



# 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 .....
- 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 TFS* Program .....
- 2b. Wrote a letter to notify EPA that the school is participating in the *IAQ TFS* 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) .....

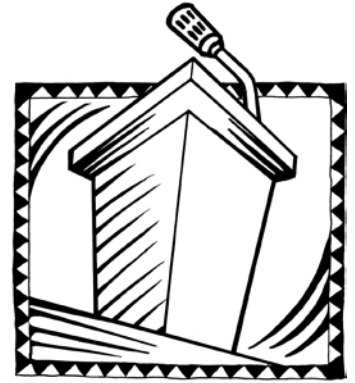
## 3. IAQ MANAGEMENT PLAN

- 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) .....

NOTES



**Submit**