



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

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