School Official’s Checklist

Name: ____________________________

School: ____________________________

Room or Area: ____________________________ Date Completed: ________________

Signature: ____________________________

1. ROLE AS A LIAISON

1a. Obtained approval for IAQ program from the school board and continuously kept board informed of progress................................................____  ____  ____

1b. Arranged proper funding for IAQ program through the school CFO and, if necessary, the school board ........................................................................____  ____  ____

1c. Collaborated with unions to establish processes to address various situations ........................................................................................................... ____  ____  ____

1d. Communicated IAQ program’s progress to parents, community, and media.......................................................................................................................... ____  ____  ____

1e. Introduced IAQ Coordinator to staff, fully endorsing his or her leadership ......................................................................................................................... ____  ____  ____

2. VERBAL AND WRITTEN SUPPORT

2a. Ensured that top level management provided written support for the IAQ TJS Program ........................................................................................................____  ____  ____

2b. Wrote a letter to notify EPA that the school is participating in the IAQ TJS Program (qualifying the school for a Great Start Award) ........................................... ____  ____  ____

2c. Participated in EPA’s mentoring program (i.e., obtained advice from schools and districts with effective IAQ programs and, after implementation, provided advice to other schools and districts initiating an IAQ program) .... ____  ____  ____

2d. Applied for EPA’s Leadership and Excellence Awards (after implementing the IAQ program) ........................................................................................................................____  ____  ____

3. IAQ MANAGEMENT PLAN

3a. Authorized (or obtained authorization for) the development of a district-wide IAQ management plan .......................................................................................... ____  ____  ____

3b. Coordinated the implementation of the district-wide IAQ management plan and monitored progress .......................................................................................... ____  ____  ____

3c. Ensured that IAQ policies and upgrades in each school are developed and conducted consistently .......................................................................................... ____  ____  ____

3d. Developed management plans for integrated pest management, radon, and other relevant issues .................................................................................. ____  ____  ____

4. EMERGENCY RESPONSE

4a. Developed an emergency plan for IAQ crises .......................................................... ____  ____  ____

4b. Identified a contact person(s) to communicate IAQ issues to the media ........... ____  ____  ____

4c. Notified school staff and other officials of emergency procedures and the identity and responsibilities of the contact person(s) .................................................. ____  ____  ____