

The Healthy School Program - Custodial Checklist

Name: _____

Area of School: _____

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

1. Cleaning and Maintenance Supplies

Y N N/A

__ __ __ Only those products approved by the school district are used for daily cleaning

__ __ __ Good safety, handling, disposal, and storage practices are followed

__ __ __ Need help with safety, handling, disposal and storage practices

Comments: _____

2. Use of toxic materials (solvents, paints, adhesives, etc.)

__ __ __ Good safety, handling, disposal, and storage practices are followed

__ __ __ Procedures have been established and are followed to minimize occupant exposure

__ __ __ Need help to develop and implement procedures to minimize occupant exposure

Comments: _____

3. Dirt/Dust Control

__ __ __ Room surfaces are dusted and vacuumed/mopped regularly

__ __ __ Barrier mats are located at school entrances

__ __ __ Other flooring materials are used to control dust/dirt from entering the building

Comments: _____

5. Ventilation System Maintenance

__ __ __ Local exhaust fans are located in all pollutant generating areas of the school

__ __ __ Air supply and air return vents are free of obstruction

__ __ __ Vents and grilles are cleaned and filters are changed regularly

__ __ __ Windows are the only means of ventilation

Comments: _____

Y N N/A

6. Combustion Appliances

- Combustion gas odours are noticeable in the school
- Combustion gases are back drafting into the school
- Need help resolving combustion gas problem

Comments: _____

7. Moisture, Leaks, and Spills

- There are visible signs of moisture, leaks, or spills
- Moisture leaks, or spills are fixed promptly

Comments: _____

8. Drain Traps

- All drain traps are accessible or have been capped off e.g., in locker rooms used for storage
- Traps are filled with water at least once per week
- Need help filling traps regularly

Comments: _____

9. Repairs and Renovations (Construction, painting, roofing, installation of flooring, etc.)

- Repairs and renovations take place outside of school hours whenever possible
- Renovation clean-up is done promptly following completion of the work
- Low emission/odour products are used whenever possible

Comments: _____

10. Pest Control

- There are visible signs of pests in or around the school
- Integrated Pest Management (IPM) is used to control pests
- Need more information on IPM

Comments: _____

Y N N/A

11. Washrooms

Washrooms are cleaned thoroughly and regularly

Soap and paper towel dispensers are in good working order

There is adequate ventilation through windows or exhaust fans

Comments:

12. Energy Efficiency

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

Need information/ideas to improve energy efficiency practices

Comments:
