



School Official's Checklist

Name: _____

School: _____

Room or Area: _____ Date Completed: _____

Signature: _____

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. ROLE AS A LIAISON

- | | Yes | No | N/A |
|--------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1a. Obtained approval for IAQ program from the school board and continuously kept board informed of progress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Arranged proper funding for IAQ program through the school CFO and, if necessary, the school board | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1c. Collaborated with unions to establish processes to address various situations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Communicated IAQ program's progress to parents, community, and media .. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1e. Introduced IAQ Coordinator to staff, fully endorsing his or her leadership ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. VERBAL AND WRITTEN SUPPORT

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 2a. Ensured that top level management provided written support for the <i>IAQ TJS</i> Program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Wrote a letter to notify EPA that the school is participating in the <i>IAQ TJS</i> Program (qualifying the school for a Great Start Award) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Applied for EPA's Leadership and Excellence Awards (after implementing the IAQ program) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. IAQ MANAGEMENT PLAN

- | | | | |
|-------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 3a. Authorized (or obtained authorization for) the development of a district-wide IAQ management plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Coordinated the implementation of the district-wide IAQ management plan and monitored progress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3c. Ensured that IAQ policies and upgrades in each school are developed and conducted consistently | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3d. Developed management plans for integrated pest management, radon, and other relevant issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. EMERGENCY RESPONSE

- | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 4a. Developed an emergency plan for IAQ crises | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4b. Identified a contact person(s) to communicate IAQ issues to the media | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4c. Notified school staff and other officials of emergency procedures and the identity and responsibilities of the contact person(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTES

