



**U.S. Environmental Protection Agency**

[District Address]

## Assessment 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	Assessment Standard	Problem Description/Corrective Action	Room/Location
<i>Subtopic</i>			
<b>Central Office -- Chemical Management</b>			
<i>Chemical Purchasing</i>	School is purchasing chemicals in a manner that is consistent with the District's purchasing policy.	Yes / No / NA _____	_____
	All chemicals are purchased in quantities that will be used during the current school year.	Yes / No / NA _____	_____
<i>Inventory</i>	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 _____	_____
	All chemicals on the premises can be identified on the approved products list.	Yes / No / NA _____	_____
<i>Storage and Labeling</i>	All chemicals are stored properly.	Yes / No / NA _____	_____
<i>Clean-out</i>	School updates its chemical inventory list at least annually to reflect removal of chemicals from school.	Yes / No / NA _____	_____
	School has conducted a chemical clean-out, identifying and removing unnecessary hazardous materials through appropriate recycling and/or disposal methods.	Yes / No / NA _____	_____
<i>Training and Handling</i>	School employees and students are properly trained to handle chemicals and lab equipment.	Yes / No / NA _____	_____

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Central Office -- Chemical Management</b>			
<i>Training and Handling</i>	Only trained employees are permitted to transport chemicals within the building, and only after school hours or when students are within classrooms.	Yes / No / NA	
	Food and drink are prohibited in areas where chemicals are handled or stored.	Yes / No / NA	
<i>Hazard Communication Plan</i>	School has a written hazard communication plan.	Yes / No / NA	
<b>Central Office -- Energy</b>			
<i>Energy Star</i>	School is aware of the district's energy efficiency policy/program goals.	Yes / No / NA	
	School tracks whole building energy use, assesses energy performance using EPA's Energy Performance Rating System, sets whole building energy performance improvement target, and reassesses energy performance to measure improvement.	Yes / No / NA	
	Procurement policy in place that favors the purchase of products carrying the ENERGY STAR, including Compact Fluorescent Lamps, kitchen equipment, office equipment, computers and others.	Yes / No / NA	
	Monitor power management software on computer networks is installed.	Yes / No / NA	
<b>Central Office -- Hazardous Materials</b>			
<i>Asbestos Management Plan</i>	School has an up-to- date asbestos management plan on file containing designation of a contact person who ensures that the responsibilities of the local education agency are properly implemented.	Yes / No / NA	
	School has an up-to-date asbestos management plan on file that contains documentation of the steps to be taken by the Local Education Agency to provide written notification to parent, teacher, and employee organizations regarding the availability of the Asbestos Management Plan and any response actions taken or planned once annually.	Yes / No / NA	
	School has an up to date asbestos management plan on file containing records for periodic surveillance of known or suspected asbestos containing building material (ACBM).	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Central Office -- Hazardous Materials</b>			
<i>Asbestos Management Plan</i>	School has an up to date asbestos management plan on file containing a blueprint, diagram, or written description of each school building that identifies clearly each location where material was sampled for ACM, the exact location where each bulk sample was collected, date of collection, and where suspected ACBM is assumed to be ACM.	Yes / No / NA	
<i>Asbestos Awareness Training</i>	Local education agency provides asbestos awareness training to all of its maintenance and custodial staff who work in buildings that contain asbestos.	Yes / No / NA	
<i>Initial Asbestos Inspections</i>	An initial asbestos inspection has been conducted.	Yes / No / NA	
<i>Follow Up Asbestos Reinspections</i>	Follow-up re-inspections to the initial asbestos inspection have been performed every three years.	Yes / No / NA	
<i>Asbestos Records</i>	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	
<i>Carbon Monoxide</i>	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	
<i>Lead Paint</i>	School maintains a file of lead paint inspection reports for all schools built prior to 1992.	Yes / No / NA	
	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	
	All staff are trained to recognize and report potential lead paint hazards.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Central Office -- Hazardous Materials</b>			
<i>Lead in Drinking Water</i>			
	Plumbing survey has been conducted to locate areas of high risk for lead sources.	Yes / No / NA	
	Drinking fountains have been checked against EPA's list of known lead-containing models; listed fountains have been permanently taken out of service or removed.	Yes / No / NA	
	School has a policy of flushing out at the start of each school day all drinking and cooking water outlets with high lead levels where other remediation actions have not been taken (replace outlet or disconnect outlet).	Yes / No / NA	
	Drinking water taps have been tested for lead in the past year.	Yes / No / NA	
	Lead concentrations at all drinking water taps are below the EPA action level.	Yes / No / NA	
<i>Mercury Assessment and Removal</i>			
	School prohibits the purchase of mercury products.	Yes / No / NA	
	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	
<i>Mercury Spills</i>			
	Ensure that the chemical hygiene plan has a spill control policy for mercury, that the staff is trained to clean up mercury spills, and has a mercury spill recovery kit.	Yes / No / NA	
<i>Mercury Recycling or Disposal</i>			
	Ensure the school recycles or disposes of unwanted mercury laboratory chemicals, mercury thermometers, gauges, and other devices in accordance with federal, state and local environmental regulations.	Yes / No / NA	
<i>Polychlorinated Biphenyls (PCBs)</i>			
	School has determined applicability and compliance with PCB regulations.	Yes / No / NA	
<i>Radioactive Materials – Tritium Exit Signs (Devices)</i>			
	Responsible individual appointed to take actions to comply with appropriate Nuclear Regulatory Commission (NRC) regulations and requirements.	Yes / No / NA	
	All tritium EXIT signs installed in the school(s) have been identified.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Central Office -- Hazardous Materials</b>			
<i>Radioactive Materials – Tritium Exit Signs (Devices)</i>	School(s) have a record of all tritium EXIT sign purchases including the information provided by the manufacturer or distributor at the time of purchase.	Yes / No / NA	
	All installed tritium EXIT signs display a label with words "Caution – Radioactive Material".	Yes / No / NA	
<i>Radon</i>	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	
<i>Storage Tanks -- Aboveground</i>	If above-ground storage tanks are present, aggregate quantity of storage capacity is less than 1320 gallons, OR school has a Spill Prevention, Containment, and Countermeasure (SPCC) plan on file.	Yes / No / NA	
	<i>Storage Tanks -- Underground</i>	If any school vehicles are fueled on school owned property, school is in compliance with Underground Storage Tank regulations.	Yes / No / NA
If any school vehicles are fueled on school owned property, school maintains leak detection reports.		Yes / No / NA	
<i>Tobacco Smoke</i>	School has a written non-smoking policy.	Yes / No / NA	
	<b>Central Office -- Hazardous Waste</b>		
<i>Generation</i>	School has determined its hazardous waste generation status.	Yes / No / NA	
	<i>Generator Identification Number</i>	If the school generates regulated quantities of hazardous waste, the school has obtained a RCRA site-specific identification number.	Yes / No / NA
<i>Conditionally Exempt Small Quantity Generator (CESQG) Requirements</i>		If the school is a CESQG, the school complies with the limited requirements applicable to a CESQG.	Yes / No / NA

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Central Office -- Hazardous Waste</b>			
<i>Small Quantity Generator (SQG)/ Large Quantity Generator (LQG) requirements</i>	If the school is a Small- or Large Quantity Generator of hazardous waste, the school complies with more stringent requirements.	Yes / No / NA	
<b>Central Office -- Indoor Air Quality</b>			
<i>IAQ Coordinator</i>	School has an identified IAQ coordinator who maintains a file documenting IAQ activities.	Yes / No / NA	
<i>Indoor Air Quality Profile</i>	School has developed an indoor air quality profile based on a walkthrough assessment.	Yes / No / NA	
<i>Ventilation System</i>	School has records of ventilation system inspections on file (if mechanical ventilation system present).	Yes / No / NA	
<i>Indoor Air Quality Management Plan</i>	School has an IAQ management plan.	Yes / No / NA	
<b>Central Office -- Mold/Moisture</b>			
<i>Mold Prevention</i>	No wet or damp areas.	Yes / No / NA	
	Indoor relative humidity is maintained below 60% (ideally between 30% and 50%, except in cold climates during freezing temperatures, when relative humidity levels between 20-30% are normal).	Yes / No / NA	
	All school structures (including portable structures) are inspected for visible mold, moldy odors, moisture, stains or discoloration, and water leakage on a regular basis.	Yes / No / NA	
<i>Mold Containment and Clean-up</i>	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	
	If visible mold is present, a remediation plan has been developed.	Yes / No / NA	
	If visible mold is present, a remediation plan has been implemented.	Yes / No / NA	

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<b>Central Office -- Non-hazardous Waste</b>			
<i>Food Waste</i>	School has a program in place to minimize food waste from cafeteria food production.	Yes / No / NA	
<i>Recycling</i>	School has recycling bins for: 1) plastic; 2) office paper/newspaper/cardboard; 3) aluminum/tin; and 4) glass.	Yes / No / NA	
	School purchases supplies and equipment made with recycled content materials (e.g. paper products, engine oil, paints).	Yes / No / NA	
<i>Waste Reduction</i>	School has implemented a waste education program, such as EPA's Waste Wise Program.	Yes / No / NA	
<b>Central Office -- Outdoor Air Pollution</b>			
<i>Air Quality Index Advisories</i>	School has procedures in place for responding to Air Quality Index advisories.	Yes / No / NA	
<i>School Bus Idling</i>	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	
	School bus schedules are designed to minimize school bus caravanning.	Yes / No / NA	
<i>Refrigeration and Air-Conditioning</i>	Refrigerant Inventory conducted to determine if the school's refrigeration equipment uses regulated ozone-depleting refrigerant.	Yes / No / NA	
	School's air-conditioning or refrigeration systems contain LESS THAN a fifty-pound charge of CFC or HCFC refrigerant.	Yes / No / NA	
	If school personnel perform any type of repair, service, or maintenance on any air conditioning or refrigeration equipment, personnel are properly certified as a section 608 EPA-approved technician.	Yes / No / NA	
<b>Central Office -- Pest Control</b>			
<i>Integrated Pest Management Plan</i>	School is implementing an integrated pest management plan.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Central Office -- Pest Control</b>			
<i>Pesticide Use</i>			
	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	
	School maintains annual summaries of pesticide applications, copies of pesticide labels, copies of notices, and MSDSs in an accessible location.	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	
<b>Central Office -- Ultraviolet Radiation</b>			
<i>SunWise</i>			
	School uses the SunWise program or otherwise follows CDC's Guidelines for School Programs to Prevent Skin Cancer.	Yes / No / NA	
<b>Central Office -- Water</b>			
<i>Drinking Water Quality</i>			
	Drinking water source is protected if school acquires drinking water from its own well.	Yes / No / NA	
	No pathways exist for drinking water contamination or unintentional water loss.	Yes / No / NA	
	On-site drinking water storage is protected from contamination.	Yes / No / NA	
<i>Water Efficiency</i>			
	School has conducted a water audit to determine its water usage.	Yes / No / NA	
	All building systems (e.g. chillers, Cooling towers, boilers, plumbing fixtures, cafeteria equipment) are operating efficiently (based on the results from the water audit).	Yes / No / NA	
	All water-using equipment is checked regularly for leaks to prevent damage to building structure and mold formation.	Yes / No / NA	
	Water-using equipment that is purchased is in the top 25% of efficiency.	Yes / No / NA	
<i>Waste Water</i>			
	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	



Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Central Office -- Safety and Health Policies</b>			
<i>Policies</i>	School has written policies that address the eight components of the Coordinated School Health Program.	Yes / No / NA	
<b>Central Office -- Safety and Security</b>			
<i>Emergency Response and Crisis Management</i>	School has crisis management plans in place addressing: 1) preparedness, 2) prevention and mitigation, 3) response, and 4) recovery.	Yes / No / NA	
<i>Fire Prevention and Detection and Emergency Action Plans</i>	School has emergency action and fire detection and prevention plans.	Yes / No / NA	
<i>Traffic and Pedestrian Safety</i>	"Safe Pedestrian Routes" to school have been designated, distributed to parents and posted in the main office.	Yes / No / NA	
	Student drop-off and pick-up points are designated and supervised.	Yes / No / NA	
	Students, parents and employees provided with: traffic safety and pedestrian brochures; bicycle and bus safety rules; information on pedestrian routes to and from school; student drop-off/pickup procedures; and seat belt/car safety information.	Yes / No / NA	
<b>Central Office -- Injury and Illness Prevention</b>			
<i>Occupational Injury and Illness Reporting</i>	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	
<i>Bloodborne Pathogens Exposure Control Plan</i>	School has a bloodborne pathogens exposure control plan.	Yes / No / NA	
<b>Classrooms</b>			
<i>General</i>	Overall clean and sanitary conditions.	Yes / No / NA	
	Free of visible mold on any interior surface.	Yes / No / NA	
	Free of signs of moisture problems or water damage on any interior surface.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Classrooms</b>			
<i>General</i>			
	Stored items do not inhibit or restrict routine maintenance or cleaning.	Yes / No / NA	
	Free of evidence of pests or obvious food sources.	Yes / No / NA	
	Food stored in sealed, vermin-proof containers.	Yes / No / NA	
	Drapes and curtains clean with no noticeable dust accumulation.	Yes / No / NA	
<i>Safety</i>			
	Chemicals & cleaning products inaccessible to children.	Yes / No / NA	
<i>Walls</i>			
	Chipped or peeling paint or plaster not present.	Yes / No / NA	
<i>Fire Safety</i>			
	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	
<i>Floors -- General</i>			
	Smooth, wear resistant, and easily cleanable.	Yes / No / NA	
	Free of obstructions to cleaning and maintenance	Yes / No / NA	
<i>Floors -- Carpet</i>			
	Clean and dry with no noticeable odors.	Yes / No / NA	
	Free of evidence of staining.	Yes / No / NA	
	Secure to floor with no loose edges, tears, holes or other tripping hazards.	Yes / No / NA	
	Not installed in areas with plumbing.	Yes / No / NA	
<i>Floors -- Resilient</i>			
	Clean and dry.	Yes / No / NA	
	Smooth, intact and secure.	Yes / No / NA	
<i>Ceilings</i>			
	Clean with no water stains, rust stains, water damage or visible mold.	Yes / No / NA	
	Free of chipping/peeling paint or loose, cracked, or falling ceiling materials.	Yes / No / NA	
<i>Windows</i>			
	Free of chipped or peeling paint or plaster.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Classrooms</b>			
<i>Other Horizontal Surfaces</i>	Free of visible accumulation of dust/debris on high or low surfaces.	Yes / No / NA	
<i>HVAC Systems -- General</i>	Fans operating continuously during all occupied periods.	Yes / No / NA	
	Thermostatic controls set to operate fan continuously during occupied periods.	Yes / No / NA	
	Free of excessive noise or vibration from any system component.	Yes / No / NA	
	Free of visible mold or other debris on any system component.	Yes / No / NA	
	Free of offensive odors from any system component.	Yes / No / NA	
	Pleated paper air filtration media in use.	Yes / No / NA	
	Air filters properly sized and installed.	Yes / No / NA	
	Air filters not excessively loaded with particulate debris.	Yes / No / NA	
<i>HVAC System -- Air Supply and Return Diffusers</i>	Air supply diffusers and return grilles unobstructed.	Yes / No / NA	
	Free of rigged baffles, deflectors or barriers affixed to existing diffusers.	Yes / No / NA	
<i>HVAC Systems -- Unit Ventilators</i>	Air outlets & inlets unobstructed by books, boxes, or other items.	Yes / No / NA	
<i>Indoor Air Quality</i>	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	
	Design outdoor ventilation rate and current operational set point are known and delivering appropriate amounts of outside air.	Yes / No / NA	
	Building positively pressurized (i.e. air flows out).	Yes / No / NA	
<i>Animal Management</i>	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	

<b>Area/Topic</b> <i>Subtopic</i>	<b>Assessment Standard</b>	<b>Problem Description/Corrective Action</b>	<b>Room/ Location</b>
<b>Classrooms</b>			
<i>Art Supplies</i>	All art material conforms to ASTM D-4236.	Yes / No / NA	
<i>Sinks</i>	Hot and cold water available at all lavatories.	Yes / No / NA	
	Hot water temperature does not exceed 120 degrees (F).	Yes / No / NA	
	Sinks clean.	Yes / No / NA	
	Drains unclogged.	Yes / No / NA	
	Soap and disposable hand towels or air drier present.	Yes / No / NA	
<b>Hallways and Stairwells</b>			
<i>General</i>	Furniture or other items not stored on the floor.	Yes / No / NA	
<i>Drinking Fountains</i>	Drinking water dispensers are sanitary, capable of being closed, and equipped with a tap.	Yes / No / NA	
<i>Floors -- Carpet</i>	Not installed in areas likely to get wet.	Yes / No / NA	
<b>Restrooms</b>			
<i>General</i>	All fixtures in good repair and operating properly.	Yes / No / NA	
	Floors clean and dry.	Yes / No / NA	
<i>Sinks</i>	Hot and cold water available at all lavatories.	Yes / No / NA	
	Hot water temperature does not exceed 120 degrees (F).	Yes / No / NA	
	Sinks clean.	Yes / No / NA	
	Drains unclogged.	Yes / No / NA	
	Soap and disposable hand towels or air dryer present.	Yes / No / NA	
<i>Toilets</i>	Toilet paper provided for each toilet in proper dispensers.	Yes / No / NA	
	Clean (top and undersides).	Yes / No / NA	
	Flush properly.	Yes / No / NA	
	Toilet seats secure and properly fitted.	Yes / No / NA	
	Toilet partitions clean and secure.	Yes / No / NA	
<i>Indoor Air Quality</i>	Exhaust fan on throughout school day.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Restrooms</b>			
<i>Indoor Air Quality</i>	No excessive odors.	Yes / No / NA	
<b>Custodial Closets</b>			
<i>General</i>	Closet door equipped with operable lock.	Yes / No / NA	
	Access restricted to authorized individuals at all times.	Yes / No / NA	
	Equipped with continuously operating exhaust fans.	Yes / No / NA	
<i>Hazard Communication</i>	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	
<b>Science Rooms and Laboratories</b>			
<i>General</i>	Adult supervision present throughout all instructional periods.	Yes / No / NA	
	Lab door(s) equipped with operable lock(s).	Yes / No / NA	
	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	
	Food or drinks prohibited.	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	
<i>Chemical Hygiene Plan</i>	Ensure the school has a written and complete chemical hygiene plan.	Yes / No / NA	
<i>Hazard Communication</i>	Material Safety Data Sheets (MSDS) readily accessible to staff & students for all hazardous chemicals used or stored in the lab.	Yes / No / NA	

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<b>Science Rooms and Laboratories</b>			
<i>Hazard Communication</i>			
	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	
<i>Chemical Storage</i>			
	Comprehensive chemical inventory list and disposal log on hand and updated within past year.	Yes / No / NA	
	Chemical storage room door or individual cabinets equipped with operable locks.	Yes / No / NA	
	Chemicals kept locked during non-class periods.	Yes / No / NA	
	All chemicals stored according to chemically compatible families.	Yes / No / NA	
	Flammable and corrosive liquids stored separately in approved cabinets.	Yes / No / NA	
	Chemical storage rooms vented via mechanical exhaust system.	Yes / No / NA	
	Anti-roll lips on all chemical storage shelves.	Yes / No / NA	
	Free of chemicals stored in fume hoods or on floors.	Yes / No / NA	
	Chemical spill kit accessible to instructor.	Yes / No / NA	
<i>Emergency Equipment -- Safety Showers</i>			
	Located within 50' of all lab workstations.	Yes / No / NA	
	Showers operational.	Yes / No / NA	
<i>Emergency Equipment -- Eyewash Stations</i>			
	Within 25' of all lab workstations.	Yes / No / NA	
	Eyewash operational.	Yes / No / NA	
<i>Personal Protective Equipment</i>			
	Appropriate personal protective equipment accessible to all students and staff.	Yes / No / NA	
	Goggles worn during demonstrations and experiments.	Yes / No / NA	
	Other personal protective equipment worn whenever appropriate.	Yes / No / NA	
<i>Ventilation</i>			
	Local exhaust systems (including dust collection systems, paint booths, fume hoods) installed at all airborne contaminant sources.	Yes / No / NA	

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<b>Science Rooms and Laboratories</b>			
<i>Ventilation</i>			
	Exhaust fans operable.	Yes / No / NA	
	Exhaust ventilation provided where hazardous chemicals generated, used or stored.	Yes / No / NA	
	Exhaust fans on during chemical demonstrations, lab experiments and other activity periods where airborne contaminants generated.	Yes / No / NA	
<b>Visual Arts, Industrial Arts &amp; Vocational Ed. Rooms</b>			
<i>General</i>			
	Door(s) equipped with operable lock(s).	Yes / No / NA	
	Room 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	
	Food or drinks prohibited.	Yes / No / NA	
	Master gas shutoff valve and electric panel clearly marked and accessible.	Yes / No / NA	
	All machines appropriately guarded.	Yes / No / NA	
	Equipment danger zones clearly marked.	Yes / No / NA	
	No paints, glazes or other finishes containing lead, cadmium, or other heavy metals.	Yes / No / NA	
	Personal protective equipment accessible and in use when appropriate.	Yes / No / NA	
<i>Sinks</i>			
	Hot and cold water available at all lavatories.	Yes / No / NA	
	Hot water temperature does not exceed 120 degrees (F).	Yes / No / NA	
	Sinks clean.	Yes / No / NA	
	Drains unclogged.	Yes / No / NA	
	Soap and disposable hand towels or air dryer present.	Yes / No / NA	
<i>Chemical Hygiene Plan</i>			
	School has a written chemical hygiene plan.	Yes / No / NA	
<i>Hazard Communication</i>			
	Material Safety Data Sheets (MSDS) readily accessible to staff & students for all hazardous chemicals used or stored in the classroom.	Yes / No / NA	

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<b>Visual Arts, Industrial Arts &amp; Vocational Ed. Rooms</b>			
<i>Hazard Communication</i>	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	
<i>Chemical Storage</i>	Comprehensive chemical inventory list and disposal log on hand and updated within past year.	Yes / No / NA	
	Chemical storage room door or individual cabinets equipped with operable locks.	Yes / No / NA	
	Chemicals kept locked during non-class periods.	Yes / No / NA	
	All chemicals stored according to chemically compatible families.	Yes / No / NA	
	Flammable and corrosive materials stored separately in approved cabinets.	Yes / No / NA	
	Chemicals not stored in fume hoods or on floors.	Yes / No / NA	
<i>Ventilation</i>	Local exhaust systems (including dust collection systems, paint booths, fume hoods) installed at all airborne contaminant sources.	Yes / No / NA	
	Exhaust fans operable.	Yes / No / NA	
	Local exhaust systems on during activity periods where airborne contaminants generated.	Yes / No / NA	
	Exhaust ventilation provided where hazardous chemicals generated, used or stored.	Yes / No / NA	
	Kiln exhaust fan operational and on during kiln operation.	Yes / No / NA	
<i>Chemical Disposal Logs</i>	Maintained for all chemicals.	Yes / No / NA	
<i>Art Supplies</i>	All art material conforms to ASTM D-4236.	Yes / No / NA	
<b>Home Economic Rooms</b>			
<i>General</i>	Free of signs of vermin or pests.	Yes / No / NA	
	Food service area is clean.	Yes / No / NA	
	First aid kit stocked and accessible.	Yes / No / NA	



Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Home Economic Rooms</b>			
<i>Cooking Area</i>			
	Exhaust fans on during cooking, dishwashing, and cleaning.	Yes / No / NA	
	Gas appliances vented to outdoors and working properly.	Yes / No / NA	
<i>Waste Management</i>			
	Waste stored in appropriate containers.	Yes / No / NA	
<i>Sinks</i>			
	Hot and cold water available at all lavatories.	Yes / No / NA	
	Hot water temperature does not exceed 120 degrees (F).	Yes / No / NA	
	Sinks clean.	Yes / No / NA	
	Drains unclogged.	Yes / No / NA	
	Soap and disposable hand towels or air dryer present.	Yes / No / NA	
<i>Combustion Appliances</i>			
	Air monitored regularly for CO where combustion appliances are present.	Yes / No / NA	
<b>Computer and CADD Labs</b>			
<i>Energy Star</i>			
	Monitor power management software on computer networks is installed.	Yes / No / NA	
<b>Music Rooms</b>			
<i>General</i>			
	Cleaning supplies provided for instrument maintenance and headphones.	Yes / No / NA	
<b>Auditoriums</b>			
<i>General</i>			
	All risers, platforms, and guardrails structurally intact.	Yes / No / NA	
	Guardrails present at every open-sided floor, platform or balcony 30" or more above adjacent floor excepting stage fronts.	Yes / No / NA	
	Stage curtains clean.	Yes / No / NA	
<b>Cafeterias and Student Dining Areas</b>			
<i>General</i>			
	Free of signs of vermin or pests.	Yes / No / NA	
	Food service area is clean.	Yes / No / NA	

<b>Area/Topic</b> <i>Subtopic</i>	<b>Assessment Standard</b>	<b>Problem Description/Corrective Action</b>	<b>Room/ Location</b>
<b>Cafeterias and Student Dining Areas</b>			
<i>Cooking Area</i>	Exhaust fans on during cooking, dishwashing, and cleaning.	Yes / No / NA	
	Gas appliances vented to outdoors and working properly.	Yes / No / NA	
<i>Waste Management</i>	Waste stored in appropriate containers.	Yes / No / NA	
<i>Receiving</i>	Idling vehicles not present in receiving area.	Yes / No / NA	
	Doors to receiving area kept closed.	Yes / No / NA	
<b>Library / Media Center</b>			
<i>General</i>	Free of visible mold or dust accumulations on books or shelves.	Yes / No / NA	
	Free of excessive accumulation of dust on library shelves.	Yes / No / NA	
<i>Energy Star</i>	Power management software on computer networks is installed.	Yes / No / NA	
<b>Indoor Athletic Facilities</b>			
<i>Gymnasiums</i>	Gym equipment safe and in proper working order.	Yes / No / NA	
	Exercise mats in good condition.	Yes / No / NA	
	Cleaning supplies provided for mat cleaning.	Yes / No / NA	
	Appropriate protective matting behind basketball hoops.	Yes / No / NA	
<i>Locker Rooms</i>	Hot & cold running water supplied to all showers and faucets.	Yes / No / NA	
	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	
	Shower and toilet areas equipped with operable exhaust fan(s).	Yes / No / NA	
	Operational showers not used for storage.	Yes / No / NA	
<b>Attics / Mezzanines</b>			
<i>General</i>	Free of evidence of roof or plumbing leaks.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Attics / Mezzanines</b>			
<i>General</i>			
	Free of animal or insect nests, waste, or debris.	Yes / No / NA	
<b>Mechanical Rooms</b>			
<i>General</i>			
	Access restricted to authorized individuals at all times.	Yes / No / NA	
	Door(s) equipped with operable lock(s).	Yes / No / NA	
	Door kept locked and inaccessible to students.	Yes / No / NA	
	Boiler certificate on file.	Yes / No / NA	
	Floors free from slips, trips and fall hazards.	Yes / No / NA	
	Free of storage of items that inhibit or restrict routine maintenance or cleaning.	Yes / No / NA	
<b>Clinics / Health Officer / School Nurse</b>			
<i>Facilities</i>			
	Handicapped accessible toilet.	Yes / No / NA	
	Cot and mattress with waterproof cover.	Yes / No / NA	
	Telephone	Yes / No / NA	
	Locked storage for medications and syringes.	Yes / No / NA	
<i>Sinks</i>			
	Hot and cold water available at all lavatories	Yes / No / NA	
	Hot water temperature does not exceed 120 degrees (F).	Yes / No / NA	
	Sinks clean.	Yes / No / NA	
	Drains unclogged.	Yes / No / NA	
	Soap and disposable hand towels or air dryer present.	Yes / No / NA	
<i>Equipment and Durable Supplies</i>			
	Current National American Red Cross First Aid Manual or equivalent.	Yes / No / NA	
	First aid kit stocked and accessible.	Yes / No / NA	
	Sharps container.	Yes / No / NA	
	Non-mercury thermometer/ sphygmomanometers.	Yes / No / NA	
<i>Ventilation</i>			
	Ventilation system is properly operating.	Yes / No / NA	
<b>Administrative Areas</b>			
<i>Copy Rooms</i>			
	Room equipped with functioning exhaust fan.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Administrative Areas</b>			
<i>Copy Rooms</i>	Exhaust fan on during work periods where airborne contaminants are generated.	Yes / No / NA	
<i>Break Rooms</i>	All food stored in refrigerator or in sealed containers.	Yes / No / NA	
<b>Outside Entrances and Exits</b>			
<i>Walk-off Mats</i>	5-step walk-off mats at every building entrance.	Yes / No / NA	
	Clean and dry.	Yes / No / NA	
	Flat on floor with no slippage.	Yes / No / NA	
<i>Floors -- Carpet</i>	Not installed in areas likely to get wet.	Yes / No / NA	
<b>Building Exterior</b>			
<i>Adjacent Grounds</i>	Free of evidence of water ponding within 10' of building foundation.	Yes / No / NA	
	Visible slope to grade within 10' of building foundation.	Yes / No / NA	
	Irrigation water spray lines not on building or within 3' of foundation.	Yes / No / NA	
	Grass clippings or other organic debris not accumulating adjacent to foundation.	Yes / No / NA	
	Vegetation not in contact with building.	Yes / No / NA	
	18" non-vegetation border around building perimeter.	Yes / No / NA	
<i>Adjacent Grounds -- No air contaminants within 25' of building envelope</i>	Idling vehicles not present.	Yes / No / NA	
	Free of bird, animal, or insect nests.	Yes / No / NA	
	Paint, roofing materials, or other sealants/coatings applied during unoccupied periods.	Yes / No / NA	
<i>Outside Air Intakes</i>	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	
	Areas in an around air intakes free of bird or animal nests or droppings.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<i>Subtopic</i>			
<b>Building Exterior</b>			
<i>Gutters, Downspouts, Scuppers and Storm Drains</i>	Intact and properly connected.	Yes / No / NA	
	Downspouts drain to storm sewer or visibly sloped grade.	Yes / No / NA	
	Free of evidence of storm water overflow or obstruction.	Yes / No / NA	
	Free of excessive debris or standing water in gutters.	Yes / No / NA	
<i>Walls</i>	Free of visible bowing or structural cracks.	Yes / No / NA	
	Bricks and mortar joints intact.	Yes / No / NA	
	Wood siding & trim intact.	Yes / No / NA	
	Edge joints properly caulked & sealed.	Yes / No / NA	
	Walls free of peeling, cracked, or blistering paint.	Yes / No / NA	
	Walls free of visible mold.	Yes / No / NA	
<i>Windows</i>	Panes & frames intact.	Yes / No / NA	
	Glazed/caulked joints intact.	Yes / No / NA	
	Weather stripping intact.	Yes / No / NA	
	Window surfaces free of visible mold.	Yes / No / NA	
	Properly caulked and sealed.	Yes / No / NA	
<i>Roof -- General</i>	Roof coatings not applied during occupied periods.	Yes / No / NA	
<i>Roof -- Exhaust Stacks / Vents / Chimney Flues</i>	Located away from outside air intakes, windows, and doors.	Yes / No / NA	
	Stack heights to extend above outdoor air intakes located within 25' of stack.	Yes / No / NA	
<i>Roof -- Roof Deck</i>	Free of excessive water ponding.	Yes / No / NA	
	Free of accumulations of organic material or visible mold growth.	Yes / No / NA	
	Deck material intact and in good condition with no cracks, gaps, or openings.	Yes / No / NA	
	Flashings intact.	Yes / No / NA	
	Patches and seals intact.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/Location
<i>Subtopic</i>			
<b>Grounds</b>			
<i>General</i>			
	Free of excessively cracked or uneven pavement.	Yes / No / NA	
	Free of excessive litter or trash on school grounds.	Yes / No / NA	
	All school grounds clean, orderly, and in a sanitary condition.	Yes / No / NA	
	All areas of the school have sufficient lighting.	Yes / No / NA	
<i>Parking Areas and Driveways</i>			
	Vehicles not idling on school grounds.	Yes / No / NA	
	PARKING and NO PARKING areas clearly marked.	Yes / No / NA	
<i>Bus Loading and Unloading Areas</i>			
	Buses not idling on school grounds.	Yes / No / NA	
	Away from building outside air intakes.	Yes / No / NA	
	Loading/unloading zones clearly marked.	Yes / No / NA	
<i>Sidewalks, Walkways and Stairs</i>			
	Intact with no significant cracks, uneven pavement or other tripping hazards.	Yes / No / NA	
	Pedestrian walkways across roads, driveways and other areas open to vehicular traffic clearly marked.	Yes / No / NA	
<i>Lawn Areas, Plant Beds and Athletic Fields</i>			
	Grass mowed frequently enough so that only one third the height of the grass is removed at each mowing.	Yes / No / NA	
<i>Solid Waste Disposal Areas</i>			
	Trash dumpsters located at least 25 ft. away from building exterior.	Yes / No / NA	
	Refuse containers equipped with tight-fitting lids.	Yes / No / NA	
	Refuse container lids kept closed.	Yes / No / NA	
	Recycling containers clearly and properly labeled and conveniently located.	Yes / No / NA	
<b>Playgrounds</b>			
<i>General Safety</i>			
	Students supervised by staff.	Yes / No / NA	
	Equipment structurally sound and in good overall condition.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Playgrounds</b>			
<i>Playground Materials -- Chromated Copper Arsenate (CCA)</i>	Wooden decks or playground equipment treated with Chromated Copper Arsenate have been identified.	Yes / No / NA	
	CCA-treated decks and playground structures have been sealed within the past 12 months.	Yes / No / NA	
<i>Playground Materials and Coatings</i>	Materials of construction to be non-toxic.	Yes / No / NA	
	Lead based paints not used.	Yes / No / NA	
<i>Protective Surfacing</i>	Depth of shock absorbing material appropriate for height of equipment and material used to absorb shock.	Yes / No / NA	
<i>Fall Zones</i>	Stationary equipment includes appropriate use zones.	Yes / No / NA	
	Appropriate fall zones for single and double axis swings.	Yes / No / NA	
	Appropriate platform heights on all slides.	Yes / No / NA	
<i>Swing Safety</i>	Free of protruding mounting bracket bolts or other components on the suspended members of swing assemblies.	Yes / No / NA	
	"S" hooks closed.	Yes / No / NA	
	Swing types conform to CPSC recommendations.	Yes / No / NA	
<i>Head Entrapment</i>	No openings between 3.5" and 9"	Yes / No / NA	
<i>Protrusion Hazards</i>	All equipment free of protrusion hazards.	Yes / No / NA	
	All equipment free of pinch, crush or shearing points.	Yes / No / NA	
<i>Tripping Hazards</i>	Playground free of tripping hazards.	Yes / No / NA	
<i>Sharp Points and Edges</i>	All equipment free of sharp points, edges and splinters.	Yes / No / NA	
<i>Guardrails</i>	Guardrails on platforms and ramps.	Yes / No / NA	

Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Outdoor Athletic Facilities</b>			
<i>Stadiums, Bleachers and Grandstands</i>	Bleacher and guardrail components structurally sound and operational.	Yes / No / NA	_____
	Guardrails present on the backs and the open ends of bleachers where the footboard, seatboard, or aisle is 30 inches or more above the floor or ground level.	Yes / No / NA	_____
	Top rail of the guardrail located at least 42" above the leading edge of the footboard, seatboard, or aisle, whichever is adjacent.	Yes / No / NA	_____
	Any openings between, under or around guardrail components should prevent the passage of a 4" diameter sphere.	Yes / No / NA	_____
	Any opening between seating components should prevent the passage of a 4" diameter sphere.	Yes / No / NA	_____
<b>Relocatable/Portable Classrooms</b>			
<i>Specifications</i>	Purchasing specifications include provisions to ensure adequate ventilation and minimize pollutant sources.	Yes / No / NA	_____
<i>Commissioning</i>	New portable/relocatable classrooms are occupied only after a commissioning period, during which HVAC and systems are tested and contaminants introduced during the manufacturing process are flushed out.	Yes / No / NA	_____
<i>Operations and Maintenance</i>	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	_____
	Teachers and staff have received instruction on proper use and settings of thermostat and ventilation controls and each relocatable/portable classroom contains hardcopy (plastic-covered) instruction sheets.	Yes / No / NA	_____
<b>Construction and Renovation</b>			
<i>Siting</i>	The site selection process or decision to renovate/expand existing building has taken into account community goals and needs. Smart Growth principles have been considered and integrated into the site selection process.	Yes / No / NA	_____
	ASTM Phase I site assessment completed before site acquisition.	Yes / No / NA	_____



Area/Topic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Construction and Renovation</b>			
<i>Stormwater</i>	Pre-construction self-audit storm water environmental checklist has been completed.	Yes / No / NA	
<i>Dredge and Fill/Wetlands</i>	Pre-construction self-audit dredge and fill/wetlands environmental checklist has been completed.	Yes / No / NA	
<i>Hazardous Waste</i>	Pre-construction self-audit hazardous waste checklist has been completed.	Yes / No / NA	
<i>Oil Spill Prevention</i>	Pre-construction self-audit oil spill prevention checklist has been completed.	Yes / No / NA	
<i>Hazardous Substances</i>	Pre-construction self-audit hazardous substance (Superfund liability) checklist has been completed.	Yes / No / NA	
<i>Polychlorinated Biphenyls (PCBs)</i>	Pre-construction self-audit polychlorinated biphenyls (PCBs) checklist has been completed.	Yes / No / NA	
<i>Asbestos</i>	Pre-construction self-audit asbestos checklist has been completed.	Yes / No / NA	
<i>Lead Paint</i>	If built prior to 1978, school has taken measures to ensure that applicable lead regulations as well as non-regulatory recommendations will be complied with prior to any renovation activity that may disturb paint.	Yes / No / NA	
<i>Indoor Air Quality</i>	Recommendations in EPA's Indoor Air Quality Design Tools for Schools have been considered and integrated into the school renovation or construction design process.	Yes / No / NA	
	High performance goals (including superior indoor air quality) are included in new school construction specifications.	Yes / No / NA	
	Requirements for limiting all potential indoor air pollution sources are included in all pre-design, design and construction documents.	Yes / No / NA	
	HVAC system design provides for use of natural ventilation and/or energy recovery equipment, where appropriate, and ensures appropriate amounts of outside air are delivered to occupied spaces.	Yes / No / NA	

Area/Topic Subtopic	Assessment Standard	Problem Description/Corrective Action	Room/ Location
<b>Construction and Renovation</b>			
<i>Indoor Air Quality</i>	Requirements for controlling moisture from precipitation, condensation, building materials, humidity, and building envelope migration are included in all pre-design, design and construction documents.	Yes / No / NA	
	Requirements for 5-step walk-off mats at every building entrance included in design documents.	Yes / No / NA	
	Indoor air quality construction management plan in place.	Yes / No / NA	
	Occupied classrooms and school facilities are isolated from construction areas.	Yes / No / NA	
<i>Radon -- Prevention</i>	If renovation or construction is taking place in an area with a high potential for radon, radon resistant features have been incorporated into the building design.	Yes / No / NA	
<i>Commissioning</i>	Key building systems (e.g., HVAC, building envelope, electrical, life safety) have been commissioned.	Yes / No / NA	
<i>Energy Management</i>	Target Finder has been used to estimate energy performance and set goals during the design process.	Yes / No / NA	

**Assessor Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_