



U.S. Environmental Protection Agency

[District Address]

Assessment Checklist
 HealthySEAT Example Starter Checklist

Assessment Date:

Facility Name

Assessor:

Physical Address:

Facility Type:

Primary Contact:

Facility Contact:

Reason for Assessment

- Routine
- Incident Response
- Complaint/Other
- Re-Assessment
- Construction/Renovation

Area/Topic <i>Subtopic</i>	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Central Office -- Chemical Management			
Inventory	School has conducted an inventory of all of the chemicals on-site, including school maintenance (cleaning, pesticides, repairs), science classrooms and labs, art classrooms, shop classrooms, etc.	Yes / No / NA _____	_____
Storage and Labeling	All chemicals are stored properly.	Yes / No / NA _____	_____
Clean-out	School has conducted a chemical clean-out, identifying and removing unnecessary hazardous materials through appropriate recycling and/or disposal methods.	Yes / No / NA _____	_____
Training and Handling	School employees and students are properly trained to handle chemicals and lab equipment.	Yes / No / NA _____	_____
Hazard Communication Plan	School has a written hazard communication plan.	Yes / No / NA _____	_____

Area/Topic Subtopic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Central Office -- Hazardous Materials			
Initial Asbestos Inspections	An initial asbestos inspection has been conducted.	Yes / No / NA	
Follow Up Asbestos Reinspections	Follow-up re-inspections to the initial asbestos inspection have been performed every three years.	Yes / No / NA	
Asbestos Records	School maintains records of each preventive measure and response action taken for friable and nonfriable asbestos-containing building material as well as records of the persons performing the actions.	Yes / No / NA	
Carbon Monoxide	School has an inventory of all combustion appliances that are potential sources of carbon monoxide.	Yes / No / NA	
	School inspects all combustion appliances that are potential sources of carbon monoxide on an annual basis.	Yes / No / NA	
	School places restrictions on the placement and use of gasoline powered engines or tools inside the building.	Yes / No / NA	
	Staff is trained to recognize the signs and symptoms of carbon monoxide exposure.	Yes / No / NA	
Lead Paint	School has a policy in place to manage any activity (e.g., renovation work) that may disturb areas containing lead paint hazards.	Yes / No / NA	
Lead in Drinking Water	Drinking water taps have been tested for lead in the past year.	Yes / No / NA	
Mercury Assessment and Removal	School has conducted and maintains an up-to-date inventory list of all devices containing elemental mercury, mercury compounds, and mercury solutions.	Yes / No / NA	
	School has a policy to replace all unnecessary mercury containing devices with non-mercury devices.	Yes / No / NA	
Polychlorinated Biphenyls (PCBs)	School has determined applicability and compliance with PCB regulations.	Yes / No / NA	
Radioactive Materials – Tritium Exit Signs (Devices)			

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Central Office -- Hazardous Materials			
Radon	All tritium EXIT signs installed in the school(s) have been identified.	Yes / No / NA	
	All classrooms in contact with the ground have been tested for radon, if school located in Zone 1.	Yes / No / NA	
	If test results show radon levels of 4 pCi/L or greater, mitigation strategies have been implemented.	Yes / No / NA	
Tobacco Smoke	School has a written non-smoking policy.	Yes / No / NA	
Central Office -- Hazardous Waste			
Generation	School has determined its hazardous waste generation status.	Yes / No / NA	
Central Office -- Indoor Air Quality			
Indoor Air Quality Profile	School has developed an indoor air quality profile based on a walkthrough assessment.	Yes / No / NA	
Central Office -- Mold/Moisture			
Mold Prevention	No wet or damp areas.	Yes / No / NA	
Mold Containment and Clean-up	All moisture and mold problems have been investigated and evaluated.	Yes / No / NA	
	Communication with all building occupants occurs at each stage of the mold remediation process, as appropriate.	Yes / No / NA	
Central Office -- Outdoor Air Pollution			
Air Quality Index Advisories	School has procedures in place for responding to Air Quality Index advisories.	Yes / No / NA	
School Bus Idling	School has an anti-idling policy on file.	Yes / No / NA	
	Signs are posted stating that all vehicles are prohibited from idling on school premises.	Yes / No / NA	

Area/Topic Subtopic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Central Office -- Pest Control			
Integrated Pest Management Plan	School is implementing an integrated pest management plan.	Yes / No / NA	
Pesticide Use	School provides notification of their pest control policies, methods of application, and requirements for posting and pre-notification to parents and school employees.	Yes / No / NA	
	Children are prohibited from entering the pesticide area for at least 8 hours following the application or longer, if feasible, or if required by the pesticide label.	Yes / No / NA	
Central Office -- Water			
Drinking Water Quality	Drinking water source is protected if school acquires drinking water from its own well.	Yes / No / NA	
Waste Water	School prohibits the dumping of gasoline, oil, chemicals, and lawn and garden pesticides down the drain, into surface water, onto the ground, or in the trash.	Yes / No / NA	
Central Office -- Safety and Security			
Emergency Response and Crisis Management	School has crisis management plans in place addressing: 1) preparedness, 2) prevention and mitigation, 3) response, and 4) recovery.	Yes / No / NA	
Fire Prevention and Detection and Emergency Action Plans	School has emergency action and fire detection and prevention plans.	Yes / No / NA	
Traffic and Pedestrian Safety	Student drop-off and pick-up points are designated and supervised.	Yes / No / NA	
Central Office -- Injury and Illness Prevention			
Occupational Injury and Illness Reporting	School (employer) maintains a log and summary of recordable occupational injuries and illnesses (OSHA Form No. 300 or equivalent) that reflects separately the illness and injury experience of each establishment (i.e., school).	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Classrooms			
General	Overall clean and sanitary conditions.	Yes / No / NA	
	Free of visible mold on any interior surface.	Yes / No / NA	
	Free of evidence of pests or obvious food sources.	Yes / No / NA	
Safety	Chemicals & cleaning products inaccessible to children.	Yes / No / NA	
	Fire Safety	Fire extinguishers checked monthly and serviced annually, clearly marked, and easily accessible.	Yes / No / NA
All exits and exit corridors free of obstructions that would restrict or prevent emergency egress from the building.		Yes / No / NA	
All exits properly marked.		Yes / No / NA	
Floors -- General		Smooth, wear resistant, and easily cleanable.	Yes / No / NA
	Free of obstructions to cleaning and maintenance	Yes / No / NA	
Floors -- Carpet	Not installed in areas with plumbing.	Yes / No / NA	
	Windows	Free of chipped or peeling paint or plaster.	Yes / No / NA
Indoor Air Quality		Free of objectionable/unusual odors (mold, mildew, VOCs, sewer gas, ETS, etc.).	Yes / No / NA
	Temperature & relative humidity within acceptable ranges (ASHRAE comfort zone).	Yes / No / NA	
	Animal Management	Animals in classrooms are selected and managed to minimize exposure of students and staff to allergens and disease agents.	Yes / No / NA
Hand washing facilities available in rooms with animals.		Yes / No / NA	
Art Supplies	All art material conforms to ASTM D-4236.	Yes / No / NA	
	Hallways and Stairwells	Drinking Fountains	Drinking water dispensers are sanitary, capable of being closed, and equipped with a tap.

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Restrooms			
General	All fixtures in good repair and operating properly.	Yes / No / NA	
Sinks	Soap and disposable hand towels or air dryer present.	Yes / No / NA	
Toilets	Toilet paper provided for each toilet in proper dispensers. Flush properly.	Yes / No / NA Yes / No / NA	
Indoor Air Quality	Exhaust fan on throughout school day.	Yes / No / NA	
Custodial Closets			
General	Closet door equipped with operable lock.	Yes / No / NA	
Hazard Communication	Material Safety Data Sheets (MSDS) readily accessible to staff for all hazardous chemicals used or stored in custodial closet.	Yes / No / NA	
	Containers of hazardous materials, including mercury products, are labeled with the identity of the material, the date the material was acquired, the words "hazardous material" and the hazard associated with the material (e.g., toxicity, corrosivity, ignitability, reactivity).	Yes / No / NA	

Area/Topic <i>Subtopic</i>	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Science Rooms and Laboratories			
General	Lab kept locked and inaccessible to students during unoccupied periods.	Yes / No / NA	
	Placards posted indicating the location of all safety & emergency equipment.	Yes / No / NA	
	Master gas shutoff valve located in room and clearly labeled.	Yes / No / NA	
	First aid kit accessible to staff.	Yes / No / NA	
Chemical Storage	Comprehensive chemical inventory list and disposal log on hand and updated within past year.	Yes / No / NA	
	All chemicals stored according to chemically compatible families.	Yes / No / NA	
Personal Protective Equipment	Appropriate personal protective equipment accessible to all students and staff.	Yes / No / NA	
Ventilation	Exhaust ventilation provided where hazardous chemicals generated, used or stored.	Yes / No / NA	
Cafeterias and Student Dining Areas			
General	Free of signs of vermin or pests.	Yes / No / NA	
	Food service area is clean.	Yes / No / NA	
Cooking Area	Exhaust fans on during cooking, dishwashing, and cleaning.	Yes / No / NA	
Indoor Athletic Facilities			
Gymnasiums	Gym equipment safe and in proper working order.	Yes / No / NA	
	Cleaning supplies provided for mat cleaning.	Yes / No / NA	
Locker Rooms	Free of visible mold or mildew on any surfaces.	Yes / No / NA	
	Drain traps servicing floors, sinks, and toilets fully wet at all times.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Mechanical Rooms			
General			
	Door kept locked and inaccessible to students.	Yes / No / NA	
	Free of storage of items that inhibit or restrict routine maintenance or cleaning.	Yes / No / NA	
Clinics / Health Officer / School Nurse			
Facilities			
	Locked storage for medications and syringes.	Yes / No / NA	
Administrative Areas			
Break Rooms			
	All food stored in refrigerator or in sealed containers.	Yes / No / NA	
Outside Entrances and Exits			
Walk-off Mats			
	5-step walk-off mats at every building entrance.	Yes / No / NA	
Building Exterior			
Adjacent Grounds			
	Free of evidence of water ponding within 10' of building foundation.	Yes / No / NA	
Adjacent Grounds -- No air contaminants within 25' of building envelope			
	Paint, roofing materials, or other sealants/coatings applied during unoccupied periods.	Yes / No / NA	
Outside Air Intakes			
	Air contaminant sources not within 25' of outside air intake.	Yes / No / NA	
	Intake screens intact & unobstructed (boards, leaves, vegetation, snow, etc.).	Yes / No / NA	
Roof -- Roof Deck			
	Free of excessive water ponding.	Yes / No / NA	
	Deck material intact and in good condition with no cracks, gaps, or openings.	Yes / No / NA	

Area/Topic Subtopic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
Grounds			
General	All school grounds clean, orderly, and in a sanitary condition.	Yes / No / NA	_____
Bus Loading and Unloading Areas	Away from building outside air intakes.	Yes / No / NA	_____
Sidewalks, Walkways and Stairs	Pedestrian walkways across roads, driveways and other areas open to vehicular traffic clearly marked.	Yes / No / NA	_____
Playgrounds			
General Safety	Equipment structurally sound and in good overall condition.	Yes / No / NA	_____
Relocatable/Portable Classrooms			
Specifications	Purchasing specifications include provisions to ensure adequate ventilation and minimize pollutant sources.	Yes / No / NA	_____
Operations and Maintenance	School has on file a plan for testing, inspecting, and performing specific maintenance tasks for all relocatable/portable classrooms located on school grounds.	Yes / No / NA	_____

Assessor Signature: _____

Print Name: _____