



Healthy School Buildings Assessment and Audit

School Name: _____	Date: _____	
Conducted By:		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Congratulations on completing Step 1 by forming your Green Team!

Step 2: Assess

Complete this Healthy School Buildings Assessment and Audit to learn more about the current practices at your school, and to help your Green Team choose a Lasting Change. Use the *Healthy School Buildings Assessment Guide* to assist you in filling out the following pages. You will need to enter some of your answers into the Key Findings section of your online report card. (*These questions are marked with a star ★.*)

Support

1. Do you have educators or technical experts in the area of Healthy School Buildings (indoor air quality/ventilation/health and safety/hazardous waste) in your community? Yes No

If yes, list their name(s), agencies or organizations, and contact info:

_____ Phone #: _____
 _____ Phone #: _____

Please consider setting up an interview with one of these educators to help you and your Green Team with this assessment.

General

2. ★ Does your school or district have and implement an Environmental Purchasing Policy?
 Yes No If so, when was it created? _____
3. Does your school keep Material Safety Data Sheets (MSDS) for all chemical products (e.g. lab chemicals, paints, cleaning supplies, and pesticides)?
 Yes No
4. Does your school have animals in classrooms? Yes No
 If yes, please describe how you ensure that cages are properly cleaned and waste disposed?

5. ★ Does your school have an integrated pest management program (IPM)? Yes No
6. Does your IPM prohibit the use of toxic pesticides? Yes No
 If not, please explain. _____



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7. Is there a process for staff/students/parents to report health concerns associated with a building?
 Yes No Please explain. _____

8. ★ How many total school days were students and teachers absent last month?
Students: Total # of school days absent _____ total number of students _____
Teachers: Total # of school days absent _____ total number of staff/teachers _____

Ventilation and Air Quality

9. ★ Does your school have an indoor air quality plan?
 Yes No

10. Do all entrances have clean “walk-off” mats to collect shoe dust, dirt, pollutants, and moisture?
 Yes No

11. Does your school currently use, or has it ever used, the EPA's Tools for Schools Indoor Air Quality program or any other type of school environmental audit?
 Yes No If yes, how long has your school been doing the program? _____
If you no longer maintain the program, when and why did you stop? _____

12. Does your school use high efficiency filtration in the ventilation system? Yes No
If so, how often are filters changed? _____

13. Does your school purchase low- or non-VOC and/or urea formaldehyde-free paints and furnishings?
 Yes No

Cleaning Supplies

14. Does your school follow a regular cleaning schedule?
 Yes How often? _____ No
Does your school use HEPA filters in vacuums? Yes No

15. ★ Does your school implement a green cleaning program (non-toxic, non-antibacterial cleaning products, like GreenSeal products)?
 Yes No

16. Does your school ensure that any odorous or potentially hazardous cleaning supplies are only used when school is out of session?
 Yes No

17. Does your school use urinal and toilet cake deoderizers that contain paracicholorbenzene (PDCB)?
 Yes No



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Hand Washing

18. Does your school have a program to encourage frequent hand washing?
 Yes No Please describe _____
19. Does your school use hand soaps that comply with Green Seal standards for Institutional Hand Cleaners? Yes No

Food

20. Are students offered nutritious foods such as fruits, vegetables, and whole grains in the cafeteria and at school events?
Please describe: _____

21. Does your school offer organically grown or pesticide-free foods in the cafeteria?
 Yes No If yes, what percentage of the food? _____
22. Are foods being heated in plastic containers?
 Yes No

Art Supplies and Science Labs

23. Are there warning labels on art and science supplies about their toxicity? Labels may say, "Caution required," "Harmful or fatal if swallowed" or "May cause skin/nose/throat/lung irritation".
 Yes No If yes, what are the supplies? _____
24. Are art supplies and science materials containing chemicals stored in a locked area?
 Yes No
25. Does your school mix powdered paints, clays or glazes?
 Yes No If so, are they mixed away from student access? _____
26. Are art rooms cleaned weekly by wet mopping and sponging clean?
 Yes No
27. Has your school ever participated in the "Rehab the Lab" or other school chemical cleanout programs?
 Yes No If yes, what was the date? _____
28. Does your school follow state guidelines around chemical and hazardous waste management and disposal? Yes No
If not, please explain.



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Healthy School Buildings Audit Worksheet

Please engage the facilities manager or custodian to help you complete this audit worksheet and ensure the safety of students.

A. Outdoor Inspection. Inspect outdoor areas of school grounds and complete checklist.

Air Intakes	Yes	Some	No	Observations
Are ventilation units on?				
• If yes, is air flowing into the outdoor air intake?				
Are outdoor air intakes free from blockage?				
Are bird or animal droppings near air intakes?				
Are sources of vehicle exhaust (parking spaces, loading docks, bus loading, etc.) near or upwind of air intakes?				
Does painting, roofing, or maintenance of exterior buildings take place near air intakes when the school is in session?				
Are any exhaust vents located within 10 feet of outdoor air intakes?				

B. Indoor Inspection. Complete this checklist for each of the following rooms/areas: classrooms, offices, staff lounge, auditorium, and gym. If the question does not apply to a room/area, put N/A in the *Observations* column. **Separate this sheet to make copies.**

Room Number/Name: _____	Date : _____			
Indoor Air Quality	Yes	Some	No	Observations
Does the room have supply or exhaust vents?				
• If so, are air supply and exhaust vents clear?				
Does the room have operable windows to gain fresh air?				
Are there strong odors in the room?				
Are there any signs of past or ongoing water damage?				
Is there any sign of mold or mildew?				
Is the room clean and relatively dust free?				
Are fragrance products or air fresheners used in the room?				



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Healthy School Buildings Audit Questions

1. Based on your answers in Table A, can you identify any major health issues? Please explain.

2. After visiting all the indoor areas of your school, are there any changes you can make to improve the health of your buildings?



Congratulations—Your Team has completed Step 2: Assess!

Step 3: Address: Make a Lasting Change

Based on your findings in the assessment and audit, choose a Healthy School Buildings Lasting Change that will address an area your school could improve upon, and that results in a long lasting environmental change.

Note: This must be a new action, not something you are already doing.

Healthy School Buildings Lasting Change Examples

- Establish an indoor air quality committee. Develop and use a tracking method to encourage and solve air quality and health complaints. Include logging air filter changes, and writing date changes on the filters of vacuums and heating units.
- Create a policy to ensure art and science labs use the least toxic supplies.
- Establish a least-toxic integrated pest management program to reduce pesticide use in school building(s) and on grounds.
- Start a thorough and frequent hand-washing program.
- Develop a policy to use Green Seal certified cleaners and hand soaps.
- Based on the answers to chemical storage questions, be sure all hazardous chemicals are stored safely (under cover, away from drains, vents and food, in a locked space, clearly marked, and away from incompatible compounds). Create a plan (including annual inspection) to continue safe storage.
- Properly dispose of the most hazardous and unnecessary chemicals identified in the Healthy School Buildings Assessment. *Check the School Chemicals Database for science chemicals at <http://www.lhwmp.org/HWApp/staff/projects/schools/SchoolChemList.aspx>*
- Provide nutritious, pesticide-free food choices in the cafeteria.
- Define your own! If your Green Team discovered an area in toxics reduction or indoor air quality that could be improved upon and result in a *significant* long lasting environmental change at your school, but it is not listed as an option here, please include it below and take action:
