



# GENERAL BUILDING AND MAINTENANCE CHECKLIST (p. 1/3)

DOC. \_\_\_/\_\_\_

School ID \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Investigators \_\_\_\_\_

Comments \_\_\_\_\_

*Look for the Following Conditions in Each Area. Note Unusual Conditions on the Fire Escape Plan and Record Specific Reference to Exceptions, or Areas of Concern in the Spaces Provided Below.*

## BATHROOMS, LOCKER ROOMS, AND GENERAL PLUMBING

\$ Bathrooms, Restrooms, and Locker Room/Shower Areas have Operating Exhaust Fans?	\$ Moisture or Mold Damage
\$ All Drains have Traps?	\$ Signs of Pests: Cockroaches, Rodents
\$ Drain Traps are Filled with Water (floor drains, sinks, toilets)?	\$ Water has been Tested for Lead?
\$ Toilets, Sinks, Showers are Clean and Sanitary?	\$ Water Temperature at Sinks and Showers is 120-125°F
\$ Peeling/Flaking Paint for Buildings Older than 1980	\$ Water has Unusual Tastes, Color, or Odors?

LOCATIONS	DESCRIPTION
	+ Asthma + Cleaning + Drinking + Lead + Mold & Moist + Pests + Safety + Vent. Log
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## MAINTENANCE SUPPLIES & MAINTENANCE SHOPS

\$ Usage and Mixing Directions Followed for Cleaning Products & Maintenance Supplies?	\$ Signs of Pests: Cockroaches, Rodents
\$ Can Less Hazardous or Non-hazardous Products Be Substituted?	\$ Peeling/Flaking Paint for Buildings Older than 1980
\$ Odorous or Hazardous Chemicals Used with Adequate Ventilation & When Building Unoccupied?	\$ Proper Storage of Vehicle Tires and Batteries
\$ Air Exhausted from Chemical (e.g., custodial closets) and Trash Storage Areas?	\$ Proper Storage of Hazardous Materials: Cleaners, Chemicals
\$ Moisture or Mold Damage	

LOCATIONS	DESCRIPTION
	+ Asthma + Cleaning + Lead + Mold & Moist + Pests + Safety + Vent. Log
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**GENERAL BUILDING AND MAINTENANCE CHECKLIST (p. 2/3)**

**CLEANING**

\$ Cleaning Performed When Asthmatics or Other Sensitive Persons Aren't Present  
 \$ Door Mats 10 Feet in Length and Vacuumed Daily?  
 \$ Hard Floor Surfaces Dry Mopped Daily?  
 \$ Hard Floor Surfaces Damp Mopped Weekly?  
 \$ Carpets Vacuumed Daily as Needed?  
 \$ Carpets Extraction Cleaned as Needed?  
 \$ Vacuum Cleaners in Good Working Order with High Efficiency Filter Bags (capture particles 3 microns or less)?  
 \$ Proper Dusting Techniques Used on Other Surfaces?

LOCATIONS	DESCRIPTION
	+ Asthma + Cleaning + Food + HazMat + Lead + Log of Activities + Mold & Moist + Pests + Vent. Log
	+ Asthma + Cleaning + Food + HazMat + Lead + Log of Activities + Mold & Moist + Pests + Vent. Log
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**PEST CONTROL**

\$ Evidence of Cockroaches or Rodents (droppings)?  
 \$ Food Crumbs or Open Food on Counters or Floors?  
 \$ Food Stored Unsealed?  
 \$ Overflowing Trashcan?  
 \$ Integrated Pest Management Plan Is Implemented?  
 \$ Staff, Students, and Parents Notified Prior to Pesticide Application  
 \$ Pesticides Applied by Licensed Contractor According to Regular Schedule or as Needed?  
 \$ Pesticides Used and Stored According to Label Directions  
 \$ Pesticides Applied When Building Is Unoccupied?  
 \$ After Pesticide Application, Building Is Ventilated with Outdoor Air for at Least 24 Hours Before Occupancy?

LOCATIONS	DESCRIPTION
	+ Asthma + Cleaning + Food + HazMat + Pests
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**GENERAL BUILDING AND MAINTENANCE CHECKLIST (p. 3/3)**

**COMBUSTION APPLIANCES**

\$ Combustion Gas or Fuel Odors Ever Detected?  
 \$ Combustion Appliances Have Flues (e.g., furnaces, boilers, water heaters) or Exhaust Hoods (e.g., kitchen ranges, kilns)?  
 \$ Leaks, Disconnections, Deterioration, or Soot in Flue Components?  
 \$ Evidence of Backdrafting or Combustion Gas Spillage from Appliances?

\$ Carbon Monoxide Detectors Installed and Tested in Mechanical Rooms and Kitchens near Combustion Appliances?

LOCATIONS	DESCRIPTION

**OTHER**

\$ Swimming Pools and Therapeutic Whirlpools Maintained Properly  
 \$ Swimming Pool Chemical Storage is Dry and Restricts Student Access  
 \$ Asbestos Program has been Implemented  
 \$ Have Radon Measurements Been Performed in the School?

LOCATIONS	DESCRIPTION
	+ Asbestos   + Cleaning   + HazMat
	+ Asbestos   + Cleaning   + HazMat
	+ Asbestos   + Cleaning   + HazMat
	+ Asbestos   + Cleaning   + HazMat