Prevention Strategies for Managing Biological Pollutants in School Buildings

The following strategies may help to control the entrance of biological and other pollutants. Consult your building management professionals, engineer, or architect about how you may change your structure to reduce mold, moisture, dust, pollen, insect, rodent, and other pest entry into the school.

Item to Check	No	Some	Most	All/Yes	Planned actions
INTERIORS:					
Mold or musty odors present?					
HVAC system filters are changed or cleaned according to the manufacturer's directions?					
Mechanical ventilation system is sized correctly and appropriately to manage air intake and exhaust.					
Air-to-air heat exchangers or heat recovery units provide fresh air needed by people in the building and for combustion?					
Closed combustion systems provide fresh air directly to the units (hot water heaters, furnaces) and exhaust the gases out?					
Vents, drains, and traps are operating correctly?					
Moisture and mold are controlled in shower areas?					
Bathroom floors, walls and fixtures are designed for ease of cleaning?					
Drip pans and dehumidifiers are cleaned frequently?					
There are no stains or discoloration on the ceiling, walls, or floor from moisture leaks?					

Condensation is controlled on outer walls and windows and on pipes and vents through correct insulation methods to reduce heat loss /gain?					
Wood is kept below a moisture content of 20 percent to prevent growth of fungi?					
Humidity level of school buildings controlled and kept below 45 percent to 50 percent humidity level?					
Kitchen floors, materials, fixtures, and appliances are designed for ease of cleaning?					
Kitchen area is kept clean, free of any food, grease and other soils, and free of standing water?					
All foods are kept in secure closed containers?					
Student food service and canteen areas are kept free of food and beverage wastes?					
Garbage is transferred to exterior containers daily?					
Classroom furnishings are primarily hard surfaced and easily damp or wet cleaned?					
Soft furnishings are at a minimum and vacuumed or washed frequently?					
Any pillows or mattresses are covered with dust mite impermeable covers?					
Window treatments are hard surfaced and capable of being damp or wet cleaned?					
Fabric window treatments are washed or cleaned frequently?					
Carpeted areas are vacuumed regularly and replaced before trapped built up soil is likely?					
When carpeting is cleaned, large fans are used to appropriately dry the carpet in 12 to 24 hours to prevent mold growth?					
Dusting is done by damp cleaning rather than dry dusting where possible?					

EXTERIOR:					
Garbage receptacles are positioned away from buildings and covered tightly to prevent entry by water, pests, or animals					
Cardboard boxes are stored for recycling outside of the primary building?					
Unwanted cracks and openings around utility entrances, near doors and windows, in foundations and other locations are sealed?					
Screens are inspected for holes and repaired when needed?					
Windows and doors are tightly sealed, weather stripped, and caulked?					
Gaskets have been used where possible (garage doors, sill plates, etc) to prevent entry of moisture and pests?					
Leaking pipes, roofs, and foundations repaired as soon as the leak occurs?					
Soil slopes away from the schools foundation - at least 1" for every 12"?					
Gutters and down spouts are routinely checked for correct positions, leaks, and clogs?					
At least one down spout per 40 ft. of gutter?					
Down spouts extend at least six to twelve feet away from the foundation?					
Lot slopes away from the school directing water off the property?					
Low spots (puddles) and water collection items near the school are eliminated or reduced?					
Entry mats extend six to twelve feet on the outside and inside of every entry door?					
Little or no wood is in direct contact with the soil around the foundation?					