WELLESLEY COLLEGE
ENVIRONMENTAL HEALTH AND SAFETY
INSPECTION CHECKLIST

Date: _______ Building: _______ Room No. _______ Specific Area: _______

Contact Person in Area of Concern: ____________________________________________ Ext. _______
Inspected by: _________________________________________________________________

Evaluation:
Describe mold/moisture problem: _______________________________________________

Type of Water-Damaged Material: (i.e. Wallpaper, carpet)

Size of Affected Area: (Sq. ft) __________________________

Source/ Cause of mold/ moisture (if known): __________________________________________

Air Ducts or AHU's affected: □ No OR □ Yes (List)

Initial Clean-up Method:

Associated with Occupant Complaints? □ No OR □ Yes
If Yes, list issues:

Reported to: □ EHS OR □ Manager Date: _______

Remediation:
□ Completed In-House OR □ Remediation Company: ____________________________
Describe remediation method: __________________________________________________

Items discarded? (i.e., books, ceiling panels) _______________________________________

Moisture problem fixed? □ PERMANENT OR □ SHORT TERM
Explain: __________________________________________

May 2007