



Asthma-Friendly **WORK AND SCHOOL SPACES CHECKLIST**

Asthma is a serious condition that affects 25 million Americans. It is a chronic disease that causes your airways to become inflamed and swollen, making it hard to breathe. It is made worse by allergens and irritants. There is no cure for asthma.

Asthma is a leading cause of missed work and school days. By making your spaces more asthma friendly, you can help reduce your symptoms and chance of illness. Use this tool to evaluate the health and safety of your work or school spaces.

For more information, visit:

Asthma and Allergy Foundation of America: aafa.org • 800-7-ASTHMA

asthma & allergy friendly[®] Certification Program: aafa.org/certified



ASTHMA Care for Adults
Asthma Symptoms, Treatment, Health Management and Activities™



Asthma and Allergy
Foundation of America
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ASTHMA Care for Adults
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ASTHMA-FRIENDLY WORK AND SCHOOL SPACES CHECKLIST

Recommended Policies and Practices	Yes	No
<p>Create a smoke-free environment by banning all smoking in the areas where people with asthma work or frequent for school. If smoking is allowed outside, create smoking zones away from entrances to buildings, open windows, and outdoor common areas. Strictly enforce these rules. Note: Encourage staff to participate in smoking cessation programs and give referrals and assistance.</p>		
<p>Train staff to watch for symptoms of asthma, warning signs that asthma is flaring up, and how to recognize emergency situations. Have new staff receive this training when hired as applicable.</p>		
<p>Train necessary staff members to administer emergency medicine.</p>		
<p>Have employees or students with asthma provide a written plan to be kept on file, listing allergies and asthma triggers, medicine schedule, and emergency instructions.</p>		
<p>Post signs reminding everyone to wash their hands frequently to reduce the spread of viral infections. The World Health Organization offers many free tools for the workplace/school, like downloadable posters that can be shared as reminders. The Centers for Disease Control and Prevention offers handwashing and flu prevention resources.</p>		
<p>Reduce chemical fumes, fragrances, and other odors.</p> <ul style="list-style-type: none"> • Ask staff not to wear perfume, cologne, or other scented personal products. • Don't use air fragrance sprays, incense, candles, and air fresheners. • Avoid materials with fragrances or fumes (for example, markers, paints, adhesives). If they are used, provide extra ventilation. • Air out new purchases (such as pressed-wood furnishings or plastic laminated products) before installation. • Place office/school equipment that emits fumes (for example, photocopiers) in vented areas away from the staff/students. 		



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Recommended Policies and Practices	Yes	No
Don't allow furry or feathered pets in the areas where people with asthma work or frequent for school (like cats, dogs, gerbils, hamsters, or birds).		
Don't use feather-stuffed furnishings and pillows.		
Keep indoor plants, which can develop mold growth, out of areas where people with asthma work or frequent for school.		
Switch to non-latex products and keep them out of the areas if someone has a latex allergy. <ul style="list-style-type: none"> • Avoid latex gloves. If gloves are used, use only non-powdered, non-latex gloves. • Avoid latex balloons and other latex products. 		
Don't use fireplaces and wood or coal stoves.		



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Routine Cleaning	Yes	No
Have vacuuming and other cleaning done when staff/ students with asthma are not around.		
If rugs or carpets must be used, have them vacuumed frequently (every day or two) using a CERTIFIED asthma & allergy friendly [®] vacuum. Have cleaning staff do this after hours, or have the employee or student with asthma stay out of the area for at least two hours.		
Shampoo rugs and upholstery with low-emission, fragrance-free products.		
Make sure shampooed items are dried thoroughly to prevent growth of mold and dust mites.		
Have dusting done often with a damp cloth to avoid stirring up the dust. (Don't use aerosol "dusting" sprays.)		
Keep garbage in tightly covered containers and remove promptly to outdoor enclosed trash area that is not accessible to staff/students.		
Use scent-free cleaners, such as water with plain soap or baking soda.		
Prevent mildew growth in bathrooms and other damp areas (such as refrigerator drip pans) by regular wiping with plain soap and water.		
Use vinyl-coated mats on carpeted floors (especially in basement areas) and wipe regularly with plain soap and water.		
If lightweight curtains are used, wash regularly in hot water at least 130°F or hotter.		
If window shades are used, wipe often with a damp cloth.		
Store supplies, materials, books, and magazines in closed cabinets and avoid piles of paper.		

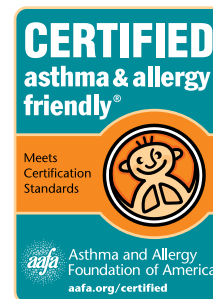
Visit the **asthma & allergy friendly**[®] Certification Program at aafa.org/certified to locate products and services to help make your indoor spaces healthier. When you see the **asthma & allergy friendly**[®] Certification Mark on a product, you know it has been scientifically tested in accredited laboratories and proven to be more suitable for people with asthma and allergies.



ASTHMA-FRIENDLY WORK AND SCHOOL SPACES CHECKLIST

General Physical Space Cleaning and Maintenance	Yes	No
<p>Use proper ventilation to provide good air flow in all rooms and halls in every season so there is no stale or musty smell. Check outdoor intake and inside supply vents for blockages.</p> <ul style="list-style-type: none"> • If ventilation is adequate, keep windows closed when pollen counts are high. Pollen levels can be monitored by visiting the National Allergy Bureau at pollen.aaaai.org. • Use air conditioners with CERTIFIED asthma & allergy friendly[®] filters during warm seasons, if possible. • Change heating or cooling system filters often and follow other service guidelines and routine maintenance procedures. 		
<p>Prevent outdoor fumes (such as from car exhaust, idling vans or buses, or nearby businesses) from entering the building through open windows or doors. Don't allow buses, delivery trucks, and cars to idle on the premises.</p>		
<p>Keep outdoor landscaping and gutters clear of fallen leaves, compost piles, and cut grass.</p>		
<p>Check the building periodically for leaks and areas of standing water.</p>		
<p>Fix plumbing leaks promptly.</p>		
<p>Have painting, repairs, or construction work done when people with asthma and allergies are not present. Relocate them away from the work while it is happening and until all fumes and dust are gone.</p>		
<p>Protect indoor spaces from construction dust, debris, strong odors, and fumes.</p>		

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General Physical Space Cleaning and Maintenance	Yes	No
<p>Monitor humidity levels using a humidity gauge, if possible. Use dehumidifiers if necessary. (Dust mites and mold thrive on humidity.) Use exhaust fans in bathrooms, kitchens, and basement areas to help remove humidity.</p>		
<p>Remove and replace wet carpeting and padding if not dry within 24 hours after getting wet to prevent mold growth. If possible, replace wall-to-wall carpeting with hard surface flooring and washable rugs to reduce mold and other allergens.</p>		
<p>Place doormats outside all entrances to reduce the amount of allergens brought in.</p>		
<p>Aggressively control cockroach or mice infestations using preventive practices and less toxic extermination methods.</p> <ul style="list-style-type: none"> • Use integrated pest management techniques to limit the amount of pesticides needed (for example, seal all cracks in walls, floors and ceilings; eliminate clutter; keep food in airtight containers). • Apply pesticides properly with adequate ventilation at a time when people with asthma and allergies are not present. If you use a professional pest control agency, be sure that they are an Integrated Pest Management (IPM) certified exterminator. 		

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