

# Building and Grounds Maintenance Checklist

Name:		
School:		
Room or Area:	Date Completed:	
Signature:		

#### Instructions

- Read the IAQ Backgrounder and the Background Information for this checklist.
- Keep the Background Information and make a copy of the checklist for future reference.
- 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.
- Return the checklist portion of this document to the IAO Coordinator

1.	BUILDING MAINTENANCE SUPPLIES				
			Yes No N/A		
Da.	Developed appropriate procedures and stocked supplies for spill control				
	Reviewed supply labels.				
le.	Ensured that air from chemical and trash storage areas vents to the outdoors		0		
1d.	Stored chemical products and supplies in sealed, clearly labeled containers				
le.	Researched and selected the safest products available				
lf.	Ensured that supplies are being used according to manufactusers' instructions			0	
1 g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions.		0		
Th.	Substituted less- or non-hazardous materials (where possible)				
	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied.		0	0	
lj.	Ventilated affected areas during and after the use of odorous or hazardous chemicals		۵	0	
2.	GROUNDS MAINTENANCE SUPPLIES				
24.	Stored grounds maintenance supplies in appropriate area(s)			0	
	Ensured that supplies are used and stored according to manufacturers' instructions		0	0	
2e.	Established and followed procedures to minimize exposure to fumes from supplies		0	0	
24	Reviewed and followed manufacturers' guidelines for maintenance				
	Replaced portable gas cans with low-emission cans				
2f.	Stored chemical products and supplies in sealed, clearly-labeled containers		0	0	
2 g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions.				

#### 3. DUST CONTROL

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**Dean Wesley Smith** 

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