

Managing the Physical Environment in a School

Indoor Air Quality: Can You Answer Yes?

Outdoor Air Supply

- Is the building ventilation system turned on?
- Are all vents free of obstruction?
- Is air flowing into outdoor intake?

Air Handling Unit

- Is the system turned on?
- Is air flowing from vents?
- Are filters clean and properly installed?
- Are dampers operating properly?
- Is the drain pan clean and properly draining?
- Are the unit coils clean?

Air Temperature & Humidity

- Is thermostat properly set?
- Are humidity levels comfortable (between 30% – 60% relative humidity)?
- Does air seem clean and fresh?

Housekeeping Sources

- Are housekeeping products used according to directions?
- Are products stored in sealed containers or in vented rooms?

