

Indoor Air Quality in Schools School Walkthrough / Inspection

How does it all start?

- Someone contacted our office and sent in a complaint about the school's air quality
- Or, you have been getting complaints and asked us to come in. Unbiased 3rd party

Our First steps

- Look at school's website to see if we can find the IAQ Coordinator's contact info. If not we contact the school.
- Phone call to School's contact person – overview of complaint and schedule visit

At the school

- Opening meeting – review required written policies
- Discuss the complaint, any concerns you have
- Quick overview of school layout and air handler systems
- Visit classrooms

In the Classroom

- Measurements: CO₂, RH, Temp – mold?
- Housekeeping – dust?
- Under sinks –leaks, chemicals
- Water stains – roof leaks (ceiling tile?)
- Supply / return registers visibly clean
- HVAC fan running
- Restricted items – air fresheners, ozone generators, upholstered furniture

continued:

- Odors – musty, chemical
- On unit vents – pick a unit and look at filters
- Any kind of system – ask to see maintenance/filter change log for unit
- If accessible, look at fresh air intake
- Listen to what teaches / staff have to say

Closing

- ◉ Go over items that can be addressed before report comes out
- ◉ Mail out written report
- ◉ REMEMBER our report and your reply must be posted at school and on website
- ◉ Reply must say how deficiencies will be addressed
- ◉ FOLLOW UP INSPECTION ?