Walkthrough Inspection Checklist

Name: Eric Proia  
School: Coginchaug Regional High School  
Room or Area: Roof  
Date Completed: 04-10-24  
Signature: [Signature]

1. GROUND LEVEL
   1a. Ensured that ventilation units operate properly ................................................. Yes  
   1b. Ensured there are no obstructions blocking air intakes ........................................ Yes  
   1c. Checked for nests and droppings near outdoor air intakes .................................. Yes  
   1d. Determined that dumpsters are located away from doors, windows, and outdoor air intakes ................................................. Yes  
   1e. Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings) ................................................. Yes  
   1f. Ensured that vehicles avoid idling near outdoor air intakes .................................. Yes  
   1g. Minimized pesticide application ............................................................................. Yes  
   1h. Ensured that there is proper drainage away from the building (including roof downspouts) ................................................. Yes  
   1i. Ensured that sprinklers spray away from the building and outdoor air intakes ................................................. Yes  
   1j. Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly ................................................. Yes

2. ROOF

While on the roof, consider inspecting the HVAC units (use the Ventilation Checklist).

   2a. Ensured that the roof is in good condition ......................................................... Yes  
   2b. Checked for evidence of water ponding .............................................................. Yes  
   2c. Checked that ventilation units operate properly (air flows in) ................................ Yes  
   2d. Ensured that exhaust fans operate properly (air flows out) .................................. Yes  
   2e. Ensured that air intakes remain open, even at minimum setting .......................... Yes  
   2f. Checked for nests and droppings near outdoor air intakes .................................. Yes  
   2g. Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes ................................................. Yes

3. ATTIC

   3a. Checked for evidence of roof and plumbing leaks ........................................... Yes  
   3b. Checked for birds and animal nests ................................................................. Yes

4. GENERAL CONSIDERATIONS

   4a. Ensured that temperature and humidity are maintained within acceptable ranges ................................................. Yes  
   4b. Ensured that no obstructions exist in supply and exhaust vents .......................... Yes  
   4c. Checked for odors ............................................................................................ Yes  
   4d. Checked for signs of mold and mildew growth ................................................ Yes

Instructions

1. Read the IAQ Backgrounder and the Background Information for this checklist.

2. Keep the Background Information and make a copy of the checklist for future reference.

3. Complete the Checklist:
   • Check the “yes,” “no,” or “not applicable” box beside each item. (A “no” response requires further attention.)
   • Make comments in the “Notes” section as necessary.

4. Return the checklist portion of this document to the IAQ Coordinator.
4. GENERAL CONSIDERATIONS (continued)  
4e. Checked for signs of water-damage .......................................................... ☑  ☐  ☐  
4f. Checked for evidence of pests and obvious food sources .......................... ☑  ☐  ☐  
4g. Noted and reviewed all concerns from school occupants .......................... ☑  ☐  ☐  

5. BATHROOMS AND GENERAL PLUMBING  
5a. Ensured that bathrooms and restrooms have operating exhaust fans .......... ☑  ☐  ☐  
5b. Ensured proper drain trap maintenance:  
   Water is poured down floor drains once per week (approx. 1 quart of water) ☑  ☐  ☐  
   Water is poured into sinks at least once per week (about 2 cups of water) ... ☑  ☐  ☐  
   Toilets are flushed at least once per week ............................................. ☑  ☐  ☐  

6. MAINTENANCE SUPPLIES  
6a. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied ................................................................. ☑  ☐  ☐  
6b. Ensured that vents in chemical and trash storage areas are operating properly ................................................................. ☑  ☐  ☐  
6c. Ensured that portable fuel containers are properly closed ...................... ☑  ☐  ☐  
6d. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines ... ☑  ☐  ☐  

7. COMBUSTION APPLIANCES  
7a. Checked for combustion gas and fuel odors ....................................... ☑  ☐  ☐  
7b. Ensured that combustion appliances have flues or exhaust hoods .......... ☑  ☐  ☐  
7c. Checked for leaks, disconnections, and deterioration ........................... ☑  ☐  ☐  
7d. Ensured there is no soot on inside or outside of flue components .......... ☑  ☐  ☐  

8. OTHER  
8a. Checked for peeling and flaking paint (if the building was built before 1980, this could be a lead hazard) ........................................... ☑  ☐  ☐  
8b. Determined date of last radon test .................................................... ☑  ☐  ☐  

NOTES