

School Environment Team (SET) Project

Master Checklist Line Item Explanations

The following material explains, line by line, why an item is on the checklist. This document follows in order of the checklist for easy reference. Remember that each person's opinion as to what an odor is or what the cause of a problem is may differ from another persons. As you make observations, try not to interpret what you see, smell, feel or hear.

1. Checking for odors is important because it can be an indicator of a potential problem. For example, mold, fish odors, new carpet off gassing, paint odors, etc. may require monitoring and further investigation as to a source.
2. Stained, missing or broken ceiling tiles interfere with the efficiency of the HVAC system and should be replaced. They can be an indication of a problem behind the ceiling tile.
3. Broken light fixtures may be a safety hazard and reduced lighting can lead to eyestrain.
4. Items hung from ceilings may impede airflow. While this is not critical, when there is a question about ventilation in an area, it would be recommended that this practice be changed.
5. Clean ceiling vents that are unobstructed maintain ventilation.
6. Damaged walls from mold or paint irregularities may indicate the possibility of water incursion and may be a health concern to some individuals and will increase maintenance costs at a building.
7. Wall fixtures that are not securely fastened to walls are a safety concern and could cause injury.
8. Broken or open windows are both a security risk and interfere with the proper running of the HVAC system.
9. Baseboards that are not intact may lead to the presence of pests.
10. Accessible exit doors are important for safety.
11. Gaps around doors make buildings less energy efficient and allow for the incursion of pests.
12. Signs of water entry on floors by exits or windows can lead to a potentially adverse environment and health and safety issues.
13. Wet or odorous stains on carpets may indicate improper /insufficient care, or, leak from elsewhere. Any stain constantly wet for more than 24 hours can develop mold.
14. The presence of non-skid surfaces on steps can reduce injuries.
15. Floor covers that are secure do not act as trip hazards.
16. Surface area dusted frequently promotes good health. Dusty environments can trigger allergic reactions in sensitive individuals.
17. Barrier or walkoff mats are your first line of defense in keeping the school free of contaminants and dirt that can be tracked into the building. These mats should be vacuumed every day. Vacuuming should be done thoroughly, in both directions.

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18. Vents that are unobstructed by books, boxes and furniture improve airflow.
19. To achieve the best results from your HVAC system, vents should be kept clean and unobstructed.
20. Rooms that are free of food scraps or dirty lunch boxes are less likely to have insect and animal infestations.
21. The presence of aerosols or plug-in air fresheners may be indicative of an odor problem, potentially masking an environmental problem. Some individuals may also be sensitive to the fragrances that these have and can cause adverse health symptoms.
22. The presence of insect and animal infestation may trigger asthma attacks in susceptible individuals and may spread disease.
23. Improperly maintained fish tanks should not be kept in the classroom. Clean tanks regularly and keep away from vents.
24. Improperly stored supplies without sealed lids have the potential to be a health and safety risk, particularly around young children.
25. Moisture proof barriers under plants prevent mold growth.
26. Condensation can be an indicator of high humidity, which can lead to other environmental concerns such as the growth of mold.
27. Sinks and water fountains need to be in working order and have proper drainage to prevent the development of mold in and around sinks.
28. There should never be standing water in these areas. Note any situation, which may have caused the standing water (ex. Clogged sinks, water fountains improperly set, etc.).
29. Carpets near sinks and fountains should be dry and stain free. If this is not the case, it may be an environmental issue. There should be no carpeting under sinks.
30. Available soap and paper towels promote healthy habits and prevent the spread of germs.
31. Unsecured electrical outlets and frayed wires are a safety and health hazard, increasing the risk of electrical shock and fire.
32. Electrical cords should be secured and not extending across walkways to prevent the risk of tripping.
33. Use of extension cords are discouraged due to electrical and safety hazards.
34. This is a serious safety and health hazard, increasing the risk of electrical shock and fire.
35. Any exposed or disconnected wires are a safety and health hazard, report immediately.