EPA

United States
Environmental Protection
Agency

Office of Radiation and Indoor Air
Indoor Environmental Division
6609-J

EPA-402-F-00-11

Here's Your Indoor Air Quality Tools for Schools EASY REFERENCE GUIDE

Indoor Air Quality

Tools for Schools

Action Kit

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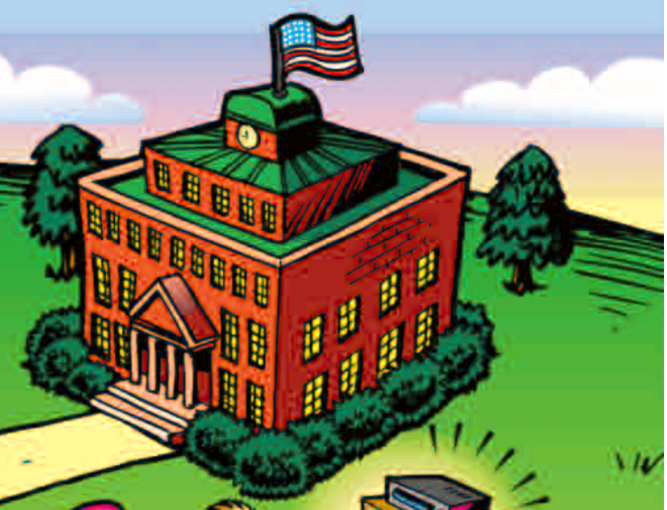
FOLLOW THE STEPS IN THIS... ROAD MAP

TO FAMILIARIZE YOURSELF WITH THE IAQ TfS KIT AND GET STARTED ON DEVELOPING A COMPREHENSIVE IAQ PROGRAM TODAY!



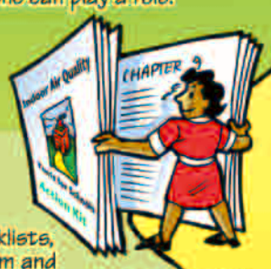
1.

Congratulations on your commitment to making your school a healthier learning environment. Review the contents of the *IAQ Tools for Schools* Kit. This will give you an idea of how everyone can play a role.

2.

Watch the *Taking Action & Ventilation Basics* video(s). Richard Tretheway and Steve Thomas of the well-known series *This Old House* discuss implementing the *IAQ Tools for Schools* Kit as well as proper operation and maintenance of school ventilation systems.

3.



Skim the different sections of the *IAQ Coordinator's Guide*. Review the IAQ Coordinator's forms, including sample memos and checklists, to kick off an IAQ program and keep it organized.

4.

Get buy in from school leadership. Raise awareness of school staff by inviting everyone to attend an IAQ TfS meeting. Request volunteers for the IAQ Team. Individuals likely to play a role on the Team include the school nurse, facility manager, and business official.

5.

Form your IAQ Team and review current IAQ practices in your school. Use the Kit's *Checklist Log* to list school staff members and the checklists they receive. Consider parent involvement in your IAQ program.

6.

Copy and distribute the *IAQ Backgrounder* and appropriate checklists to each person on the *Checklist Log*. Draft a memo (see sample in Kit) on your IAQ program, including a date for completing the checklists.

7.

Collect staff members' completed checklists and record the information on the *Checklist Log*. Watch the *Walkthrough Video* and use the *Walkthrough Inspection Checklist* as you tour your school facilities to assess problems. Consider using the school's blueprint/layout to track health issues and their locations. This may indicate where specific IAQ problems exist.

8.

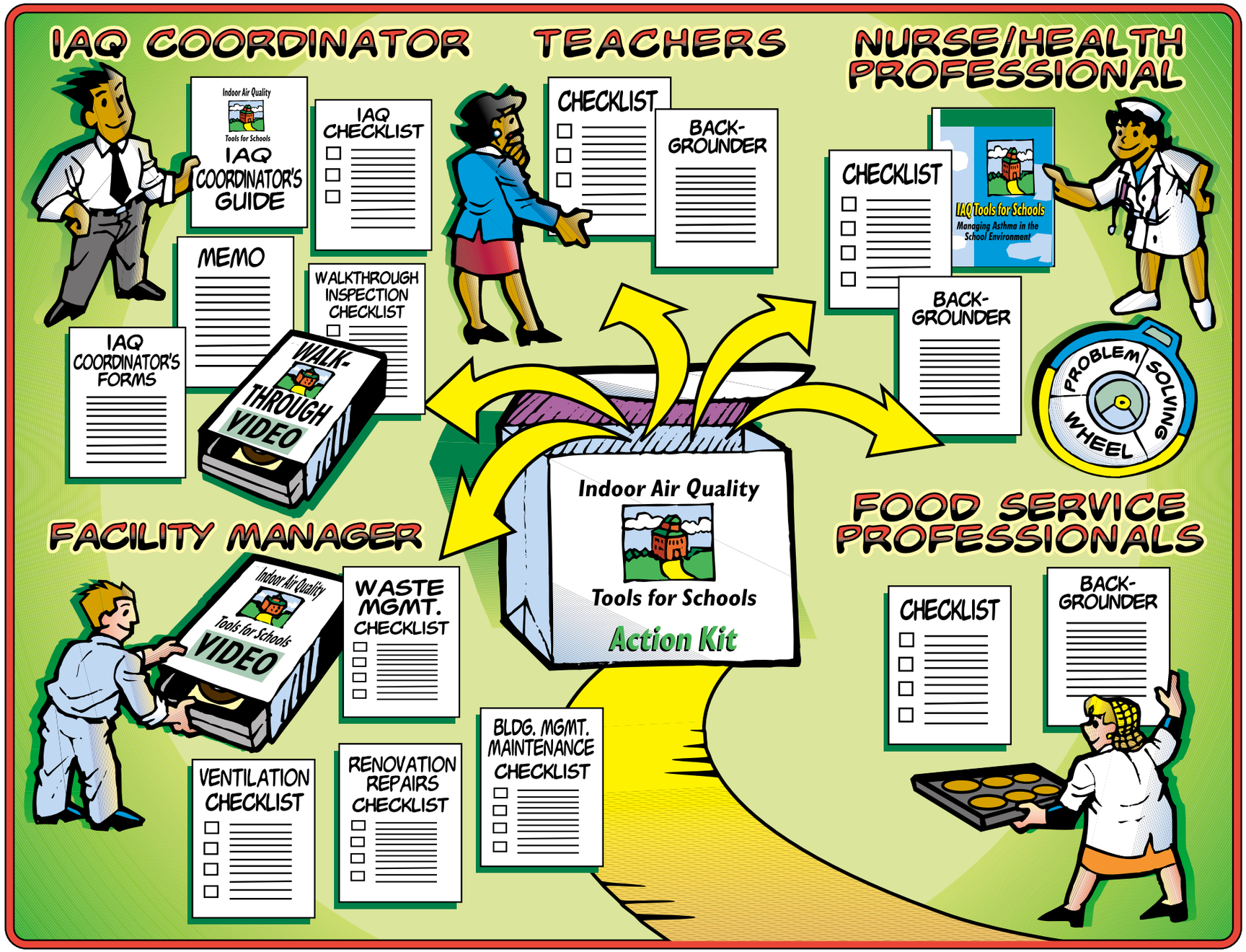
Use completed checklists, walk-through notes, and the *Problem Solving Wheel* to identify problems and prioritize IAQ problems as short term or long term.

9.

Consider developing school policies for animals, food, and pesticides. Fix any small IAQ problems. Develop a plan to proactively improve IAQ for the long term.

10.

Your school now has an IAQ Program in place. Communicate your findings with the school community and encourage good IAQ practices. Apply for the IAQ TfS Excellence Award. For more information, log onto *www.epa.gov/iaq/schools* or call 1-800-438-4318.


IAQ COORDINATOR
Indoor Air Quality
Tools for Schools
IAQ COORDINATOR'S GUIDE
IAQ CHECKLIST
MEMO
WALKTHROUGH INSPECTION CHECKLIST
IAQ COORDINATOR'S FORMS
WALK-THROUGH VIDEO
TEACHERS
CHECKLIST
BACK-GROUNDER
NURSE/HEALTH PROFESSIONAL
CHECKLIST
IAQ Tools for Schools
Managing Asthma in the School Environment
BACK-GROUNDER
PROBLEM SOLVING WHEEL
Indoor Air Quality
Tools for Schools
Action Kit
FACILITY MANAGER
Indoor Air Quality
Tools for Schools
VIDEO
WASTE MGMT. CHECKLIST
VENTILATION CHECKLIST
RENOVATION REPAIRS CHECKLIST
BLDG. MGMT. MAINTENANCE CHECKLIST
FOOD SERVICE PROFESSIONALS
CHECKLIST
BACK-GROUNDER