



EPA's School IAQ Assessment Mobile App: Instructions for Navigating the App and Submitting Checklists



The App Is Designed for the People Who Need to Use It, When They Need to Use It

Who?

- School maintenance and facilities staff
- School administrators, risk managers, and IAQ coordinators
- Teachers, nurses, and other school employees

When?

- During regularly scheduled walkthroughs
- During a walkthrough scheduled in response to a general complaint
- When documenting a specific problem or incident



What Makes the Mobile App Such a Great Tool?

IAQ Tools for Schools



Getting Started



Indoor Air Quality



Tools for Schools

- Everything you need is in one place.
- Checklists help you remember to look at everything that's important.
- It's easy to take notes and store pictures.
- You can file a report right away.
- Additional resources are available at the touch of a finger.



Action Kit
Resources



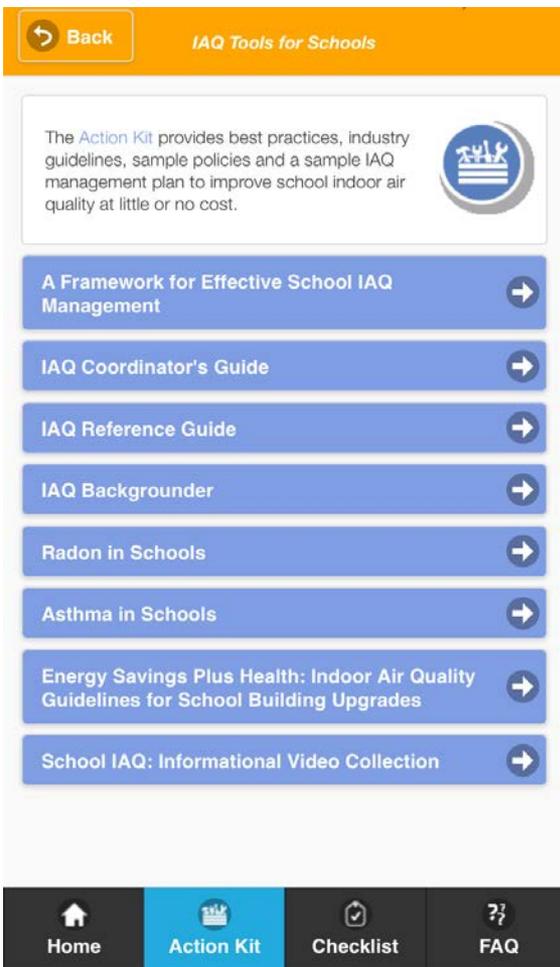
Walkthrough
Checklists



FAQ

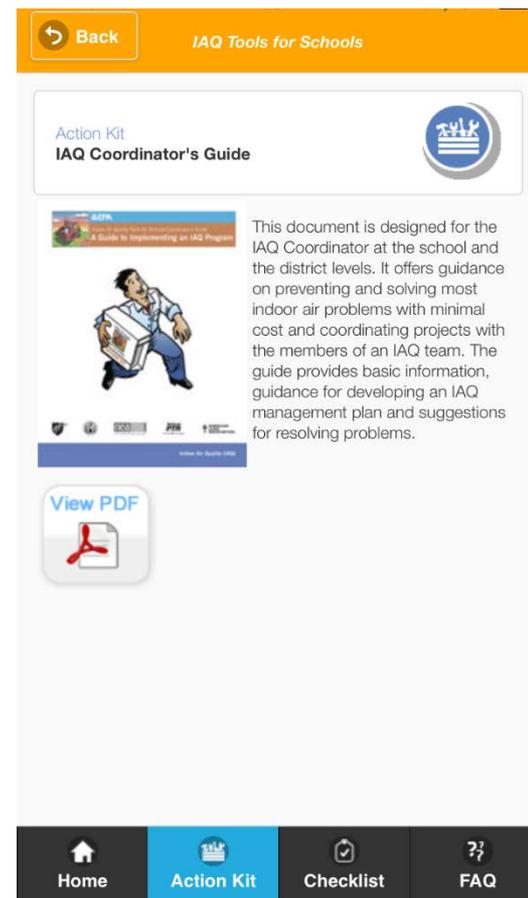
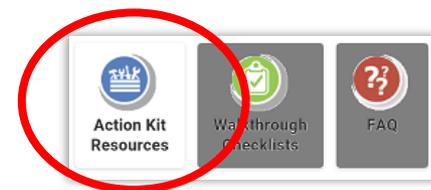


Access the IAQ Tools for Schools Action Kit

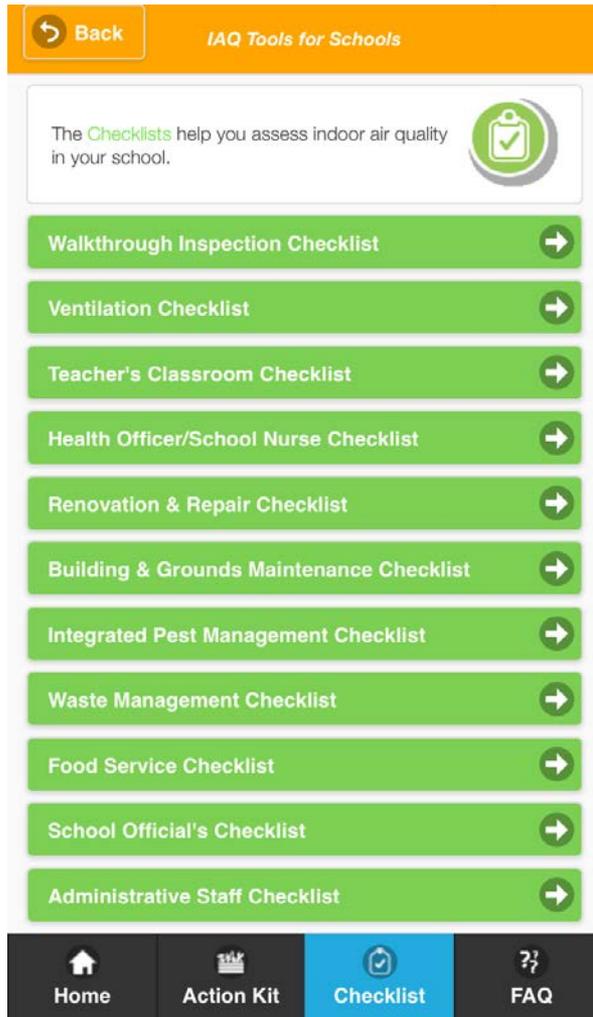


The Action Kit shows schools how to improve indoor air problems at little or no cost. It includes—

- ✓ Best practices
- ✓ Industry guidelines
- ✓ Sample policies
- ✓ A sample IAQ management plan



Access the 11 Walkthrough Checklists



The app's 11 checklists, organized by work area or staff responsibility, can help ensure that all aspects of the school's IAQ are monitored on a regular basis.



Access FAQs on the EPA Website

School IAQ Assessment Mobile App Frequently Asked Questions

Frequently Asked Questions

1. Are schools required to follow EPA's Indoor Air Quality Tools for Schools guidance?

Using guidance such as the [IAQ Tools for Schools](#) guidance is completely voluntary. EPA does not require the retention or submission of any IAQ assessment information gathered. However, some states have recently enacted legislation

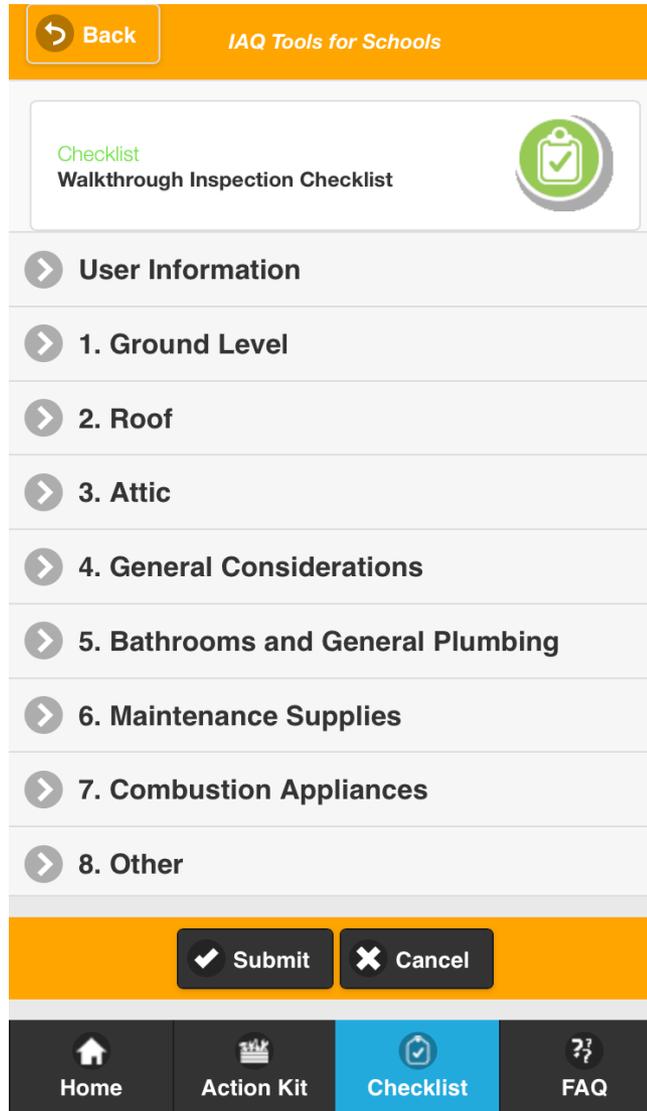
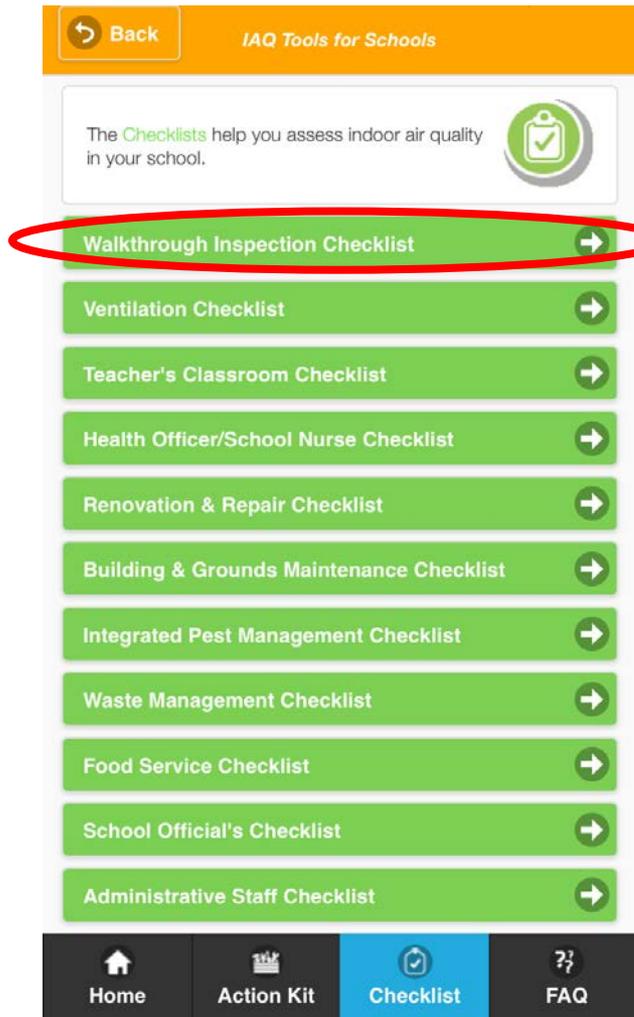
app on your smart device, you can set up the designated email address for your IAQ coordinator or the individual who will receive the submitted checklists. Each checklist has a series of questions linked to a specific area in the school. Additionally, users can submit notes at the end of each checklist and attach pictures to highlight areas where IAQ improvements may need to be addressed. Review the [How to Get Started](#) section in the app (located in the upper right corner of the app home screen) for more detailed instructions on how to use, submit and organize the checklists as part of your school IAQ management program. You can also download simple [instructions](#) for managing your completed checklists.

For technical questions or to submit comments about this app, send us an email: iaqschools@epa.gov.

[Contact Us](#) to ask a question, provide feedback, or report a problem.



Step 1—Choose Your Checklist



Step 2—Input User Information

At the beginning of each checklist, you will be prompted to fill in your—

- User name
- Role/title
- Classroom name/location

The screenshot displays the 'IAQ Tools for Schools' app interface. At the top, there is a 'Back' button and the title 'IAQ Tools for Schools'. Below this, a 'Checklist' section is titled 'Walkthrough Inspection Checklist' with a checklist icon. The 'User Information' section is highlighted with a red circle and contains three input fields: 'User Name', 'Role/Title', and 'Classroom name/location'. Below these fields are three checklist items: '1. Ground Level', '2. Roof', and '3. Attic'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The navigation bar at the very bottom includes 'Home', 'Action Kit', 'Checklist' (which is highlighted), and 'FAQ'.



Step 3—Answer the Questions

Back IAQ Tools for Schools

2. Roof

While on the roof, consider inspecting the HVAC units using the Ventilation Checklist.

2a. Roof is in good condition

Yes	No	N/A
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Problem Encountered

2b. Found evidence of water ponding

Yes	No	N/A
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Water ponding found in southeast corner

2c. Ventilation units operate properly (air flows in)

Submit Cancel

Home Action Kit Checklist FAQ

Back IAQ Tools for Schools

1. Ground Level

2. Roof

3. Attic

4. General Considerations

5. Bathrooms and General Plumbing

6. Maintenance Supplies

7. Combustion Appliances

8. Other

Notes

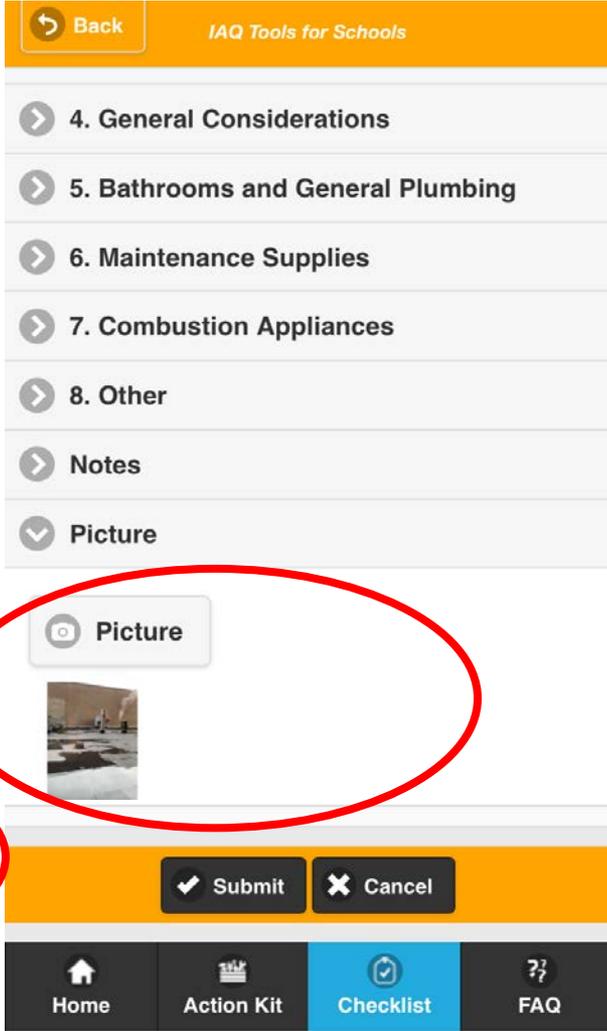
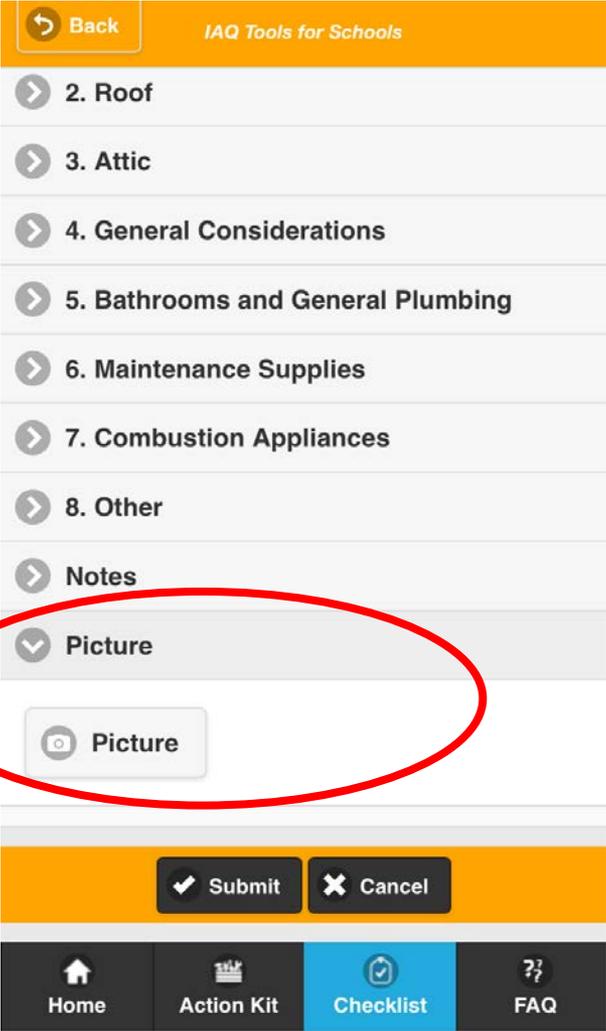
Problem Encountered

Submit Cancel

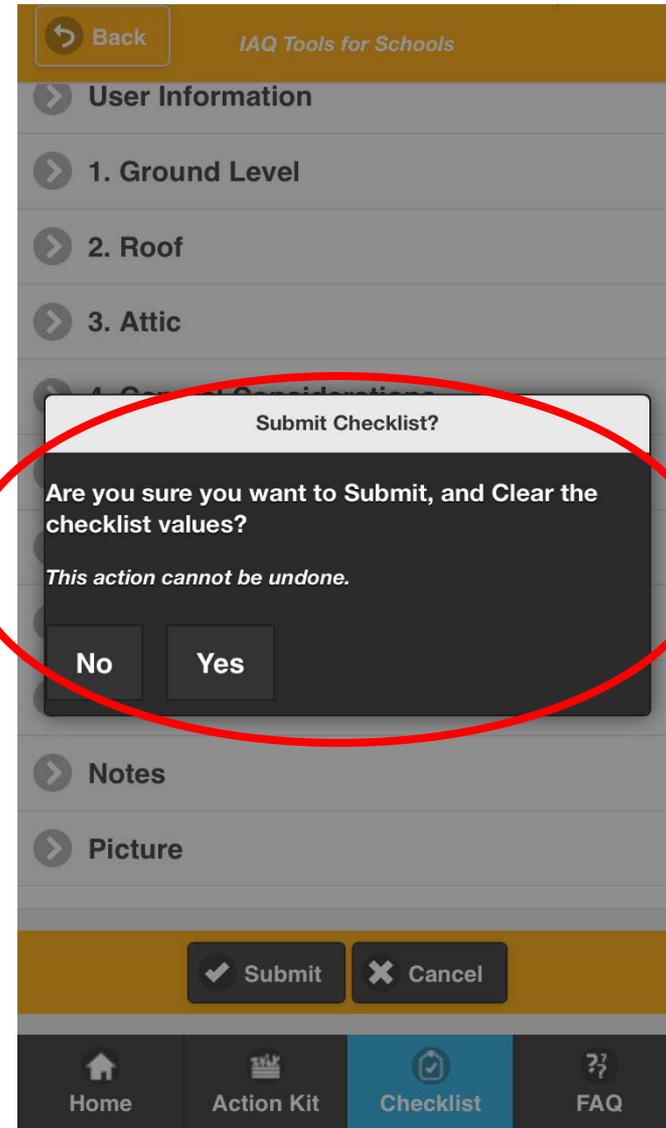
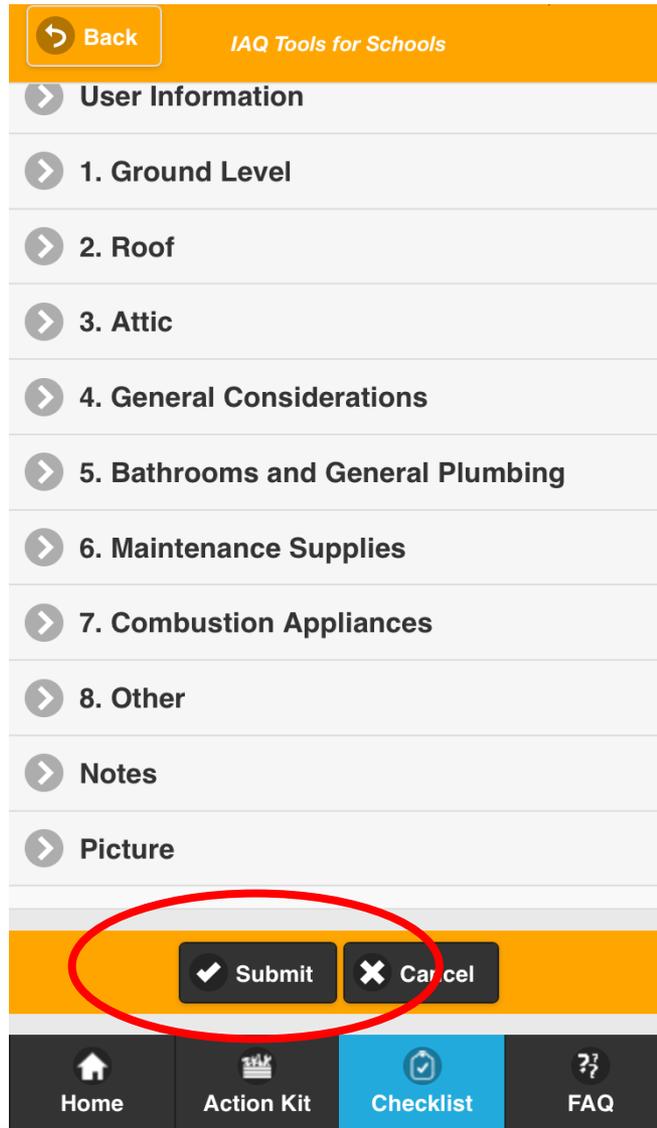
Home Action Kit Checklist FAQ



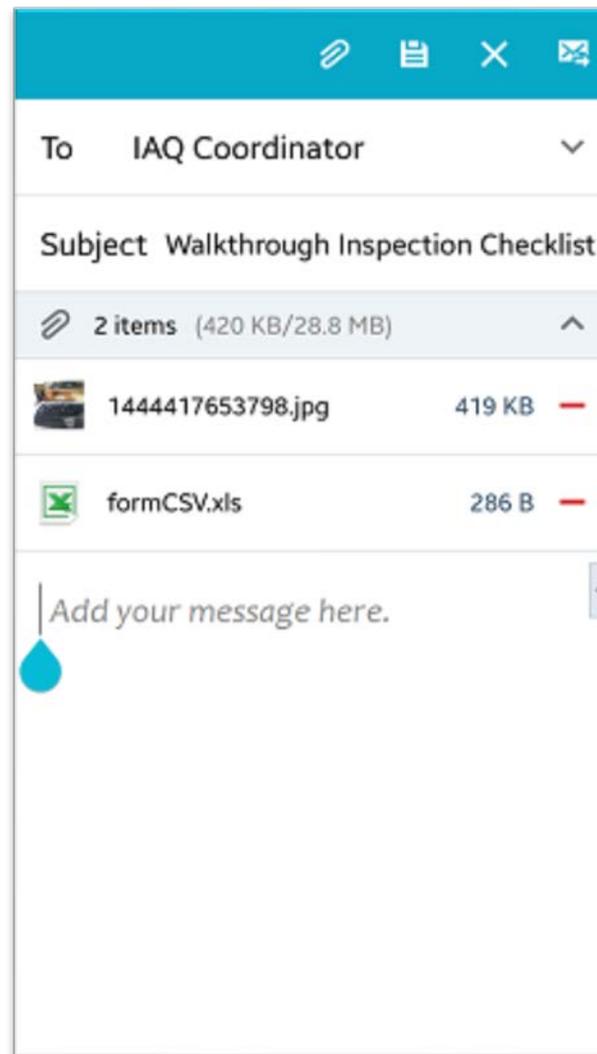
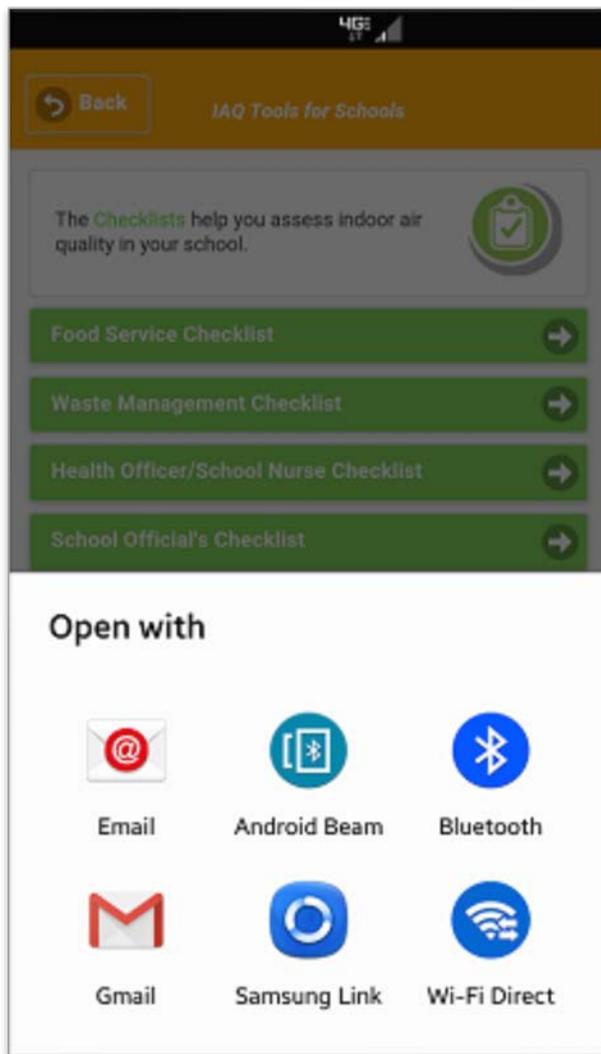
Step 4—Take Pictures



Step 5—Review and Submit Your Completed Checklist



Step 6—Share Your Findings



For IAQ Coordinators

	A	B	C
1	For more information, visit: http://www.epa.gov/iaq/schools/excellence.html		
2			
3	User Name	Jane Smith	
4	Role/Title	Facilities Manager	
5	Classroom name/location	The Best School	
6	1c. Obstructions blocking air intakes	no	Inspect HVAC systems regularly; Clean air supply diffusers, return registers and outside air intakes; Change filters regularly and ensure condensate pans are draining; Establish a maintenance plan
7	1g. No vehicles idling near outdoor air intakes	no	Establish an anti-idling school bus policy
8	1i. Proper drainage away from the building (including roof downspouts)	no	Conduct routine moisture inspections; Establish a maintenance plan
9	1k. Walk-off mats trap dirt and moisture at building entrances	no	Conduct routine inspections of school environment; Use walk-off mats at building entrances
10	1i. Proper drainage away from the building (including roof downspouts) notes		Water pooling by door to playground.
11	1a. Offices dusted and vacuumed regularly	yes	
12	1b. Ventilation units operate properly	yes	
13	1d. Verified nests and droppings not found near outdoor air intakes	yes	
14	1e. Confirmed dumpsters are located away from doors, windows, and outdoor air intakes	yes	
15	1f. Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)	yes	
16	1h. Application of pesticides minimized	yes	
17	1j. Sprinklers spray away from the building and outdoor air intakes	yes	
18	2a. Roof is in good condition	yes	
19	Notes		Very glad we repaired the roof last year. Looks good up there!
20			



Converting a Completed Checklist to a Sortable Excel File:

www.epa.gov/sites/production/files/2015-11/documents/school_iaq_mobile_app_instruction_sheet_p3.pdf

Download the App Today

- ✓ [Android: Google Play](#)
- ✓ [Apple: iTunes](#)
- ✓ www.epa.gov/iaq-schools/school-iaq-assessment-mobile-app

