

# Sample Classroom Checklist



## Dear Teacher:

Your district and association may decide to implement an Indoor Air Quality (IAQ) program such as the EPA's Tools for Schools program. This program encourages the district, administrative and building staff to work together with teachers to identify and address indoor air quality problems at the school site.

As part of the program, teachers are asked to fill out a classroom checklist. These checklists can be customized to reflect the conditions at the school site and usually take about 15 minutes to complete. Appropriate staff will then develop an action plan to address issues.



Name \_\_\_\_\_

School \_\_\_\_\_

Room or Area \_\_\_\_\_ Date Completed \_\_\_\_\_

Signature \_\_\_\_\_

### 1. GENERAL CLEANLINESS

- |  | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1a. Rooms are dusted and vacuumed regularly  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Rooms are free of clutter  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1c. Trash is removed daily   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. No food is stored in classroom overnight   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1e. Animal food is stored in tightly sealed containers                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1f. Room is free of insect pests and rodents   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1g. Unscented school-approved cleaners, and unscented air fresheners (if any), used in rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 2. ANIMALS IN THE CLASSROOM

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 2a. Exposure to animal allergens minimized  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Animals are kept in cages (as much as possible)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Cages are cleaned regularly   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Cages stored away from supply and return vents  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. School nurse consulted about student allergies or sensitivities (privacy laws may limit the information that health officials can disclose) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2f. Identified potential allergies of students  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2g. Sensitive students moved away from animals and habitats   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 3. EXCESS MOISTURE IN CLASSROOMS

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 3a. Condensation is wiped from windows, windowsills, and window frames                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Cold water pipes are free of condensation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3c. Indoor surfaces of exterior walls are free of condensation                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3d. Areas around and under classroom sinks are free of leaks                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3e. Classroom lavatories are free of leaks  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3f. Ceiling tiles and walls are free of leaks (discoloration may indicate periodic leaks) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3g. Spills are cleaned promptly   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(continued on other side)

		YES	NO	N/A
<b>4.</b>	<b>THERMAL COMFORT</b>			
4a.	Room has moderate temperature (should generally be 72°F–76°F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b.	There are no signs of draftiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4c.	Students are not seated in direct sunlight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4d.	Indoor humidity is maintained at acceptable levels (between 30 and 60 percent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b>	<b>VENTILATION</b>			
5a.	Unit ventilator located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5b.	Located air supply and return vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5c.	Air is flowing from supply vent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5d.	Air supply pathway is not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5e.	There are no vehicle exhaust, kitchen/food, and chemical odors in the classroom			
5f.	There are no signs of mold or mildew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5g.	Windows are operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b>	<b>EDUCATIONAL SUPPLIES</b> (Art, Science, Industrial/Vocational)			
6a.	Supplies are clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b.	Spill clean-up procedures developed and implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6c.	All chemicals accurately labeled with date of receipt/preparation and pertinent precautionary information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6d.	Supplies are stored according to manufacturers' recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6e.	Recommended procedures for disposal of used substances followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6f.	Diluted substances used rather than concentrates, wherever possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6g.	Minimized exposure to hazardous materials (i.e., used non-hazardous materials and pre-mixed products)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* This checklist has been adapted from the IAQ *Tools for Schools Action Kit*.

## For more information about EPA's IAQ Tools for Schools program contact:

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*I'm from the government - I'm here to help!*