Healthy Schools Council

Checklist Concerning Environmental Health & Safety in Schools**

September 2003

Yes	ACTIVITY TO BE EVALUATED	References
✓	**Renovations (while occupied or adjacent to occupied areas)**	**DOE**
	Scheduling itinerary is provided/available to all affected parties (newsletters, bulletins, meetings etc.)	**1**; 2; 3
	A forum for occupants to express concerns about renovations and a program to resolve IAQ issues has been established (e.g., weekly planning/construction meetings).	**1**; 2; 3
	Local exhaust ventilation and isolation techniques are in place to control renovation pollutants.	**1**; 2; 3
	Susceptible persons and those with pre-existing medical conditions (i.e. asthma, hypersensitivity) have been relocated away from renovation/construction areas.	**1**; 2; 3
	A notification system for building occupants to report construction/renovation related odors/dust problems to the administrator has been established so that concerns can be relayed to the contractor in a manner to allow for a timely remediation of the problem.	**1**; 2; 3
	All doors/windows adjacent to the renovation area are sealed with plastic sheets and duct tape.	**1**; 2; 3
	Containment walls have been properly erected around renovation areas to contain renovation dusts/debris.	**1**; 2; 3
	All ventilation sources (fresh air intakes/exhaust vents etc.) within or near the renovation area(s) have been deactivated/sealed with duct tape and plastic.	**1**; 2; 3
	Projects producing large amounts of dust, odors, and emissions are scheduled during unoccupied periods or periods of low occupancy.	**1**; 2; 3
	Material Safety Data Sheets (MSDS) for all construction materials being used are on-site and accessible to all individuals as required by the Massachusetts Right-to-know Act.	**1**; 2; 3
	MSDS sheets are consulted for all materials applied during renovation including any sealant, adhesives, tile mastic, flooring materials, roofing materials, etc. Proper ventilation and sufficient curing time are provided per the manufacturer's instructions.	**1**; 2; 3
	Frequent housekeeping has prevented dust accumulation at the site	**1**; 2; 3
	Check for presence of asbestos/lead (See Section - **Asbestos Management**)	**39; 40; 42; 43**
	Appropriate measures are employed to remove mold contaminated materials	4

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

Healthy Schools Council
Checklist Concerning Environmental Health & Safety in Schools**
September 2003

Yes	ACTIVITY TO BE EVALUATED	References
	Notify DEP at least 10 working days before starting construction or demolition that will generate dust outside of the building, causing a nuisance to project neighbors. Examples of work requiring DEP notification are: constructing or demolishing entire buildings or sections of buildings, and demolition, construction, or major alteration of exterior walls or the roof. In addition, DEP must also be notified of construction or demolition of a structure that contains friable asbestos at least 10 days before the start of work (see "Asbestos Management" section of the Checklist). Control dust emissions from construction and demolition activities.	**5**
	Heating, Ventilating and Air-Conditioning (HVAC) Systems Maintenance	**MDPH**
	General Ventilation/Heating Air Handling Units (AHUs)	
	When filters are changed, debris is removed from section of ventilation system in contact with moving air.	3; 6; 8; 10
	All wall and floor penetrations are sealed in a manner to prevent HVAC system entrainment.	3; 6; **7**; 8; **9;** 10
	Filters on ventilation units are changed per manufacturer's recommendation or more frequently if needed (i.e. at each vacation week if necessary). Filters are dated on the filter frame to reflect the date of change.	3; 6; 8; 10; 11
	Filters fit in installation racks in a manner to prevent air bypass of filter media.	3; 6; 8; 10; 11
	Filters have a rating of Minimum Efficiency Reporting Value (MERV) of 8 or greater, after ventilation engineer determines that increase in filter efficiency will not degrade HVAC system operation.	11
	Ventilation system is balanced every five years and is documented.	13
	Thermostats are periodically calibrated for accurate temperature control	3; 13
	If birds nest on the roof or near air intakes, provisions such as screens are used to insure that birds or droppings are not contaminating the ventilation system.	3; 12
	Restroom exhaust vents operate during building occupancy (i.e. not activated by restroom light switch)	6; 8; 10
	Restroom vents are connected to ductwork that terminates outdoors	6; **7**; 8; **9;** 10
	All ventilation system vents are operating during building occupancy and are clear of obstructions	3: 6
	The stove hood is operational and has a sufficient draw to eject cooking odors from the building.	6; **7**; 8; **9;** 10
	All ventilation system dampers can rotate, and are connected to actuator motors to allow for louver adjustment.	6; 8; 10
	If heat exchanger coils exist, they are cleaned and checked periodically to insure there is no microbial growth. NOTE: Air conditioning creates conditions of different problem from heating coils. It is a separate issue. See below.	10
	Measures have been taken to insure that vehicles do not idle and ventilation air intakes are not located near contaminant sources such as loading docks or bus stops.	3; **14**; 15; 16
	The area around fresh air intakes are free of bird waste, plants and other possible sources of biological pollutants	3; 16

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

Healthy Schools Council
Checklist Concerning Environmental Health & Safety in Schools**
September 2003

Yes	ACTIVITY TO BE EVALUATED	References
	Fresh air intake vent is open and operational.	3; 16
	Grillwork on ventilation system is cleaned periodically.	3
	A preventative maintenance program for ventilation system that includes the inspection of components such as belts, motors, baffles and dampers exists. Records of such inspections are maintained.	13
	Custodial/maintenance staffs have been formally trained in the functioning and maintenance of the facilities ventilation system(s) A written Standard Operating Procedures document is available for reference/training	20
	Air Conditioned Buildings	**MDPH**
	Air Handling Units (AHUs) are equipped with properly draining drip pans	6
	Drip pans are free of debris and scale	6
	Drip pans are insulated on the underneath side to prevent condensation generation	6
	The walls if the AHU are insulated to prevent condensation accumulation	6
	Insulation in contact with conditioned air is intact (e.g., not distended, pulled or otherwise damaged)	6
	Chilled water pipe insulation is free of microbial growth.	6
	Chilled water pipe insulation is sufficient to prevent the creation of temperature bridges that transform pipe hangers into condensation generators	6
	Window-mounted air conditioner filters are maintained in a manner consistent with manufacturer recommendations	6
	Condensation for window-mounted air conditioner drains outdoors	6
	Window-mounted air conditioners air installed in a manner to render the installation air-tight around the cabinet to prevent infiltration by water and/or pests	6
✓	**Furnace/Boiler Maintenance/Emergency Generators**	**DEP/ Local Fire Departments**
	Furnace/Boiler Maintenance	
	Boilers are maintained in accordance with manufacturer's recommendations. Maintenance records are located near unit.	**17; 18**
	Sufficient combustion air is provided for furnaces	**17; 18**
	Filters are changed on a frequency in accordance with manufacturer's recommendations	**17; 18**
	The furnace has an inspection documentation in compliance with state laws	**17; 18**
	All products of combustion exhaust vents are continuous (e.g., no holes)	**17; 18**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

Healthy Schools Council
Checklist Concerning Environmental Health & Safety in Schools**
September 2003

Yes	ACTIVITY TO BE EVALUATED	References
	Chimneys are of a sufficient height (at least 2') above fresh air intakes to prevent re-entrainment	**17; 18**
	All doors from the interior of the building to the boiler room are airtight and closed.	**17; 18**
	Pressure equalization exhaust vents for oil storage tanks are located a sufficient distance from fresh air intakes and windows to prevent oil vapor penetration/entrainment into buildings	**17; 18**
	Records on hours of operation and fuel use are maintained on-site	**17; 18**
	Notify US EPA of boilers generating more than 10 million BTU/hour and installed since 1989. Depending on the type of fuel used, recordkeeping and other federal requirements may apply.	**18d,e**
	Boilers constructed before September 14, 2001 and generating more than 10 million BTU/hour have obtained a DEP permit (all units vented through a single stack)	**18b**
	Boilers constructed after September 14, 2001 and generating 40 million BTU/hr or more (each unit) have obtained a DEP permit	**18b**
	Boilers constructed after September 14, 2001 and generating between 10 and 40 million BTU/hr (each unit) have submitted an initial compliance certification form (within 60 days of the start of the boilers' operation) and an annual compliance certification to DEP by 3/15 each year	**18c**
	Stack height(s) for boiler vents meet DEP standards	**18**
	Emergency Generators	
	Emergency Generators installed after June 1, 1990 and generating 3 million BTU/hour or more (and emergency generators with lower capacities that have elected to restrict their operations to less than 8,760 hours/year are not operated for more than 300 hours in any 12-month rolling period.	**19a; 19b**
	Records of emergency generator operations are maintained on site	**19a**
	Building Envelope Issues	**MDPH**
	Roofs	
	All roof openings (skylights, vents, etc.) are properly sealed/water tight	20; **21; 22**
	Proper drainage is provided (i.e. no water pooling is evident)	20; **21; 22**
	The roof is free of accumulated debris (e.g., leaves, trash, pine needles, etc.)	20
	Peaked roof has sufficient insulation and airflow to prevent the generation of ice dams	20; **21; 22**
	Gutters are cleaned out in the fall after surrounding trees are leafless and in the spring after snow melt	20
	All roof drains are equipped with strainers	20; **21; 22**
	All roof drain strainers are inspected monthly and are cleaned of debris as needed	20

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

Healthy Schools Council
Checklist Concerning Environmental Health & Safety in Schools**
September 2003

Yes	ACTIVITY TO BE EVALUATED	References
	Roof leaks are repaired immediately and all water-damaged materials inside the building are dried immediately or are replaced.	20
	Routine inspections of the roof are made to look for deficiencies that may create leak.	20
	Windows/doors	
	There are no cracked/broken windows	20
	When a window is reported cracked/broken, it is replaced	20
	Caulking around window frames and door frames is intact and continuous	20; **21; 22**
	Exterior doors are equipped with weather stripping and door sweeps to prevent drafts/other problems	20
	Windows that open operate (open/close) easily	20; **21; 22**
	There are no visible spaces around window/door frames.	20; **21; 22**
	Exterior walls – Brick, Mortar, etc.	
	There is no evidence of nesting (e.g. bird, rodent, bees and wasp) in eaves, light fixtures, vents, etc.	20
	Mortar between bricks is in good condition	20; **21; 22**
	No visible cracks are observed in exterior walls.	20; **21; 22**
	There are no visible signs of chronic water penetration as evidenced by moss/plant growth	20
	Building apron/landscape is sloped away from foundation.	20; **21; 22**
	Building apron is continuous without cracks or seams to allow water accumulation	20; **21; 22**
	Exterior walls are free of clinging plants	20
	Foundation	
	All gutters/downspouts are installed to carry water away from the foundation (they do not end several feet above the ground, they are complete-no missing pieces)	20; **21; 22**
	Plant growth is trimmed at least 5 feet away from the building	20
	No plants are present in the foundation/apron junction	20
	The sealing compound at the foundation/apron junction is continuous and in good repair	20; **21; 22**
	Other	
	Utility holes/spaces in interior wall and floor decking are sealed	3

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

Healthy Schools Council
Checklist Concerning Environmental Health & Safety in Schools**
September 2003

✓	Chemical Management	DEP
	Chemical Purchasing Practices	
	Chemicals are only purchased in quantities needed for the current school year.	3; **23; 24**
	All chemicals to be purchased are screened for environmental, health and safety hazards first. Review MSDS.	3; **24**
	Chemicals are not allowed to be purchased if they have the potential to become explosive (i.e. "shock sensitive") upon aging; are known or suspected carcinogens; have a health rating of 4; or contain mercury or lead.	3; **23;** 25
	The school does not accept gifts / donations of chemicals.	3; 27; 28
	Chemical Storage	
	A chemical safety pre-screen has been conducted in all areas where chemicals are stored.	3; 26; 27
	A complete, up-to-date inventory of all chemicals, including storage locations, is kept on-site.	3; 26; 27
	All chemicals are kept in a locked, well-secured area.	3; 25; 26
	Chemicals are returned to locked storage areas after use, and are not left out in classrooms, prep room countertops, in fume hoods, etc.	3; 26; 27
	Chemical storage areas are not overcrowded.	3; 26; 27
	Chemicals are stored to prevent spill / knock over accidents (i.e. on lipped shelves, tightly closed, acids/bases not stored above shoulder height or on same shelf).	3; 26; 27
	Chemicals are stored by hazard class, NOT in alphabetical order.	3; 26; 27
	All chemicals and containers are protected from sources of problems (i.e., flammables are stored away from ignition/heat sources, metal containers and water reactive chemicals are not stored under sinks).	3; 25; 26
	All chemical storage containers are intact and there is no evidence of chemical leakage from containers (i.e. no crystals formed around lids or on shelves, no staining of the shelf or labels, no corrosion of shelving).	3; **24**; 25; 26; 27
	Chemicals are stored in compatible containers, on compatible shelving (acids will corrode metal containers/shelving, oxidizers should not be stored on wood shelving, etc.)	3; 26
	Special storage requirements are met (flammables stored in flammables cabinet approved by NFPA, elemental sodium/potassium are stored under kerosene, light-sensitive chemicals are protected from light, etc.)	3; **23**; **24; 24b**
	Food is not stored near chemicals.	3; 27
	Chemical Use Practices	
	All school staff working with hazardous chemicals receives annual Right-to-Know training.	**24**
	Material Safety Data Sheets (MSDSs) are available in each department for all hazardous chemicals used.	**24**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

	All students are trained in laboratory and shop safety, and sign a safety contract.	**24**
	Chemical fume hoods are regularly tested and maintained. If fume hoods are not working, experiments requiring fume hoods are not conducted.	27
	Eyewash stations and safety showers are available in areas where corrosives are used. (hard-plumbed is preferable)	34
	Eye protection is available to every student.	3; 27
	All chemicals are labeled with the name of the chemical, NOT solely by chemical symbol.	3; 28
	All chemical solutions are labeled and dated.	3; 28
	Appropriate personal protective equipment (e.g. chemically resistant glove, safety glasses) is used.	**24**; 27
	The teacher has access to emergency shut-offs.	24
	Eye wash stations/showers are tested regularly.	34
	Chemical Removal/Disposal	**DEP**
	All hazardous wastes are collected at the school by a licensed hazardous waste transporter or are "self-transported" to another municipal department or household hazardous waste collection event where wastes will be collected by a licensed hazardous waste transporter.	**30; 31; 32**
	Hazardous wastes that are "self-transported" meet DEP's requirements: quantity is limited to no more than one 55-gal drum; the drum is labeled, securely closed and contained in the vehicle, and a copy of the DEP Registration Form for Very Small Quantity Generators is in the vehicle during transport,	**30; 31; 32**
	If the school generates hazardous waste (e.g., discards hazardous chemicals), it has registered with DEP as a generator and obtained an identification number which is used on all hazardous waste manifests and other relevant shipping papers	**30; 31; 32**
	Hazardous wastes are NOT disposed of down sinks or in the trash.	**30; 31; 32**
	Hazardous wastes are disposed of in a timely manner and not stockpiled.	**30; 31; 32**
	The local Fire Department has been provided with the chemical inventory list, and has been invited to tour the areas where hazardous chemicals are stored/used in the school.	**30; 31; 32**
	Adequate emergency equipment is available and easily accessible. (e.g. fire extinguishers, chemical spill clean-up materials, etc.)	**30; 31; 32**
	A communication device (e.g. intercom, two-way radio, telephone) is available in areas where hazardous materials are used or stored so that the office can be notified of any emergency.	**30; 31; 32**
	Emergency information (including emergency telephone numbers) is posted by the telephone(s) closest to the area(s) where hazardous materials/wastes are used/stored.	**30; 31; 32**
	Containers of hazardous wastes are kept closed, and are labeled as required.	**30; 31; 32**
	Hazardous wastes are stored in a secure, segregated, and labeled area.	**30; 31; 32**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

	Copies of hazardous waste manifests are retained on-site as required.	**30; 31; 32**
	Incompatible chemicals are not combined into the same waste container. Separated waste containers of incompatible chemicals are protected from each other through secondary containment.	**30; 31; 32**
	Staff has been trained in what to do in the event of an emergency.	**30; 31; 32**
	School faculty or custodial staff does NOT handle chemical spills unless adequate training has occurred.	**30; 31; 32**
	Funds have been allocated for annual removal of the school's hazardous wastes by a licensed transporter, or a legitimate no-cost method has been established (some schools participate in their town's household hazardous waste collection event for no charge)	**30; 31; 32**
	Unused chemicals are properly and legally disposed of whenever they become unusable, unstable, or unsafe.	**30; 31; 32**
	A plan has been developed for removal of unwanted chemical stockpiles on a regular basis.	**30; 31; 32**
	Drinking Water (Lead and Other Issues)	**DEP**
	A plumbing survey has been conducted to locate areas of high risk for lead delivery.	**35; 36; 37**
	Any alterations made to the existing plumbing system must use certified piping components and related materials listed by the National Sanitary Foundation (NSF).	**35; 36; 37**
	A licensed plumber must be used to install new plumbing, or modifications/alterations to the current plumbing system.	**35; 36; 37**
	Drinking and cooking water outlets are flushed at the start of each school day.	3
	Funding and responsibility has been allocated for testing drinking water, and to obtain needed repairs, supplies and/or services required to maintain safe drinking water.	3
	Drinking Fountains	
	All drinking fountains in the school have been checked against the U.S. Environmental Protection Agency's list of known lead-containing models, and any that are listed have been permanently taken out of service or removed.	3**; 35; 36; 37**
	A program of collection and testing of water samples (for lead, copper, bacteria) has been implemented.	**35**
	Remedial actions have been implemented for any fountains that exceed action limits for lead, copper or bacteria. Where remedial action does not lower the level of lead, copper or bacteria to below the action level, the fountain is permanently taken out of service or removed.	**35**
	Cafeteria and Cooking Classes	
	Faucets from cafeterias/cooking classes are included in a regularly scheduled water sampling and testing program.	3
	Only cold water is used for preparing foods and beverages.	3
	Bottled Water	**MDPH**
	Bottled water is obtained from a supplier approved by the Massachusetts Department of Public Health.	**38**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

	Bottled water is stored in a safe, secure area away from chemicals and other hazards.	**38**
	Dispensers are cleaned regularly to reduce potential for bacteria build up in the dispenser area.	**38**
	Requirements for Schools that Have Their Own Drinking Water Wells	
	The water supply complies with DEP's requirements for periodic sampling and reporting of results.	**35; 36; 37**
	The water supply has an operator who is certified by DEP.	**35; 36; 37**
	A cross-connection plan has been developed by a Massachusetts-certified Cross Connection Surveyor, approved by DEP, and kept up to date.	**35; 36; 37**
	All known cross connections have been eliminated or properly protected.	**35; 36; 37**
	All cross connections protected by a Reduced Pressure Backflow Preventer (RPBP) or a Double Check Valve Assembly (DCVA) are tested by a Massachusetts-certified Backflow Prevention Device Tester.	**35; 36; 37**
	All backflow prevention devices are installed by a Massachusetts-licensed plumber.	**36**
	All devices in the fire protection system are installed by a Massachusetts-licensed Fire Sprinkler Fitter/Contractor.	**35; 36; 37**
	Requirements for Schools Served by Public Water Systems	
	A cross-connection survey of the plumbing system has been conducted and is kept up-to-date.	**36**
	All known cross-connections have been eliminated or properly protected.	**36**
	All cross connections protected by a Reduced Pressure Backflow Preventer (RPBP) or a Double Check Valve Assembly (DCVA) are registered with a Public Water System and have been tested by a Massachusetts-certified Backflow Prevention Device Tester.	**36**
	Devices in the fire protection system are installed by a Massachusetts-licensed Fire Sprinkler Fitter/Contractor.	**36**
	All "point of entry" and "point of use" water treatment devices attached to the plumbing system comply with DEP regulations and the State Plumbing Code.	**36**
	A program of collection and testing of water samples for lead, copper, and bacteria has been developed and implemented.	**36**
	If the school is located in the Water Supply Protection Area (WSPA) for its Public Water Supply, all school facilities and activities comply with Source Protection Requirements. (DEP provides each Public Water Supply with a list of facilities that, due to their activities and use of hazardous chemicals, are potential sources of contamination in their Water Supply Protection Area. This list includes any schools located in the WSPA.)	**36**
	All plumbing modifications are done by a certified plumber (Contact your local plumbing inspector)	**36**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

Healthy Schools Council
Checklist Concerning Environmental Health & Safety in Schools**
September 2003

✓	Asbestos Management	DOS; EPA
	Any removal, enclosure, encapsulation or disturbance of asbestos or asbestos containing material is performed only by duly certified personnel.	**39; 40; 41; 42; 43**
	Any asbestos containing materials have been identified in the school building by a licensed asbestos inspector.	**39; 40; 41; 42; 43**
	An accredited asbestos inspector re-inspects any asbestos containing materials every three years to determine any changes in conditions of asbestos containing materials.	**39; 40; 41; 42; 43**
	An asbestos management plan (AHERA plan) has been prepared and is kept on-site, up to date and available without restriction.	**39; 40; 41; 42; 43**
	All asbestos containing materials are prominently labeled as required.	**39; 40; 41; 42; 43**
	Accurate records of relevant events (response actions, personnel training, surveillance, inspections, cleaning/maintenance activities, etc.) and regular updates of management plan are kept for any asbestos containing materials as required.	**39; 40; 41; 42; 43**
	Staff on site are familiar with and consult the AHERA plan prior to any maintenance or renovation procedures	**39; 40; 41; 42; 43**
	Steps have been taken to address friable asbestos in the building	**39; 40; 41; 42; 43**
	EPA procedures for maintaining Vinyl Asbestos Floor Tiles are in place	**39; 40; 41; 42; 43**
	DEP and DLWD are notified at least 10 working days before conducting renovations involving asbestos-containing materials (DLWD requires notice at least 10 calendar days before starting work), using the DEP AQ04 permit notification form (Use the school's AHERA plan to determine the presence of asbestos).	**39; 40; 41; 42; 43**
✓	**IPM Plans (Integrated Pest Management)**	**MDAR**
	Pesticide Regulatory Requirements	
	Anyone who uses pesticides, including school personnel, must hold current and valid commercial certification or a license issued by the Massachusetts Department of Agricultural Resources' Pesticide Bureau.	**44; 45; 46; 47**
	Commercially certified or licensed pesticide applicators maintain insurance certificates in accordance with 333 CMR 10:13.	**44; 45; 46; 47**
	Both an indoor and outdoor IPM plan has been developed and submitted electronically to MDAR using the School Interactive Website – www.mass.gov/agr.	**44; 45; 46; 47**
	Pesticide use records, copies of pesticide labels, and Material Safety Data Sheets (MSDS) are maintained on site in a central location and are available upon request to the public.	**44; 45; 46; 47**
	Only the following pesticides are used indoors in areas inaccessible to children: insect and rodent baits; ready to use dusts, gels, or powder formulations; termite control products in the presence of an active termite infestation.	**44; 45; 46; 47**
	Pesticides are not used within 150 feet of where children are located outdoors on school property.	**44; 45; 46; 47**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

	Children must not be present for a minimum of 8 hours before re-entering a treated area when pesticides are being applied outdoors.	**44; 45; 46; 47**
	The school is in compliance with all the provisions of the Children's and Families Protection Act including but not limited to standard written notification for outdoor pesticide use, posting, and emergency waivers.	**44; 45; 46; 47**
	IPM Components and Pesticide Use	
	An IPM coordinator (must be a school employee) has been designated to coordinate and oversee the school's IPM plan.	**44; 45; 46; 47**
	A communications plan is in place to ensure that all school personnel, including kitchen staff, teachers, building management staff, outdoor landscaping staff, and contractors- are aware of their roles and responsibilities in the implementation of the IPM plan.	**44; 45; 46; 47**
	Pest management contractors understand and practice Integrated Pest Management.	**44; 45; 46; 47**
	Conditions and situations which contribute to pest problems are identified, corrected, and prevented • Food or food waste is not left lying around. • Trash is inaccessible to pests – trash receptacles are elevated above the ground, tightly sealed, placed away from buildings. Areas are tidy and free of excess debris such as leaves and weeds. • Water sources, such as leaky faucets, puddles, wet mops, clogged gutters and drainpipes, are eliminated. • Vegetation is properly maintained and not planted directly against buildings or walls. • Any access points to school buildings are promptly repaired. This includes cracks and openings in pavement, walls, foundation, fascia etc; holes where utilities enter the building, doors which do not close properly, etc.	**44; 45; 46; 47**
	A pest activity log is in place or monitoring program, which uses non-toxic sticky traps, pheromone traps, and insect light traps. Records are kept of monitoring findings.	**44; 45; 46; 47**
	Pesticides are stored according to the Department of Agricultural Resources'-Pesticide Bureau publication titled "Mixing, Loading and Storage Guidelines" available at www.mass.gov/dfa/pesticides/waste	**44; 45; 46; 47**
	Old unused or unregistered pesticides products are disposed of by licensed Department of Environmental Protection hazardous waste haulers and/or taken to hazardous waste collection events and centers annually at a minimum.	**44; 45; 46; 47**
	Pesticide applications are NOT done when students are present.	**44; 45; 46; 47**
	Dumpsters/trash cans are cleaned/sanitized regularly.	**44; 45; 46; 47**
	Dumpsters/trash cans are equipped with drain hole plugs/tight fitting lids.	**44; 45; 46; 47**
	Containers are picked up frequently to prevent overflow. Spillage is cleaned immediately.	**44; 45; 46; 47**
	Sources of standing water, food, boxes/paper supplies have been reduced to prevent pest attraction.	**44; 45; 46; 47**
	Outdoor lighting is located away from and trained on the building(s). If this is not possible, lighting fixtures are not located near doorways/windows.	**44; 45; 46; 47**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

	Foodstuffs and potential nesting materials (e.g. paper napkins) are stored in tightly sealed containers.	**44; 45; 46; 47**
	Trees, bushes, vines, etc. are planted/trimmed away from the building. Trees/shrubbery have a minimum of 12" of clear area between the ground and foliage.	**44; 45; 46; 47**
✓	**Underground Storage Tanks**	**DPS**
	All USTs containing hazardous materials or oil (except those storing heating oil and fuel for emergency generators) have been upgraded to meet 12/98 standards.	**48; 49**
	School staff or fuel delivery personnel remain at the fill location during the entire fueling operation to minimize risk of overfills.	**48; 49**
	Leak detection systems are routinely monitored to quickly identify leaks.	**48; 49**
	Emergency telephone numbers, closest phone location and emergency procedures are posted at the fill location.	**48; 49**
	Adequate spill control materials are available at the fill location.	**48; 49**
	Fuel usage is monitored to detect unusual loss of product.	**48; 49**
	Funding has been allocated for maintenance of underground storage tanks.	**48; 49**
	Notify local fire department of any spills or tank leaks in a timely way. The requirement to notify the Department of Environmental Protection of a spill or release of hazardous material varies based on the material, the amount and the location. Call the DEP emergency response line at 617-556-1133 or 1-888-304-1133 any time for questions about the release or to determine whether it must be formally reported to the DEP.	**48; 49**
✓	**Septic Systems (Title V)/Sanitary Sewers**	**DEP**
	No industrial wastewater is allowed into the septic system/sanitary sewer. (Includes wastes from science labs, darkrooms, art classes, shop classes, vehicle maintenance shops, etc.)	**50**
	No non-contact cooling water is allowed into the septic system/sanitary sewer.	**50**
	No boiler blow-down water is allowed into the septic system/sanitary sewer.	**50**
	No storm water is allowed into the sanitary sewer.	**50**
	Any backwash or bypass water from water purification devices is discharged to a sewer or a drywell (if the latter, then the drywell must be registered with DEP's Underground Injection Control Program).	**50**
	No roof-drain run-off is allowed into the septic system/sanitary sewer.	**50**
	No sump pump collected water is allowed into the septic system/sanitary sewer.	**50**
	The septic system is pumped out at least every three years (at least every year if garbage disposals are used).	**50**
	Grease traps are inspected monthly. (Required)	**50**
	Grease traps are cleaned out every three months or when the effective depth of the grease reaches 25%.	**50**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

	Effluent is monitored in accordance with operating conditions in permit, if the system is permitted by DEP.	**50**
	Certified wastewater treatment operators of adequate grade are operating the system if the school has a groundwater permit from DEP.	**50**
	The treatment system is operated in accordance with the O&M manual.	**50**
	Funding has been allocated for maintenance of septic systems.	**50**
✓	**Miscellaneous (Maintenance/Custodial Issues)**	**MDPH**
	Carpeting	
	If carpeting does exist, it is vacuumed daily and steam cleaned periodically. Vacuums should be equipped with HEPA filters. NOTE: extraction is recommended for carpet cleaning in schools every 3-6 months under normal conditions and every 1-2 months in dusty conditions.	3; 51; 52; 53; 54; 55; 56
	Carpeting that becomes wet is removed or is completely dried within 24-48 hours to prevent microbial growth.	3; 51; 52; 53; 54; 55; 56
	Carpeting is not installed in areas below ground grade	3; 51; 52; 53; 54; 55; 56
	Management of Wastes Other Than Chemicals	**DEP**
	Floor drains in boiler rooms, janitors' closets, auto shops, and other areas that lead directly to the ground and receive non-hazardous non-sanitary waste must be registered with DEP or closed under the approval of the Underground Injection Control Program.	**57; 58; 59**
	Spent fluorescent bulbs and lithium batteries are recycled or managed as hazardous waste (See chemical disposal above).	**57; 58; 59**
	Fluorescent light ballasts that are removed are evaluated to determine whether they contain PCBs; if so, the ballasts must be disposed of in accordance with US EPA requirements.	**58b; 58c**
	Rags soaked with hazardous materials (e.g. cleaning solvents) are stored in closed containers and disposed of properly.	**57; 58; 59**
	Discarded cathode ray tubes, glass bottles, cardboard, aluminum cans, white paper and other materials banned from solid waste disposal facilities are recycled. If broken, CRTs are disposed as hazardous waste.	**57; 58; 59**
	Vehicle Exhaust Entrainment/Emissions	
	Buses and other vehicles are not allowed to idle for more than 5 minutes.	**62**
	Buses and other vehicles should not be allowed to idle close to any fresh air intakes. (When designing/renovating a building, do not locate fresh air intakes near bus lanes, garages, loading docks, etc.)	3
	School buses and other vehicles owned by the school district have current safety and emissions inspection stickers. Contracts for buses owned by private firms include language requiring school buses to have current safety and emissions inspection stickers.	**60; 61**

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**

Healthy Schools Council
Checklist Concerning Environmental Health & Safety in Schools**
September 2003

	Other	
	Oil deliveries are timed for after school hours. Staff is trained in correct spill response procedures.	
	Accumulated materials in classrooms have been reduced/removed to allow for thorough cleaning on a regular basis.	
	Plastic/rubber matting has been placed under water fountains/water coolers.	
	All plants have drip pans-drip pans are cleaned as needed. Plants are kept away from ventilation sources/ are not over-watered.	
	Aquariums/live animals (rabbits, mice, guinea pigs etc.) are cleaned and maintained properly and kept away from ventilation sources.	3
	Whenever possible, surfaces are wet cleaned or HEPA vacuumed rather than dry cleaned in order to minimize airborne dusts particularly surfaces painted (or with paint layers) before 1978.	
	School staff does not bring in home use cleaning products/air fresheners.	
	A Material Safety Data Sheet (MSDS) is available on every maintenance product/cleaning chemicals used in the facility.	**24**
	Non-porous surfaces (e.g., chalk trays, desks, file cabinet tops, bookcases, and HVAC grilles) are wet wiped periodically	
	Responsibility for vehicle idling, underground storage tanks, and the septic system has been assigned to an individual or a team.	
	All floor and sink drains have traps and the traps are filled with water routinely	3
	A written Standard Operating Procedures for Housekeeping document is available for reference/training	

See **"References at a Glance"** Section III, pages 18 - 23

** References to regulations are in **bold**