

School Environment Team (SET) Project

Mechanical/Equipment Storage Checklist Line Item Explanations

The following material explains, line by line, why a unique item is on the checklist. For each Mechanical or Equipment Storage Room 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. Procedures posted to ensure easy access in the event of an accident. Spill-cleaning Procedures are posted for easy access and consultation. Procedures should be easy to follow and easy to understand.
3. Garbage in outside receptacles prevents odors and pests inside the building.
4. Ventilation to the outside is provided for this area to prevent odors entering the internal ventilation system. Because the products used by the staff 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.
5. No gas, other combustibles or cleaning supplies should be stored into this area to prevent hazardous accidents that are a health and safety risk.
6. No snow blowers or mowers should be present to prevent odors and accidents.
7. 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.
8. 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.
9. Water faucets, if present, should work as indicated.
10. Stains (or leaks) on ceiling, walls, floors and porous materials may indicate water (or other liquid) incursion, which can lead to unhealthy conditions and deteriorates the building.
11. Broken or open windows are both a security risk and interfere with the proper running of the HVAC system.
12. Inspect entire floor area for evidence of spill or leaks. There should be no standing water or other liquids. Report all findings.
13. Dripping humidifiers or cooling coils may indicate that a unit is not operating efficiently and can lead to unhealthy conditions within the building.
14. Similarly, dripping outdoor air intakes may indicate that an HVAC unit is not operating properly and should be checked for efficiency.
15. Report any findings. Flue related problems can cause serious health issues.