



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? (ie, books, ceiling panels) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Moisture problem fixed?      PERMANENT   OR    SHORT TERM

Explain: \_\_\_\_\_