Before You Get Started

✓ Internet access is required to use some features of the mobile app.

✓ If time is limited, we recommend completing the ***Walkthrough Inspection Checklist,*** which is the most comprehensive.

✓ Designate an IAQ Coordinator or an email address to which the completed assessments will be sent. The checklists cannot be submitted without a recipient's email address.

Accessing Resources

The School IAQ Assessment Mobile App includes EPA's guidance on effective IAQ management in schools. In the *Action Kit Resources* section you will find Internet links to download PDF files and view YouTube videos that provide detailed information about the importance of IAQ management in schools, existing guidance on integrating IAQ into energy efficiency upgrades, and instructions on how to expertly conduct walkthroughs of your facility.

Additional Features

For each question in the checklist to which a user answered **No,** a suggested actionable step directly linked to *EPA's Framework for Effective IAQ Management and Technical Solutions* will be noted in the Excel spreadsheet to assist you in addressing the IAQ problem using EPA's guidance. At the top of each checklist, you will find an Internet link to detailed information and resources on managing a specific IAQ issue in the school environment.

Learn more about configuring your completed checklists

Submitting a Completed Assessment Checklist

1 In the *Walkthrough Checklists* section, you will see 11 facility checklists organized by school area or role within the school district. Select the checklist you wish to complete.

2 Every checklist includes a **User Information** tab. This section must be completed in order to track the submission of the completed checklist.

3 Answer the questions in each section and, where applicable, add notes related to IAQ problems observed. The **Notes** tab appears at the bottom of each checklist.

4 Additionally, you have the option of submitting one or more pictures of an issue area with your completed checklist. Open the **Picture** tab and press the **Picture** button; your smart device's camera will turn on. Saved photos will be automatically linked to your completed checklist.

5 When your checklist is complete, press the **Submit** button to finalize it and send it to the designated IAQ Coordinator. You will be asked if you are sure you want to submit the checklist and clear the checklist's values. If you choose **Yes,** the smart device's email prompt will appear and you will need to select a program through which you will submit the completed checklist (e.g., gmail, email, etc.).

6 When you have selected a program, the completed checklist and any photos taken during the assessment will be attached to an email. Type in the designated email address and any information you would like to include in the body of the email. The completed checklist can now be sent. Press the **Send** button.

Reviewing and Organizing Completed Checklists (for IAQ Coordinators)

Submitted checklists and corresponding photos from the assessment will be received as email attachments. Each checklist attachment will be named for the checklist used and include the date of submission.

Converting a Completed Checklist to a Sortable Excel File

To assist you in organizing your *School IAQ Assessment Checklists,* follow the steps below to create a sortable Excel spreadsheet that will allow you to quickly and efficiently view the specific issue areas and identified results.

1 Save the .CSV file that is attached to the email to the local hard drive.

2 Open Microsoft Excel on the computer. Within Excel, use the **File → Open** option to locate the checklist file.

3 An Excel pop-up will inform you that the file is in a different format than the specified file extension. You may see an error message such as this one:

The file format and extension don't match. The file could be corrupt or unsafe. Unless you trust its source, don't open it.

Click **Yes** to proceed. This will open the **Text Import Wizard** within Excel.

4 On the first screen, select the **Delimited** button and click **Next.** Under **Delimiters,** select the **Comma** checkbox and uncheck the **Tab** button. Next click **Finish.** This will complete the import of the .CSV file into Excel.

5 Once the data file is imported to Excel, you can sort columns by clicking the **Data → Sort** Excel menu option. A pop-up box will appear with additional options. Under **Sort by,** select the column that you would like to sort by and click **OK.** This will allow you to sort on **No,** for example, to quickly identify and prioritize IAQ issue areas to address.

NOTE: *The first three rows of your Excel spreadsheet will populate with the general information for each checklist: User Name, Role/Title, and Classroom Name/Location. To sort on only the **Yes/No** results, move the general information to the bottom of the checklist, along with any notes included. To sort the columns efficiently, make sure there is a blank row between this information and the question and answer results.*

6 To save the new Excel file of the completed checklist, click **File → Save As.** In the drop-down area titled **Save as Type,** choose the most recent version of Excel (usually Excel Workbook or *.XLS) to maintain the format you have created. You will be prompted to rename your file. Select the location where you want the file saved, then click **Save.**

To ask technical questions or submit comments about this app, send us an email: **iaqschools@epa.gov**.