

The Healthy School Program -Administrative Staff Checklist

Name: _____

Office/Area: _____

Please check the appropriate response: Y (yes) N (no) N/A (not applicable)

1. General cleanliness

Y N N/A

__ __ __ Surfaces are cleaned thoroughly and regularly

__ __ __ Floors are swept or vacuumed

__ __ __ Garbage is removed daily

__ __ __ There are visible signs of pests

Comments: _____

2. Washroom

__ __ __ There is a washroom within the administrative area

__ __ __ The washroom is cleaned thoroughly and regularly

__ __ __ There is adequate ventilation (i.e., either a fan or window)

__ __ __ Ventilation needs to be improved

Comments: _____

3. Drain Traps - (When water evaporates in drain traps, sewer gases can travel up the drains and enter the room)

__ __ __ There is a sink or floor drain in the administrative area (other than washroom)

__ __ __ Water is poured down the sink and drain regularly

__ __ __ Not sure, need more information

Comments: _____

4. Excess Moisture

__ __ __ There are signs of condensation

__ __ __ Condensation can be found around windows

__ __ __ Signs of moisture/leakage found in other areas (i.e., sinks, wall cracks, etc.)

Y N N/A

Comments: _____

5. Thermal Comfort

__ __ __ Area/office is typically comfortable

__ __ __ Area/office is either too warm or too cold

Comments: _____

6. Ventilation

__ __ __ Location of air supply and air return vents in the classroom are known

__ __ __ Air is flowing without obstruction

__ __ __ Windows are the only means of ventilation

__ __ __ Need help to determine air flow

Comments: _____

7. Odours

__ __ __ The area is free from odours

__ __ __ There are noticeable odours (chemical, musty, etc.)

__ __ __ Need help to identify source of odours

Comments: _____

8. Energy Efficiency

__ __ __ Energy efficiency practices are followed (eg., turning off lights, computers, etc. when not in use)

__ __ __ Need information/ideas to improve energy efficiency practices

Comments: _____

9. Recycling

__ __ __ A paper recycling box is located in the area

__ __ __ Other materials are also recycled

Comments: _____
