

ANNUAL AIR QUALITY SURVEY

Last revised: September 12, 2023

<p>INSTRUCTIONS: The school principal, or designee, shall complete and submit the survey below by logging into their into myNHDOE account at https://my.doe.nh.gov/myNHDOE. Please complete the survey by June 30th. Be sure to save often as the survey times out after 15 minutes. Once the survey is submitted, per RSA 200:11-a Investigation of Air Quality, provide a copy to the school board and the local health officer.</p>	
Section 1: Policies and Signage	
Q.01	Do you have a wellness committee?
Q.02	Do you have a "No Idling" Policy?
Q.03	Have you posted a "No Idling" sign in parking areas and drop-off locations?
Q.04	Do you have a policy regarding staff bringing in chemicals from their home?
Q.05	Do you have a policy regarding staff bringing furniture from their home?
Q.06	Do you use the EPA's Tools for School's checklist to assess your indoor Air Quality?
Q.07	Does your school have a fragrance-free policy?
Q.08	Does your school predominantly use third-party certified cleaning products?
Section 2: Complaints	
Q.09	If any indoor air quality complaints have been reported this school year, what were the causes? Select all that apply.
Q.10	How many visits to the school nurse over the past year were asthma related?
Q.11	Does your school have a system to log IAQ complaints?
Section 3: Pests	
Q.12	Does your school district have a written integrated pest management plan?
Q.13	Are pesticides applied inside the school building or on school grounds by a licensed applicator?

Q.14	Are records kept of pest complaints and pesticide applications?
Q.15	Are all waste receptacles located at least 100 feet away from the building?
Section 4: Fresh Air	
Q.16a	Is the school located near any sources of pollution from the outside?
Q.16b	If yes, what?
Q.17	Is the bus loading area and parent pick-up area away from outside air intake vents?
Q.18	Does your school flush the building with fresh air after the school day is completed?
Q.19	Does your school have an HVAC system?
Q.20a	Are air filters changed at the frequency specified by the manufacturer?
Q.20b	If no, explain why filters are not changed at the manufacturer's intervals.
Q.21a	Do the replacement air filters meet the specifications of the originally specified filters?
Q.21b	If no, why do the filters not meet the manufacturer's specifications.
Q.22	Are the HVAC condensate pans drained weekly?
Q.23	Are the unit ventilators, air supply diffusers, and return registers in each room clear of books, papers and other items? (i.e., within 3-5 feet)
Q.24	Are the unit ventilators, air supply diffusers and return registers interiors checked and cleaned?
Q.25	How often are air supply, heat diffusers, return registers, and outside air intakes inspected?
Q.26	At what frequency is the ventilation ductwork scheduled for cleaning?
Section 5: Mold Prevention	
Q.27	Does your school have a mold prevention and remediation plan?
Q.28	How often is the building inspected for roof leaks?

Q.29	How often is the building inspected for bathroom plumbing leaks?
Q.30	How often is the building inspected for classroom plumbing leaks?
Q.31	Are the facilities generally free of chipped paint, cracked floors, uneven surfaces, mold and evidence of leaks?
Q.32	Are indoor humidity levels maintained between 30% and 60%?
Q.33	Are wet areas dried within 24-48 hours to prevent mold growth?
Section 6: Asbestos Management & Radon Mitigation	
Q.34	Does the building have asbestos containing building materials (ACBM)?
Q.35	Has the building been inspected for ACBM by an accredited inspector?
Q.36	Is the Asbestos Management Plan kept at the school and readily available?
Q.37	Has the school performed voluntary air testing for radon in the last 3 years?
Q.38	If radon has been tested for in the past 3 years, were radon levels at or above 4 pCi/L mitigated? (4 pCi/L is the level at which EPA recommends that schools take action)
Q.39	If the school was designed using radon prevention techniques what method was used?
Section 7: General	
Q.40a	Does your school have a computerized maintenance management system?
Q.40b	If yes, enter name of system.
Q.41a	Is there a work order system in place for staff to report problems, prioritize work, conduct repairs and provide feedback to the staff?
Q.41b	If no, please explain how problems are reported.
Q.42	Are doors and windows intact and in good repair to prevent outside elements (dust, water, smells) into the building?
Q.43a	Are your rooms cleaned and dusted daily?
Q.43b	If No, please explain what frequency rooms are cleaned and dusted.

Q.44	Are the vacuum cleaners using high-efficiency filters?
Q.45	Are classrooms substantially free of litter and clutter which can block vents, collect dust, and provide a home for pests?
Q.46a	Does your school conduct pollutant-releasing activities only when school is unoccupied? (e.g., floor stripping, gym floor sealing, etc.)
Q.46b	If no, please explain how these activities are performed without impacting students and staff?
Q.47	Are outdoor walk off mats/grates at building entrances to help reduce the amount of particulates released into the air?