

# Indoor Air Quality BASELINE DATA SHEET FOR SCHOOL BOARDS

Name of School Board: \_\_\_\_\_

Number of schools in district: \_\_\_\_\_

How many of your schools are:

1 - 10 yrs old \_\_\_\_\_ 10 - 20 \_\_\_\_\_ 20 - 30 \_\_\_\_\_ 30 and over \_\_\_\_\_

## GENERAL POLICIES, PRACTICES OR GUIDELINES

- If you have instituted any of the following policies, practices or guidelines at the school board level please include a copy of that document.

- If you are in the process of instituting any of these please include information on what may be implemented and the stage of progress to date.

- If individual schools within your district have implemented any policies, practices or guidelines, please indicate the number of schools in the comment section.

## DOES YOUR SCHOOL BOARD

1. have a non-smoking policy for schools? yes \_\_\_ no \_\_\_

2. have proactive identification and repair of leaks and condensation? yes \_\_\_ no \_\_\_

3. have proactive programs for the identification of asbestos \_\_\_\_, mold \_\_\_\_, old oil tanks \_\_\_\_, boiler fumes \_\_\_\_, no car/bus idling \_\_\_\_, other \_\_\_\_\_?

4. have a protocol regarding safe work practices including isolation techniques for the following: removal of asbestos materials \_\_\_\_, removal of mold and moldy materials \_\_\_\_, removal of lead-based paint \_\_\_\_, painting \_\_\_\_, sand blasting \_\_\_\_, roof tarring and asphalt paving \_\_\_\_, renovations and building construction \_\_\_\_? Other \_\_\_\_\_? yes \_\_\_ no \_\_\_

Comments:

5. have a plan which discontinues the installation of carpet in any area of schools? yes \_\_\_ no \_\_\_

6. have a plan to remove carpets from all schools? yes \_\_\_ no \_\_\_

7. have a system for routine inspection of portable buildings? yes \_\_\_ no \_\_\_

8. have a scent-free or scent-reduced policy for all schools? yes \_\_\_ no \_\_\_

9. have a "Right-to-Know" policy which includes notifying school occupants \_\_\_\_, and parents \_\_\_\_ of pending renovations or other potential hazards, by posting and sending home notices? yes \_\_\_ no \_\_\_

10. maintain a registry of vulnerable staff and students to facilitate their notification in the event of renovation, maintenance projects, or situations that might pose a particular risk to their health and safety? yes \_\_\_ no \_\_\_

11. have a health and safety officer/coordinator responsible for environmental health concerns and indoor air quality? yes \_\_\_ no \_\_\_

12. have a method of recording and responding to health complaints? yes \_\_\_ no \_\_\_

13. have school evacuation action plans in case of emergency? yes \_\_\_ no \_\_\_

14. have a no-idle protocol for buses and vehicles within a certain perimeter of the school? yes \_\_\_ no \_\_\_

15. have environmentally safe classrooms for environmentally sensitive students and staff? yes \_\_\_ no \_\_\_ If yes, how many? \_\_\_\_\_.

16. have Environmentally Controlled Opportunity (ECO) classrooms for students and staff with environmental sensitivities? yes \_\_\_ no \_\_\_

If yes, how many? \_\_\_\_\_.

17. have a policy whereby all community groups are required to follow all school policies regarding safe use of the indoor environment? yes \_\_\_ no \_\_\_

18. have an IAQ Management Plan which allows for a proactive approach to managing and solving indoor air quality problems? yes \_\_\_ no \_\_\_
19. sponsor in-service training seminars on topics such as indoor air quality, environmental health safety issues for: school board management \_\_\_\_, principals \_\_\_\_, teachers \_\_\_\_, custodians \_\_\_\_, students \_\_\_\_, and parents \_\_\_? yes \_\_\_ no \_\_\_

Comments:

## MAINTENANCE, PRODUCTS AND PRACTICES

### DOES YOUR SCHOOL BOARD

20. have a no-pesticide/herbicide policy? yes \_\_\_ no \_\_\_
21. have an Integrated Pest Management Program? yes \_\_\_ no \_\_\_
22. have purchasing guidelines for less-toxic cleaning products \_\_\_\_, maintenance supplies \_\_\_\_, construction materials \_\_\_ and equipment such as photocopiers \_\_\_? yes \_\_\_ no \_\_\_
23. have a chemical-reduced environmental protocol that prohibits the use of bathroom deodorizers \_\_\_\_, solvent-based markers \_\_\_\_, liquid white-out \_\_\_\_, chlorine bleach \_\_\_\_, other \_\_\_\_\_? yes \_\_\_ no \_\_\_
24. maintain a file of Material Safety Data Sheets for all hazardous substances used in the school including art supplies \_\_\_\_, science laboratory supplies \_\_\_\_, construction materials \_\_\_\_, cleaning and maintenance supplies \_\_\_\_, Technology Education supplies \_\_\_\_, other \_\_\_\_\_? yes \_\_\_ no \_\_\_
25. require all schools to maintain records for maintenance and cleaning data for the building and equipment? yes \_\_\_ no \_\_\_
26. have a protocol for using spirit duplicators \_\_\_\_, laminators \_\_\_\_, and photocopiers \_\_\_\_, in well ventilated areas? yes \_\_\_ no \_\_\_

Comments:

## VENTILATION

### DOES YOUR SCHOOL BOARD

27. have a proactive program for routine inspection, cleaning and filter replacement of ventilation systems? yes \_\_\_ no \_\_\_
28. have practices to bring fresh air into schools that are not equipped with HVAC systems? yes \_\_\_ no \_\_\_
29. have the practice of turning off ventilation systems overnight and on weekends? yes \_\_\_ no \_\_\_
30. List the number of schools that have exhaust only ventilation \_\_\_\_\_, full intake and exhaust systems \_\_\_\_\_, and no mechanical ventilation system \_\_\_\_\_.

Comments: