

**RETAIN COPY IN IAQ PLAN**

School Name: Achievement First Elm City College Preparatory Middle School  
 School Address: 407 James Stree, New Haven, CT 06511  
 Inspector/s: Melinda Rivera  
 Dates: 10/29/24

This checklist should be completed by the IAQ Lead and IAQ Coordinator during the annual walkthrough by (Date)

		CT				
		ECCP Middle				
<b>1 GROUND LEVEL</b>						
1a.	All areas are dusted and vacuumed regularly	Y				
1b.	Dumpsters are located away from doors, windows, and outdoor air intakes	Y				
1c.	Minimized pesticide application	Y				
1d.	Ensured that there is proper drainage away from the building	Y				
1e.	Ensured that temperature and humidity are maintained within acceptable ranges	Y				
1f.	Checked for odors	Y				
1g.	Checked for signs of mold and mildew growth	Y				
1h.	Checked for signs of water damage	Y				
1i.	Checked for evidence of pests and obvious food sources	Y				
1j.	Noted and reviewed all concerns from school occupants	Y				
1k.	Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard)	Y				
1l.	Determined date of last radon test	Y				
<b>2 ROOF</b>						
2a.	The roof is in good condition	Y				
2b.	Evidence of water ponding	Y				
2c.	Ventilation units operate properly (air flows in)	Y				
2d.	Checked for evidence of roof and plumbing leaks	Y				
<b>3 VENTILATION</b>						
3a.	Ventilation units operate properly	Y				
3b.	No obstructions blocking air intakes	Y				
3c.	No nests and debris near outdoor air intakes	Y				
3d.	HVAC (Non 100% Fresh Air Systems) - Increase outdoor air ventilation throughout the building via window A/Cs, open doors/windows, using fans to create negative pressure pathways (where safety & security considerations permit)	Y				
3e.	Bathroom Exhaust are operational or there is an alternate form of fresh air introduction, i.e. open window, air purifier, open door, etc.	Y				
<b>4 MAINTENANCE SUPPLIES</b>						
4a.	Ensured that chemicals are used only with adequate ventilation and when building is unoccupied	Y				
4b.	Ensured that portable fuel containers are properly closed and accessible to approved personnel	N/A				
4c.	Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines and accessible to approved personnel	N/A				
4d.	Increased cleaning/disinfecting measures due to COVID-19	N/A				
<b>5 PRINTING/DUPLICATING EQUIPMENT</b>						
5a.	Checked for odors from equipment	Y				
5b.	Ensured that equipment is maintained regularly (date of most recent servicing)	Y				
5c.	Checked that equipment functions properly	Y				
5d.	Ensured that duplicating equipment, printers, and copiers are located in a well-ventilated area, preferably in a separate room with an exhaust fan vented to the outside	Y				
<b>6 IAQ MANAGEMENT PLAN To be filled by Coordinator</b>						
6a.	Coordinated the implementation of the district-wide IAQ management plan and monitored progress	Y				
6b.	Ensured that IAQ policies and upgrades in each school are developed and conducted consistently	Y				
6c.	Developed management plans for integrated pest management, radon, and other relevant issues	Y				
<b>7 CLASSROOMS</b>						
7a.	Ensured rooms are free of clutter	Y				
7b.	Ensured that no open food is stored in classroom overnight	Y				
7c.	Ensured that ventilation intakes or outtakes are not blocked	Y				
7d.	Ensured that animal food is stored in tightly sealed containers	N/A				
<b>8 ANIMALS IN THE CLASSROOM</b>						
8a.	Minimized exposure to animal allergens	N/A				
8b.	Ensured that animals are kept in cages (as much as possible)	N/A				
8c.	Ensured that cages are cleaned regularly	N/A				
8d.	Placed animal cages away from supply and return vents	N/A				
8e.	Ensured that animal food is stored in tightly sealed containers	N/A				
<b>9 EDUCATIONAL SUPPLIES (Art, Science)</b>						
9a.	Ensured that Material Safety Data Sheets are accessible	Y				
9b.	Ensured that supplies are stored according to manufacturers' recommendations	Y				

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<b>1</b>	<b>BUILDING MAINTENANCE SUPPLIES</b>	<b>ECCP Middle</b>			
1a.	Green cleaning policy in place and being followed	Y			
1b.	Air from chemical and trash storage areas vents to the outdoors	Y			
1c.	Chemical products and supplies are stored in sealed area	Y			
1d.	Supplies are being used according to manufacturers' instructions and all MSDS sheets are in place	Y			
1e.	Chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	Y			
1f.	Schedule work involving odorous or hazardous chemicals for periods when the school is unoccupied	Y			
<b>2</b>	<b>GROUPS MAINTENANCE SUPPLIES</b>				
2a.	Stored grounds maintenance supplies in appropriate area(s)	Y			
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	Y			
2c.	Established and followed procedures to minimize exposure to fumes from supplies	Y			
2d.	Reviewed and followed manufacturers' guidelines for maintenance	Y			
2e.	Replaced portable gas cans with low-emission cans	N/A			
2f.	Stored chemical products and supplies in sealed, clearly-labeled containers	Y			
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	Y			
<b>3</b>	<b>CLEANING</b>				
3a.	Established and followed schedule for vacuuming and mopping floors	Y			
3b.	Cleaned spills on floors promptly (as necessary)	Y			
3c.	Performed restorative maintenance (as necessary)	Y			
3d.	Ensured that bathrooms and restrooms have operating exhaust fans	Y			
3e.	Ensured proper drain trap maintenance- traps, sinks, toilets and faucets	Y			
<b>4</b>	<b>MOISTURE, LEAKS, AND SPILLS</b>				
4a.	Checked for moldy odors	Y			
4b.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)	Y			
4c.	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)	Y			
4d.	Checked that windows, windowsills, and window frames are free of condensate	Y			
4e.	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate	Y			
<b>5</b>	<b>LOCKER ROOM</b>				
5a.	Ensured locker room and showers are cleaned regularly and properly	N/A			
5b.	Checked that soiled clothes are removed regularly	N/A			
5c.	Ensured that wet towels are removed from locker room	N/A			
5d.	Ensured that there is water in the drain trap	N/A			
5e.	Verified that the local exhaust fan is functioning properly and used consistently	N/A			