

School Environment Team (SET) Project

Custodian's Closets Checklist Line Item Explanations

The following material explains, line by line, why a unique item is on the checklist. For each Custodian's Closet complete this checklist together with the Master Checklist.

This document follows in order of the checklist for easy reference. Remember that each person's opinion as to what an odor is or what the cause of a problem is may differ from another persons. As you make observations, try not to interpret what you see, smell, feel or hear.

1. Checking for odors is important because it can be an indicator of a potential problem. For example, mold, paint odors, cleaning solution vapors, etc. may require monitoring and further investigation as to a source.
2. Ventilation to the outside is provided for supply storage areas to prevent odors entering the internal ventilation system. Because the cleaning solutions and chemicals used by the Custodial Staff, Custodian Closets may have strong odors, it is important that the room be vented to the outside of the building. There must be evidence of a fresh air source into the room to replace the air being exhausted or vented to the outside of the building.
3. Spill-cleaning Procedures are posted for easy access and consultation. Procedures should be easy to follow and easy to understand.
4. To promote odor control and health and safety from spills, cleaning supplies should be sealed in airtight containers that are clearly marked.
5. Gas and other combustibles should not be present for safety reasons.
6. Vacuums are maintained for optimal cleaning of carpets. Check to see if bag is full and should be changed.
7. Feather-type dusters should be wrapped when stored.
8. Stains on ceiling, walls, floors and porous materials may indicate water (or other liquid) incursion, which can lead to unhealthy conditions and deteriorates the building.
9. Water faucets, if present, should work as indicated.
10. Drains have water present indicating that traps are working correctly and sewer gases cannot enter the building. Pouring water down the drain will show if the drain is functioning properly and also replenish the water in the drain trap (if a trap type drain is installed). Floor drains should be working to ensure that there is no standing water.
11. All drains should have some type of secure protective covering that allows liquids to flow through, but prevents other objects from falling into the drain.