



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

3a. Installed and maintained barrier mats for entrances.....	☐	☐	☐
3b. Used high efficiency vacuum bags.....	☐	☐	☐
3c. Used proper dusting techniques.....	☐	☐	☐
3d. Whipped feather dusters with a dust cloth.....	☐	☐	☐
3e. Cleaned air return grilles and air supply vents.....	☐	☐	☐

Grounds Maintenance Study Guide

National Learning Corporation

A red circular graphic with a gradient, appearing as a partial circle or a stylized 'C' shape, located to the right of the National Learning Corporation text.

Grounds Maintenance Study Guide:

This book delves into Grounds Maintenance Study Guide. Grounds Maintenance Study Guide is a vital topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Grounds Maintenance Study Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Grounds Maintenance Study Guide
 - Chapter 2: Essential Elements of Grounds Maintenance Study Guide
 - Chapter 3: Grounds Maintenance Study Guide in Everyday Life
 - Chapter 4: Grounds Maintenance Study Guide in Specific Contexts
 - Chapter 5: Conclusion
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 3. In chapter 2, the author will delve into the foundational concepts of Grounds Maintenance Study Guide. This chapter will elucidate the essential principles that need to be understood to grasp Grounds Maintenance Study Guide in its entirety.
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 6. In chapter 5, the author will draw a conclusion about Grounds Maintenance Study Guide. This chapter will summarize the key points that have been discussed throughout the book.
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Table of Contents Grounds Maintenance Study Guide

1. Understanding the eBook Grounds Maintenance Study Guide
 - The Rise of Digital Reading Grounds Maintenance Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Grounds Maintenance Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Grounds Maintenance Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Grounds Maintenance Study Guide
 - Personalized Recommendations
 - Grounds Maintenance Study Guide User Reviews and Ratings
 - Grounds Maintenance Study Guide and Bestseller Lists
5. Accessing Grounds Maintenance Study Guide Free and Paid eBooks
 - Grounds Maintenance Study Guide Public Domain eBooks
 - Grounds Maintenance Study Guide eBook Subscription Services
 - Grounds Maintenance Study Guide Budget-Friendly Options
6. Navigating Grounds Maintenance Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Grounds Maintenance Study Guide Compatibility with Devices
 - Grounds Maintenance Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Grounds Maintenance Study Guide
 - Highlighting and Note-Taking Grounds Maintenance Study Guide
 - Interactive Elements Grounds Maintenance Study Guide
8. Staying Engaged with Grounds Maintenance Study Guide

- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Grounds Maintenance Study Guide
9. Balancing eBooks and Physical Books Grounds Maintenance Study Guide
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Grounds Maintenance Study Guide
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Grounds Maintenance Study Guide
- Setting Reading Goals Grounds Maintenance Study Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Grounds Maintenance Study Guide
- Fact-Checking eBook Content of Grounds Maintenance Study Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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