

Walkthrough Inspection Checklist

Name: Staff Development Area IAQ Team

School: 205 Skiff Street, Hamden, CT 06517

Room or Area: ALL Date Completed: 12-20-2024

Signature: Todd A. Solli

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the “yes,” “no,” or “not applicable” box beside each item. (A “no” response requires further attention.)
 - Make comments in the “Notes” section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. GROUND LEVEL

	Yes	No	N/A
1a. Ensured that ventilation units operate properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. Ensured there are no obstructions blocking air intakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c. Checked for nests and droppings near outdoor air intakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d. Determined that dumpsters are located away from doors, windows, and outdoor air intakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e. Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1f. Ensured that vehicles avoid idling near outdoor air intakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1g. Minimized pesticide application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1h. Ensured that there is proper drainage away from the building (including roof downspouts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1i. Ensured that sprinklers spray away from the building and outdoor air intakes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1j. Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. ROOF

While on the roof, consider inspecting the HVAC units (use the Ventilation Checklist).

2a. Ensured that the roof is in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2b. Checked for evidence of water ponding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2c. Checked that ventilation units operate properly (air flows in)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2d. Ensured that exhaust fans operate properly (air flows out)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2e. Ensured that air intakes remain open, even at minimum setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2f. Checked for nests and droppings near outdoor air intakes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2g. Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. ATTIC

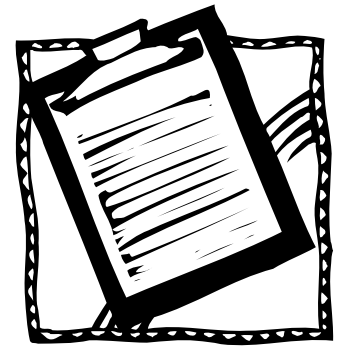
3a. Checked for evidence of roof and plumbing leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3b. Checked for birds and animal nests	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. GENERAL CONSIDERATIONS

4a. Ensured that temperature and humidity are maintained within acceptable ranges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b. Ensured that no obstructions exist in supply and exhaust vents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4c. Checked for odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4d. Checked for signs of mold and mildew growth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. GENERAL CONSIDERATIONS (continued)

	Yes	No	N/A
4e. Checked for signs of water damage.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4f. Checked for evidence of pests and obvious food sources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4g. Noted and reviewed all concerns from school occupants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5. BATHROOMS AND GENERAL PLUMBING

5a. Ensured that bathrooms and restrooms have operating exhaust fans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5b. Ensured proper drain trap maintenance:			
Water is poured down floor drains once per week (approx. 1 quart of water)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water is poured into sinks at least once per week (about 2 cups of water)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets are flushed at least once per week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. MAINTENANCE SUPPLIES

6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b. Ensured that vents in chemical and trash storage areas are operating properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6c. Ensured that portable fuel containers are properly closed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6d. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. COMBUSTION APPLIANCES

7a. Checked for combustion gas and fuel odors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7b. Ensured that combustion appliances have flues or exhaust hoods.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7c. Checked for leaks, disconnections, and deterioration.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7d. Ensured there is no soot on inside or outside of flue components.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. OTHER

8a. Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b. Determined date of last radon test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last radon was done Feb. 23, 2018. One will be scheduled for this year.

NOTES

Exterior:

Only one drain in the back of the building. In addition to this the lower level of the building is built below street level.

East side of building midway

Interior:

While temperatures are input at normal ranges the operation of the HVAC does not always adhere to those temps.

Pest have been observed and management of them have been conducted. Continued monitoring.

Ceiling tiles are stained: Lower level custodial closet next to elevator

Performance Cleaning company has MSDS sheets posted in their custodial closets

Missing exhaust fan in the lower level women's restroom

Vents should be dusted monthly by Performance

By front foyer vents should be cleaned filters changed

First floor Kitchen ceiling tiles near vent should be changed as they are black

Second floor copy room vent ceiling tiles need to be replaced and there are stained ceiling tiles

Marketing office has ceiling tiles that need to be replaced near vent

Flies are in the light lens throughout the building needs to be cleaned