

**Instructions:**

1. Read the *IAQ Background*.
2. Read each item on this Checklist.
3. Check the diamond(s) as appropriate or check the circle if you need additional help with an activity.
4. Return this checklist to the IAQ Coordinator and keep a copy for future reference.

Name:

Room or Area:

School:

Date Completed:

Signature:

Waste Management Checklist

WASTE MANAGEMENT

Proper waste management promotes good indoor air quality (IAQ) by controlling odors and contaminants, and is a pest management method which controls vermin. Good sanitation decreases the need for pesticides.

Select waste containers by considering the kind of waste that is placed in them

- Food waste or food-contaminated papers and plastics should be contained securely (e.g., covered containers, tied-off plastic bags) to discourage flies and other vermin
- Recycling bins should be clearly labeled so people don't put other types of trash in them
- Some materials may require special handling; for example, waste generated in art classes, science classes, and vocational/industrial education classes. Work with teachers or administrator to identify the best methods for handling special wastes
 - ◇ Existing waste containers are appropriate and do not need to be changed
 - ◇ New waste containers appropriate to their waste are being installed
 - Need help to select and obtain appropriate waste containers

Locate dumpsters away from outdoor air intakes, doors, and operable windows

- Ideally, prevailing winds should carry odors and contaminants away from the building
- Dumpsters are located away from air intakes, doors, and operable windows
 - ◇ Dumpsters are being moved
 - Need help to find appropriate location and/or move dumpsters

Empty waste containers regularly and frequently, and store them in an appropriate location

- Follow a regular schedule that minimizes odors and deprives vermin of their food source
- Containers that have plastic liners regularly replaced do not need to be cleaned and disinfected as often as unlined containers
- Do not store waste containers in rooms which have heating, cooling, or ventilation equipment that supplies conditioned air to other rooms

- ◇ Waste containers are emptied regularly and frequently
- ◇ Waste containers are stored in an appropriate location
- Need help to modify waste removal schedule



NO PROBLEMS TO REPORT. I have completed all activities on this Checklist, and I do not need help in any areas.