



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Gaeton F. Stella, Ph.D. – Superintendent
Sheila Haverkamp – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

January 14, 2014

To: [REDACTED]

From: Tools for Schools Committee

Re: **Classroom Walk Through Observation -- 1/9/2014**

Thank you for allowing us to visit your classroom in order to assess air quality and thermal comfort. The results of our assessment are attached.

If you originally submitted a survey reply, we thank you for your participation and valuable feedback. You will find your responses listed alongside the committee's findings. All others will view only the committee's findings, and our encouragement for your survey participation next year.

During our observation, we found the following issues. As you will see, some items require timely follow up and have been noted accordingly. If you have any questions, please do not hesitate to contact Al Pullo at Ext 336.

Item Description	Action Required	Responsible Party
Dust covers for Xylophone	Submit requisition to office	N. Marroquin
Storage Bins on window blocking air flow	Move storage bins away from ventilator	N. Marroquin

Attachment: TFS Survey

Name	TFS Committee
Classroom / Area	A1
Ceiling tiles and walls are free of leaks (discoloration may indicate periodic leaks)	No
Unscented, school-approved cleaners and air fresheners, if any, are used in rooms	Yes
Are you dusting your rooms regularly?	Unknown
Rooms are free of clutter	Yes
Trash is removed and room is vacuumed daily	Yes
Are Your Area Rugs Less Than 5 Years Old?	Yes
All food is stored in tightly sealed containers	Yes
Room is free of pests and vermin	Yes
Condensate is present	No
Indoor surfaces of exterior walls are free of condensate	Yes
Areas around and under classroom sinks are free of leaks	Yes
Classroom lavatories are free of leaks and odors	Yes
Classroom is free of odor	Yes
Halls are free of odor	Yes
School nurse is consulted about student allergies or sensitivities	Unknown
Potential allergies of students are identified	Unknown
Water is poured down floor drains once per week (approx. 1 quart of water)	Unknown
Water is run in sinks at least once per week (about 2 cups of water)	Unknown
Cold water pipes are free of condensate	Yes
Spills are cleaned promptly	Unknown
Locker room and showers are cleaned regularly and properly	N/A
Air supply pathway is free from obstruction	Yes
Risk factors for mold or mildew have been minimized	Yes
Cleaning and Painting Supplies and their labels reviewed	Yes
Material Safety Data Sheets are accessible	Yes
Spill clean-up procedures developed and implemented	Yes
Supplies are stored according to manufacturers' recommendations	Yes
Major pollutant-generating activities, if any, identified	No
Drafts have been prevented	Yes
Unit ventilator located (if applicable)	Yes
Air supply and return vents located (if applicable)	Yes
Air is flowing from supply vent	Yes
Exhaust vent is working	Yes
Windows are operable	Yes
Exhaust fan(s), if any, located	Yes
Fans operate properly	Yes
The classroom is free of vehicle exhaust, kitchen/food and chemical odors	Yes
Diluted substances, rather than concentrates, used wherever possible	Yes
Exposure to hazardous materials minimized	Yes



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Item Description	Action Required	Responsible Party
Hand lotions and sanitizers	Items prohibited - please remove	D. Merrill
Fake plant/tree covered with dust	Custodians cannot clean - staff member to clean or remove	D. Merrill

Attachment: Tfs Survey

Name	TFS Committee	Doreen Merrill
Classroom / Area	A2	A2
Ceiling tiles and walls are free of leaks (discoloration may indicate periodic leaks)	No	No
Unscented, school-approved cleaners and air fresheners, if any, are used in rooms	Yes	Yes
Are you dusting your rooms regularly?	No	No
Rooms are free of clutter	Yes	Yes
Trash is removed and room is vacuumed daily	Yes	Yes
Are Your Area Rugs Less Than 5 Years Old?	No	No
All food is stored in tightly sealed containers	Yes	Yes
Room is free of pests and vermin	Yes	Yes
Condensate is present	No	No
Indoor surfaces of exterior walls are free of condensate	No	No
Areas around and under classroom sinks are free of leaks	Yes	Yes
Classroom lavatories are free of leaks and odors	Yes	Yes
Classroom is free of odor	Yes	Yes
Halls are free of odor	Yes	Yes
School nurse is consulted about student allergies or sensitivities	N/A	N/A
Potential allergies of students are identified	N/A	N/A
Water is poured down floor drains once per week (approx. 1 quart of water)	N/A	N/A
Water is run in sinks at least once per week (about 2 cups of water)	Yes	Yes
Cold water pipes are free of condensate	Yes	Yes
Spills are cleaned promptly	Yes	Yes
Locker room and showers are cleaned regularly and properly	N/A	N/A
Air supply pathway is free from obstruction	Yes	Yes
Risk factors for mold or mildew have been minimized	Yes	Yes
Cleaning and Painting Supplies and their labels reviewed	N/A	N/A
Material Safety Data Sheets are accessible	N/A	N/A
Spill clean-up procedures developed and implemented	N/A	N/A
Supplies are stored according to manufacturers' recommendations	N/A	N/A
Major pollutant-generating activities, if any, identified	N/A	N/A
Drafts have been prevented	Yes	N/A
Unit ventilator located (if applicable)	Yes	N/A
Air supply and return vents located (if applicable)	N/A	N/A
Air is flowing from supply vent	Yes	Yes
Exhaust vent is working	Yes	N/A
Windows are operable	Yes	Yes
Exhaust fan(s), if any, located	Yes	N/A
Fans operate properly	Yes	N/A
The classroom is free of vehicle exhaust, kitchen/food and chemical odors	Yes	Yes
Diluted substances, rather than concentrates, used wherever possible	N/A	N/A
Exposure to hazardous materials minimized	N/A	N/A