

## TFS Calendar 2018-2019:

### July 2018

- Review year-end TFS summary with administrative staff. Review summer work that pertains to IAQ.
- Start Writing “*Did You Know*”...TFS updates for fall of 2018 to be distributed to all teachers, staff and parents 2-4 times this school year.
- Review and edit bullet list TFS Procedure summary to send to all teachers and staff in August before school starts and again in September.
- Review and edit Standard Cleaning Procedures and IAQ Control and Improvement Procedures to be effective Aug 1, 2018
- Administrative Assistant starts working on getting the TFS binders for the new school year ready for all 8 schools and the TFS Administrative Team.

### August 2018

- Administrative Assistant sends out all new TFS binders to the Keeper of the Log at each school and to the TFS Administrative Team.
- Conduct a walkthrough, approximately one week prior to school opening, of all eight buildings with the Chief Financial Officer, Director of Facilities, Principal and Head Custodian to determine if the buildings are ready to open from an IAQ perspective. This will be part of the usual building inspection process before school opens.
- The office of the Chief Financial Officer will send out the bullet list TFS Procedure summary and cover letter to all teachers and staff in early to mid August. Each school will then need to distribute it to the parents at their school via the PTA.
- Send reminder that TFS Informational Video is ready for viewing at fall staff meetings at all 8 schools.

### September 2018

- Finalize the TFS Team Member List for the 2018-2019 school year.
- **Notify new team members of training on Tuesday, October 2 from 3:00-4:30pm Town Hall Room 307/309.**
- The Office of the Chief Financial Officer will re-send the bullet list and cover letter to all teachers and staff and each school will send it to the parents as a reminder of the TFS Procedures.
- Schedule Oct TFS Team meetings and walkthroughs at all 8 schools.

### October 2017

- **TFS New Team Member Training October 2, 3:00-4:30pm, Town Hall Room 309.**
- TFS meetings and focused walkthroughs of all 8 buildings begin the week of October 8th and continue throughout the month of October. All items pending from the previous school year, those that were addressed over the summer and any new items will be reviewed. Each team will fill out the Walkthrough Checklist and Walkthrough Inspection Spread Sheet, have typed minutes of their meeting and IAQ related work orders will be determined by each team. These are all stored in the TFS binder at each school. Work orders are prioritized by the Director of Facilities. IAQ related work orders will be submitted on the electronic work order system (*School Dude*). All TFS team meetings and walkthroughs will

- be completed by the end of October and the paper work will be completed within 2 weeks of the meeting.
- TFS Coordinator sends Did You Know...? To all 8 schools on how TFS teams work and each school should distribute the team members' names and roles for their building.
  - The Chief Financial Officer begins working on the capital budget. Any IAQ items that require this type of funding need to be made known at this time.

### **November 2018**

- November begins the period of ongoing education and communication.
- All documentation from the October meetings and walkthroughs should be received by the TFS Coordinator by early November,
- September and October items are ongoing and will continue as necessary into November. The Director of Facilities will oversee these activities.
- The TFS district coordinator will continue writing the *Did You Know...* educational materials and they will be distributed 2-4 times during the school year.
- By this time, all schools should have distributed the names of their TFS team members to all teachers, staff and parents. The list is on the district website. The *Did You Know...* informational pieces are also posted on the district website.

### **December 2018**

- Pending items from previous months continue.

### **January 2019**

- Pending items from previous months continue.

### **February 2019**

- Items from previous months continue. Make any necessary revisions to the electronic checklists (survey). Continue communication and education efforts.
- Send another Did You Know...? Informational piece to all teachers, staff and parents.

### **March 2019**

- Have new electronic checklist (survey) ready for distribution in early April. Items from previous months continue, as do educational efforts.

### **April 2019**

- The electronic survey will go out to all administrators, teachers, staff, custodians and paraprofessionals around April 1<sup>st</sup>. The survey must be filled out electronically by mid April. We would like 100% compliance. This is a method for us to collect data on the buildings with regard to IAQ. All are strongly encouraged to participate. At the end of April, all data collected will be tabulated and the comments will be summarized for each school.

### **May 2019**

- Early this month the data from the checklists and the summary of comments will be sent to each TFS team. All 8 teams will meet again by the end of May and will use the survey summaries and comments to do a focused walkthrough. The summer work plan will be developed from this data and walkthrough by each team and thus the head custodian will be an integral part of the plan. All summer

- work plans should be to the Director of Facilities and Chief Financial Officer by mid June.
- TFS binders at each school will be checked by the TFS Coordinator to see if all materials from throughout the school year are filed appropriately. Any missing items will be obtained before the end of the school year.

### **June 2019**

- Have the list of priorities and summer work schedule ready for each head custodian by the last day of school. This schedule will take into account the items received from each TFS team in May. Assess TFS program for the 2018-2019 school year. If indicated, meet with the Chief Financial Officer to go over the year-end summary.

**Note:** Throughout the year, teams will report any questions or concerns. If necessary, additional TFS meetings and walkthroughs will be held to address such concerns on an as needed basis. Education and communication will be ongoing. The district website has information on Indoor Air Quality (IAQ) and the Tools for Schools (TFS) program. For more info, go to [www.westportps.org](http://www.westportps.org) Click on District and scroll down to Tools for Schools. There is a wealth of information on these 3 pages including wonderful resources.