PSC WATCHDOG WALKTHROUGH CHECKLIST

1.   **Walkthrough Pre-Planning**

Your goal in the walkthroughs is to screen your workplace for potential problems that might affect our member's health as they return. While we're focusing on COVID-19 risk, we're also concerned about other hazards such as mold, or construction dust and noise. Together with PSC members of your chapter or worksite, think about what you would like to find out about the spaces you would like to walk through.

- Review your Campus's Reopening Plan
- In advance of the walkthrough, ask about vaccination and testing procedures at entrances. If there is not a Reopening plan in place, it would be advisable to have a pre-walkthrough meeting to learn about occupancy limits for rooms and areas, PPE and other COVID-19 protocols.
- If possible, reach out to members who occupy or will be occupying the spaces to be inspected and ask them what they have observed.
- If administrators are arranging the walkthrough, write an email about the following items:

We would like to -

☐ 1.	See the following rooms and areas that will be occupied or used by our members. [specify for your campus]
☐ 2.	Request the floor plans including those for reconfigured spaces.
☐ 3.	Know if certain areas will be closed off now and/or during occupancy.
☐ 4.	Request information about pre-pandemic issues, e.g. mold, pests, temperature, etc. and how these issues are being addressed.
☐ 5.	If pest control, cleaning, ventilation and other forms of maintenance/remediation were done during the past two semesters.
☐ 6.	Make sure that staff from facilities, maintenance, EHS and planning are available for questions.
☐ 7.	Get the names and email addresses of the administrators for follow-up.

☐ 8.	Know if the ventilation system will be operating during our walkthrough at the capacity that it will be when the building is occupied.
☐ 9.	Know what type of ventilation system each building has. (central HVAC, unit ventilators, none)
☐ 10.	Request the most recent ventilation records for all of the rooms you are planning to visit. It should note the type of filters; air exchanges per hour [ACH]; and percent of outside air for each space/office. See Ventilation Checklist on the PSC website - https://psc-cuny.org/sites/default/files/COVID_ventilation_checklist.pdf

2. **During Walkthrough**

Ahead of the walkthrough, designate two members from your group to be notetakers during the walkthrough, then

- At the beginning of the walkthrough, ask every representative from management to introduce themselves and take note of their names, titles, and email addresses.
- Try to take notes on everything you see and what you are told.
- Also, take pictures, particularly of issues of concern.

Things that you can SEE and ask to see -

☐ 11.	Buildings/spaces with central HVAC. -- Look for intake and exhaust vents in ceilings for circulation of air. Don't hesitate to ask which vents are intake and which are exhaust if you don't know. Small spaces should have at least one of each. Larger spaces will need more.
☐ 12.	Spaces/buildings relying on passive ventilation (no HVAC) – Are windows and transoms over the doors open?
☐ 13.	Do spaces rely on unit ventilators (uninvents)? They are usually found under windows and supply air conditioning and heat.
☐ 14.	Small rooms such as those used for preparation/office /storage rooms so you can note whether they have an air supply and return.
☐ 15.	Reconfigured spaces and/or new partitions – Do they have air supply and return?

☐ 16. Bathrooms – Are they in working order with running water, working toilets, and working exhaust fans. Hand dryers should **<u>not</u>** be used.
☐ 17. Locations of hand sanitizers. Are they stocked?
☐ 18. Location of signage – Are occupancy levels for rooms, elevators and stairways posted and visible?
☐ 19. Work areas (e.g. desks and seating in classrooms, offices, labs, and studios) – Are they configured to permit distancing?
☐ 20. Small spaces and dead ends where the air may not circulate well; e.g. cubicles, shared spaces, and areas with plexiglass shields.
☐ 21. Posted cleaning logs – Are they up to date?
☐ 22. Wet ceiling tiles or other wet spots such as carpets or floors, as well as possible indicators of mold?
☐ 23. Are there signs of pests? Mouse droppings, mouse traps
☐ 24. Are there any trip or fall hazards?

Things you may need to ASK about and take notes about:

If there is a central HVAC system -

☐ 25. Will the ventilation system be operating at 100% of outside air? If not, what is the percentage of outside air?
☐ 26. Have the filters been upgraded to MERV 13 or higher for each HVAC or air handler system? If not, when will they be installed?
☐ 27. What are the air changes per hour in each space you visit? Can the administrators show us how air exchanges per hour (ACH) is measured for each room (ACH should be 4-6 for classroom or office spaces; 6 or higher for labs)
☐ 28. Will the HVAC systems be operated before and after each day and in operation at least a day before staff and faculty return?
☐ 29. Is there a routine operation and maintenance program in place for the HVAC system that includes inspection, maintenance, calibration of controls, and testing and balancing? Who does the routine maintenance? Who does the repair?
☐ 30. Ask whether the demand-controlled ventilation has been disabled? This prevents the HVAC from shutting off.

If there is no central HVAC system -

☐ 31.	If the plan is to use natural ventilation: Do windows open? How will airflow be created? (Note: window a/c units and fans in the room are <u>not</u> ventilation)
☐ 32.	If the space uses unit ventilators ("univents"): What is the percentage of outside air? What is the filter rating?
☐ 33.	What type of portable HEPA filters are planned or in use for each room or space?

For all -

☐ 34.	Is there additional construction/renovation expected? If so, where and when?
☐ 35.	Are there current construction/renovation plans (start/end dates, etc.)?
☐ 36.	Time provided for cleaning of spaces, equipment, etc. before, between, and after occupancy on a regular basis
☐ 37.	Planned occupancy for each of the spaces; typical foot traffic
☐ 38.	Will there be use of portable HEPA filters to provide (additional) filtration? if so where and what type?

3.   After Walkthrough:

Following the walkthrough, debrief with your team and compile your notes including your observations, participants and their roles, and anything you were told during the walkthrough.

- Identify issues/problems in need of follow-up.
- Share your written walkthrough notes with hswatchdogs@pscmail.org for assistance in setting priorities for follow-up
- Together with your walkthrough PSC team and/or EC committee, forward your findings of items in need of follow-up along with the ventilation questions in writing to the administrators who planned the events. Also include any additional questions you might have.
- Expect written responses from the Administration within a reasonable period of time, e.g. a week, as well as a timeline for changes.

PSC WATCHDOG WALKTHROUGH CHECKLIST

- Include a request for a further inspection(s) which could be right before opening and/or one month after opening when operations should be in full swing.
- Provide updates to your chapter executive committee to summarize what you found and what follow-ups are needed.
- Ask for input from chapter members who may have additional concerns, observations, or information.

Additional Questions for the Administration -

☐	39.	Have the cooling towers been disinfected according to NYC regulations? (to prevent Legionnaires disease)
☐	40.	Have the water systems been flushed?
☐	41.	Who will be inspecting the ventilation and water systems on a regular basis?
☐	42.	We would like to see the following data for buildings and rooms that will be occupied at opening: % outside air; level of filters; Air Exchanges per Hour (ACH) for occupied rooms, when is the ventilation run (24/7?)
☐	43.	Specify cleaning schedules and procedures, ask who will be doing routine cleaning (building staff? outside contractors?) and what materials will be used?
☐	44.	Ask for additional data that was requested before or during the walkthrough.
☐	45.	If needed, ask for additional follow-up on identified issues and additional walkthroughs (also think about spaces you still need to inspect, e.g. loading docks, etc.)
☐	46.	Follow up with members who work in the areas your team walked through.
☐	47.	Ask about any reopening COVID-19 protocols that your team is unclear about.
☐	48.	Protocols for building problems (ventilation breakdowns, construction, etc.) and protocols for health issues including point people to contact
☐	49.	Ask any unanswered questions that arose during the walkthrough.