

WAC school walkthrough checklist

The school walkthrough checklist is meant to guide you through the school. If the respective item or issue is identified in a room or area, the room name/number should be written in the blank column titled “Where trigger was identified”. Then, follow the recommendations in the right column to create a healthier school environment.

Trigger	What to look for	Where trigger was identified	Recommendations
Classroom pets	Classroom pets – Animals such as mice, gerbils, hamsters or birds		Best – Remove pets from the classroom and implement a no pet policy. Visit chawisconsin.org for a sample policy.
			Better – Only allow animals such as fish, amphibians, butterflies and nonpoisonous snakes. See mold, moisture, and mildew section for maintenance recommendations.
			Good – Keep animals in cages away from upholstered furniture and carpet.
Dust and dust mites	Upholstered furniture		Replace upholstered furniture with wooden, plastic or vinyl furniture.
	Stuffed animals or pillows		Wash stuffed animals or pillows in hot water (above 130° F) or place in the freezer overnight at least once weekly. Store items in containers with lids.
	Carpet flooring		Replace carpets with hard flooring when feasible. Vacuum carpeting daily.

	Area rugs or carpet squares		Replace area rugs or carpet squares with non-fabric materials such as foam mats. Vacuum area rugs and carpet squares daily.
	General clutter		Organize and store items in containers with lids. See recommendations for open shelves and storage.
	Open shelves or storage		Use shelving units with doors or store items in plastic bins and lids. Dust open surfaces with a damp cloth weekly.
	Ceiling ornaments and three dimensional wall hangings		Dust ceiling ornaments or three dimensional wall hangings weekly.
	Taxidermy		Dust weekly or place into a glass case.
	Vents		Follow EPA instructions below in indoor air quality section. Visit www.epa.gov/iaq/schools .
	Tennis balls on leg chairs		Remove tennis balls. Consider replacing with rubber or plastic feet.
	Blinds and curtains		Wash fabric curtains in hot water (above 130° F) or place in the freezer overnight on a weekly basis. Dust blinds on a weekly basis. Replace curtains and blinds with pull down shades whenever possible.
	Fabric covering storage		Wash fabric in hot water (above 130° F) or place in the freezer overnight on a weekly basis.
	Artificial plants		Dust artificial plants frequently.

	Chalkboard		Remove chalkboards when possible and replace with dry erase or smart boards.
	Open bins		Periodically dust open bins with a damp cloth. Remind staff that open bins can collect dust. Encourage to use closed containers.
Mold, moisture and mildew	Discolored spots, especially in corners, behind shelves and on ceiling tiles.		Indoor mold growth can be controlled by identifying sources of moisture and fixing the issue. Clean and dry the surface thoroughly. If possible, remove the affected section of wall or ceiling.
	Carpeting under or near appliance		Prohibit personal appliances such as refrigerators, coffee makers and humidifiers or require an unbending, solid surface such as a rubber tray, to catch residual water.
	Water located near or under appliance		
	Standing water		Identify the source of moisture and fix the issue.
	Plants (location, maintenance and evidence of moisture)		Limit number of plants, require water trays, and encourage regular maintenance (such as tossing dead leaves and emptying full water trays).
	Absence of walk-off mats		Place walk-off mats at all entrances and exits. Vacuum mats daily and clean regularly to remove mud, salt and other debris.
	Moisture or clutter under the sink		Limit storage under and around sink to items that do not retain moisture. Clean areas frequently to ensure that moisture is not collecting.
	Clutter in or around the sink		Clean thoroughly near source of moisture and ensure the areas are dry.
	Stale or musty smell near plants windows, sinks or appliances		
	Carpeting or rug is next to sink		Replace carpeting with hard flooring.
	Wall decorations		Remove wall decorations periodically to prevent mold growth from the moisture that could build up in between wall and wall decorations.

	Fish tank		Regularly maintain bowls or tanks to avoid mold growth on surfaces.
	Storage in bathroom		Avoid storing items on the floor (e.g., cardboard boxes) or store items in closed in closed plastic containers.
Odors	Plug –in and spray air fresheners		Restrict scented items in classrooms.
	Potpourri or diffusers		Select consumer products that are fragrance-free and release limited chemical odors. Visit www.chawisconsin.org for information on fragranced consumer products.
	Scented candles or incense		
	Cleaning products with strong odors or chemicals		
	Overpowering fragrances		Create a fragrance policy prohibiting staff and students from wearing strong scents at school.
	Cleaning products with strong odors or chemicals		Select consumer products that are fragrance-free and release limited chemical odors. Visit www.chawisconsin.org for information on fragranced consumer products.
	Third-hand smoke		Create a third-hand smoke policy prohibiting staff from smelling of smoke when at school.
Pests and vermin	Droppings, dead pests, or traps		Clean affected areas of droppings or dead pests. Develop and implement an integrated pest management (IPM) system. Visit www.chawisconsin.org for more information.

	Holes in walls, ceilings, and near/around pipes		Use caulk, a sealant, or metal coverings to seal any holes around metal pipes/walls/ceiling.
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