

School Environment Team (SET) Project

Procedure for Completing Walk-throughs

Equipment Needed:

- 1) Required Checklist(s)
 - a) Master Checklist
 - b) Plus appropriate specialized area checklist
- 2) Temperature/relative humidity monitor
- 3) Map of the facility

Team Members will be checking for:

- | | |
|-------------------|-----------------------|
| • Unusual odors | • Excess moisture |
| • Thermal comfort | • Proper ventilation |
| • Safety | • General cleanliness |

Prior to the walk-through, meet as a team to review all materials and procedures. Temperature readings should be taken when rooms are occupied to have a reliable comfort measure. This should be done prior to the walk-through with the Principal's knowledge and approval. Record the number of persons in the room, the time the temperature was taken and the date. Comment about the outside weather and temperature, too. Note any direct sunlight on the room occupants.

Guidelines to completing walk-throughs:

- Team Members should, upon entering a room, note any unusual odors. Odors are most noticeable before the nose becomes desensitized.
- Locate fire extinguishers and check for current inspection certificate.
- Look for blocked aisles, exits, tripping hazards
- Run water in sinks for 30 seconds. Sinks should drain as fast as they are filled.
- Fountains spray should be adequate so that the mouth does not touch the metal parts. Spray should be properly directed so that the excess is caught in the drain area.
- Look for obvious dust accumulation or other housekeeping issues

Completing a checklist

- Complete the top of each page with the School, location within the school, date, time and name of the Team Member(s) completing that list.
- Read instructional box for each checklist.
- Complete the checklist, checking the appropriate column, **Okay** or **Needs Attention**. Where **Needs Attention** is checked, please use comment area to explain the situation further so that the proper action can be taken.
- Turn in completed checklist to the SET Project Team Coordinator.
- When all areas are completed, compile a list of observations for the rooms based on the checklists and using the area identifiers established. Distribute list as described on FLOW CHART. Where there are concerns, you may want to send a second person to observe the area and record their observations. Remember that different people have different standards for cleanliness and what constitutes a "concern".
- Give your principal and PTA President time to meet with the SET Team and review the lists. Brainstorm, as a Team, ways to improve the school environment.