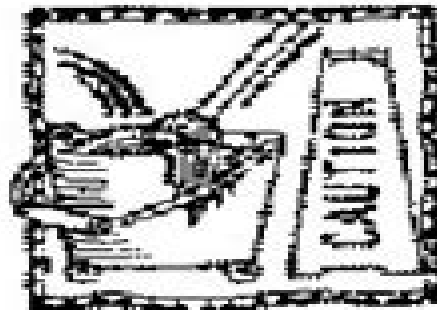




Building and Grounds Maintenance Checklist

Name: _____

School: _____

Room or Area: _____ Date Completed: _____

Signature: _____

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. BUILDING MAINTENANCE SUPPLIES

	Yes	No	N/A
1a. Developed appropriate procedures and stocked supplies for spill control.....	☐	☐	☐
1b. Reviewed supply labels.....	☐	☐	☐
1c. Ensured that air from chemical and trash storage areas vents to the outdoors.....	☐	☐	☐
1d. Stored chemical products and supplies in sealed, clearly labeled containers.....	☐	☐	☐
1e. Researched and selected the safest products available.....	☐	☐	☐
1f. Ensured that supplies are being used according to manufacturers' instructions.....	☐	☐	☐
1g. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions.....	☐	☐	☐
1h. Substituted less- or non-hazardous materials (where possible).....	☐	☐	☐
1i. Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied.....	☐	☐	☐
1j. Ventilated affected areas during and after the use of odorous or hazardous chemicals.....	☐	☐	☐

2. GROUNDS MAINTENANCE SUPPLIES

2a. Stored grounds maintenance supplies in appropriate area(s).....	☐	☐	☐
2b. Ensured that supplies are used and stored according to manufacturers' instructions.....	☐	☐	☐
2c. Established and followed procedures to minimize exposure to fumes from supplies.....	☐	☐	☐
2d. Reviewed and followed manufacturers' guidelines for maintenance.....	☐	☐	☐
2e. Replaced portable gas cans with low-emission cans.....	☐	☐	☐
2f. Stored chemical products and supplies in sealed, clearly-labeled containers.....	☐	☐	☐
2g. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions.....	☐	☐	☐

3. DUST CONTROL

Grounds Maintenance Manual

**Pauline Pears,Jojo Norris,Judy
Steele,Maggi Brown,Henry Doubleday
Research Association**

Grounds Maintenance Manual:

Grounds Maintenance Manual Phillip C. Nilsson,1996 Gardens and Grounds Maintenance Manual ,198? *Good School Maintenance* Illinois Association of School Boards, Springfield,1996 This manual published by the Illinois Association of School Boards was designed to be used as a teaching tool and reference source for overseeing effective school maintenance Section 1 describes the basics of good school maintenance including managing the program using computers controlling energy costs ensuring safe practices designing buildings for efficient maintenance and being informed about environmental issues Section 2 details guidelines for operating cleaning and general building services such as custodial operations area cleaning programs and equipment and supplies A custodian s glossary is included The third section provides guidelines for building maintenance specifically caring for the exterior and roof Procedures for maintaining school grounds are detailed in the fourth section The fifth section describes the maintenance of mechanical equipment including heating and air conditioning systems sanitary systems and fixtures sewage treatment plants and electrical systems A management tools appendix contains a list of environmental resources sections on cleaning and general building services grounds maintenance and mechanical equipment and annual inspection checklists LMI **Manual for Grounds Maintenance** United States. Soil Conservation Service, **Landscape Management Technician** Landscape Horticulture Center for Personnel Development,1988 **Manual for the Monitoring of Grounds Maintenance** A. G. Darg,1990-01-01 **Organic Grounds Maintenance** Pauline Pears,JoJo Norris,Judy Steele,Maggi Brown,Henry Doubleday Research Association,2006-03-01 *The Green Office Manual* Wastebusters Ltd,2013-11-05 This revised second edition highlights the opportunities for achieving cost savings and environmental improvements to enhance competitiveness in organizations of all sizes with specific guidance for small businesses The manual sets out effective and simple mechanisms to encourage participation and commitment from both staff and suppliers It builds on the advice of the first edition with a wide range of new case studies from different sectors including retailers hotels and hospitality schools and educational institutions airports and prisons and plenty of office based examples A new chapter on environmental reporting considers international developments in environmental management reporting and sustainable business including the Global Reporting Initiative and the European Environmental Reporting Awards with a link to DETR guidance An extended chapter on energy and utilities provides an update on environmental legislation government position and industry trends An office waste chapter looks at examples of successful waste exchanges that save disposal costs to donors and purchase costs to recipients *Aviation Unit and Intermediate Maintenance Manual for Army AH-64A Helicopter* ,1990 Air Force Manual United States. Department of the Air Force,1952

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