field. All federal, provincial, municipal regulations must be respected.

## Design

- Evaluate the basic design of the building envelope. Some units are not designed to be pressurized by the heating, ventilation, and air conditioning (HVAC) system, or to be humidified, because the building envelope lacks the required air tightness, vapour protection, or thermal insulation.

## HVAC Systems

- Ensure that the HVAC system can continuously supply an adequate amount of fresh air.
- Check for proper operation of the air supply and exhaust equipment. Over- or under-pressurization can lead to problems with air leakage and moisture transport.
- Provide access for inspection and maintenance of the HVAC equipment, including rooftop equipment.
- Some HVAC systems may not provide adequate ventilation and space temperature controls. Supplemental heating or cooling may be required to ensure that thermal conditions are met under all environmental conditions.
- Provide outdoor air and recirculating air filters. Consult with the equipment manufacturer to select the highest efficiency filters that are compatible.
- The classroom teacher should be familiar with the required operation of the HVAC system and ensure that it is operated accordingly. If thermal comfort, drafts, or noise are problematic, teaching staff may not operate the HVAC equipment properly.

## Site Selection

- Check that the site is well-drained and water does not collect under or around the unit.
- Provide adequate pavement, grass or other "clean" surfaces to prevent mud, snow, and water from being tracked into the unit.
- Review the previous site conditions and use this information to determine if any pre-existing problems exist.
- Avoid sites near outdoor contaminant sources, vehicle parking, or high voltage power transmission equipment.

## Foundations

- Check that the foundation is secure from rodents and other pests.
- Ensure that the foundation is free from standing water and excessive humidity (a waterproof ground cover should be installed over the entire ground surface below the unit).
- Provide ventilation for foundations to control odours, humidity, and other contaminants.
- Provide eaves trough and downspout extensions or other means to ensure that precipitation is directed away from the foundation.
- Keep snow cleared from the foundation.
- Foundations must be either conditioned or unconditioned spaces. Unless the classroom unit is designed to be placed over a conditioned area foundation, ensure that the unit is properly isolated from the foundation and that ducts do not enter the unconditioned space.

**Installation**

- Ensure that roofs drain free and do not accumulate snow.
- Corridors and common spaces should have ventilation and provide conditioned space. Foundations, building envelopes, and other details should be appropriate for the site.
- Ensure that there is adequate space for storing clothing, footwear, and other articles.
- Maintenance and custodial practices should be consistent with other school areas.

**Inspection, Use and Maintenance**

- Conduct inspection, use and maintenance checks using the checklists developed for these activities.

**Prevention of Water Damage and Mold Growth**

- Have the roof and exterior walls inspected yearly.
- Ensure that exterior caulking joints are maintained to prevent water entry.
- Ensure that there are eaves troughs and down spouts in good condition.
- Fix rapidly any water leakage or filtration.
- Identify and fix rapidly the cause of any damp stain.
- Should any visible mould or musty odour be noticed, verify if there is mould in adjacent non-visible areas (e.g. inside ceiling and walls), and then clean thoroughly.

**Problem Summary**

- All activities on this checklist have been completed and no help is required.  
OR
- A list of problems and/or assistance required is attached.