

EPA Indoor Air Quality Tools for Schools

Implementation Guide Summary

This page summarizes each of the steps that are involved in successful implementation (and maintaining) of EPA's IAQ TFS Program.

1. Initial School Team training

Team: *Principal, Nurse, Teacher, Parent, Custodian/facilities person, (H.S. students).* The training covers why IAQ is important, what are the typical environmental problems encountered in schools, and how to use the kit.

2. Assemble Action Packets/Present TFS at a Faculty/staff Meeting

Team members prepare and assemble *action packets* that consist of a memo, background information on IAQ, and a checklist for each staff person's work area, all of which are included in the kit. It is very important that TFS be presented at a faculty/staff meeting. The video "Taking Action" can be used as part of the presentation.

3. Distribute Action Packets

The memo should mention when to return checklists, usually within 2 weeks. The checklist is both a learning tool for staff as well as an opportunity to let them know that they are part of the solution and that their opinions are very important. **As an alternative to manually distributing, collecting and summarizing the teachers' checklists, districts should use the web-based Survey Monkey system.**

4. Summarize checklists & Map the Findings on a Blueprint of Your School

The team uses information from the Survey Monkey results of the teachers' checklists, and gathers the information from the facilities checklists (Ventilation, Waste Management, IPM) and the Food Service checklist. The teams map the checklist findings using a floor plan of the school. These maps are very useful when conducting the walkthrough investigation.

View "Ventilation Basics Video"

5. Training on conducting a walkthrough investigation

The team is trained on how their school's ventilation system operates, how the checklist summary is used, and how to conduct the investigation as a team in a systematic way.

6. Walkthrough Investigation

Using the methods outlined during the training session, the team conducts the investigation, paying particular attention to the checklist summary while using the knowledge and expertise they have acquired. *Local health department staff are encouraged to participate in these walkthroughs and should be contacted beforehand by the team coordinator.*

7. Prioritize Results of Investigation

The potential problems as well as all the positive things that were noted during the investigation need to be discussed and prioritized in terms of short/long term action steps and high/low cost solutions. From this meeting, a list of action steps will be developed. **The findings, prioritized recommendations and suggested timetable should be combined in a report.** See your CD for guidelines on producing this report.

8. Taking Action

This meeting focuses on the progress of the action items agreed upon by the team and summarized in the report, as well as developing a time line for their completion. The team should also distribute the report to staff and parents. The team also determines dates for next year's implementation cycle.

For more detailed information about implementing the Tools for Schools Program, please read the Coordinator's Guide in the kit and the training guidance document distributed at the 1st Session.