

INDOOR ENVIRONMENTAL QUALITY BUILDING WALK-THROUGH

School building maintenance personnel in consultation with MacNeil Environmental completed this checklist. This checklist will be completed on an annual basis.

Barnum School District

Building: Barnum HS & MS

Date Completed: 9-18-23

Building Representative:

Completed By: Andy Sertich

- **Jim Calhoun**

CONDITION	PLACE (X) IF CONDITION IS NOT MET	RECOMMENDATIONS AND AREAS/ROOMS AFFECTED
Surrounding Area		
Site drainage adequate		
Vegetation NOT close to bldg.		
HVAC System(s)		
Louver screen present		
Outdoor air intakes free of organic matter		
Outdoor air intake protected from rain/snow/fog		
Outdoor air intake free of standing water		
Exhaust outlet > 25 feet from outdoor air intake		
Filters present and free of organic		

debris and microbial growth		
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Barnum School District

Building:

Date Completed: 9-18-23

CONDITION	PLACE (X) IF CONDITION IS NOT MET	RECOMMENDATIONS AND AREAS/ROOMS AFFECTED
Mixing chamber of HVAC free of debris and microbial growth		
No water damage present		
Coils clean and free of organic material and microbial growth		
Condensate pan and drain present. Pan well drained		
Building/Occupied Space		
Absence of noticeable odor		
Absence of visible microbial growth		
No History of water damage		
Water damage not evident (walls, ceiling, floors)	X	Very little water damage to select ceiling tiles. Nothing with walls or floors.
Walls & windows free of condensation		
Sanitation		
Areas/rooms properly dusted		

Carpet, mats, rugs vacuumed daily		
Locker rooms/bathrooms odor free and clean (use of scents limited)		

VENTILATION CHECKLIST

School building maintenance personnel in consultation with MacNeil Environmental completed this checklist. Two main objectives of this checklist is to ensure that the ventilation system is clean and that an adequate amount of outdoor air is supplied to occupied areas. Each room and HVAC/Unit Vent system was reviewed using the Ventilation Log listed below. Conditions not acceptable are listed below.

Barnum School District

Building:

Date Completed: 9-18-23

Building Representative:

- Jim Calhoun

CONDITION	PLACE (X) IF CONDITION IS NOT MET	RECOMMENDATIONS AND AREAS/ROOMS AFFECTED
Outdoor air intake not obstructed		
Outdoor air intake clear of nearby pollutant sources		
Outdoor air moving into intake		
Filters in good condition		
Drain pan clean (absence of water pooling in pan)		
HVAC systems/Heating/cooling coils clean		
Mechanical room clean		
Outdoor air damper operating properly		

Fans supplying outdoor air operating during occupied periods		
Air distribution and direction functioning per design		
Exhaust fan(s) operating		
Outdoor air supplied = to 15 CFM per occupant		Ventilation Survey is needed.
Control systems operating properly		

BUILDING MAINTENANCE CHECKLIST

Each item was reviewed using the table below with conditions noted.

Barnum School District

Building:

Date Completed: 9-18-23

Building Representative:

- Jim Calhoun/Mike McNulty

CONDITION	PLACE (X) IF CONDITION IS NOT MET	RECOMMENDATIONS AND AREAS/ROOMS AFFECTED
Maintenance familiar with supplies		
Supplies are safe to use		
Good supply handling, disposal, and storage practices		
Less or non-hazardous materials are used where possible		School district is moving towards "greener", safer cleaning products.
Work scheduled involving odorous or hazardous chemicals when school is unoccupied		
Barrier floor mats used for school entrances and vacuumed daily		
High efficiency vacuums or bags used		
Dusting is performed periodically		
Floors cleaned daily; any moisture		

removed		
Drain traps filled with water		
Signs of water damage on walls, floors and ceilings is checked daily		
Combustion appliances checked for proper venting and combustion		
Proper Integrated Pest Management practices followed		

IEQ MANAGEMENT PROGRAM

Operations and Maintenance Schedule

Barnum School District

Building:

Date Completed: 9-18-23

Building Representative:

- Jim Calhoun

Frequency Choice:			
Annual 1	Semi-Annual 2	Quarterly 3	Monthly 4
O&M Activity	Frequency (enter number from above)	Comments	
Filters Replaced	4		
Fan/Air Flow Direction	3		
Belt and Pulleys	3	When needed.	
Drain Pans Empty/Clean	3		
Cleaning of Heating/Cooling	2		

Coils		
Cleaning of HVAC Unit	1	
No obstructions of air flow—fresh air intake and air flow into classroom	4	
Dampers/Motors Operational	3	
Exhaust Systems—functioning, outdoor vent checked	4	
Sewage Traps Filled with Water	When needed.	
Carpets, Barrier mats—Cleaning Frequency	4	
Chemical Storage Inspection	2	

****Notes:**

Both buildings were in great shape, no discernable dust or mold present anywhere. Filters are being changed at regular intervals. MEI see no problems other than very slight water damage which is old and will not cause any mold issues.