

**WESTPORT PUBLIC SCHOOLS**  
110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880

---

---

Telephone (203) 341-1001  
Facsimile (203) 341-1008  
E-mail address: [elongo@westport.k12.ct.us](mailto:elongo@westport.k12.ct.us)

ELIO LONGO, JR., MBA  
Director of School Business Operations

August 1, 2016

Dear Teachers and Staff,

From our April TFS Survey and our spring Tools for Schools (TFS) meetings and walkthroughs, there were items that we consistently found to be an issue throughout the district that could affect Indoor Air Quality (IAQ). We hope these reminders will allow us to continue to improve IAQ in the Westport Public Schools.

Please take the time to read these reminders before setting up your classroom. There are items that are prohibited in the Westport Public Schools and should not be brought back after summer break.

More details are on the district website at [www.westport.k12.ct.us](http://www.westport.k12.ct.us) under District, Tools for Schools. All the policies and procedures are on the site including the IAQ Improvement Procedures, the Standard Cleaning Procedures, the Department of Public Health document on the Green Cleaning Law, etc. The site has a wealth of information and resources including: the TFS Team Member List, the TFS Annual Calendar, newsletters and the Did You Know informational documents that have been written over the years covering a variety of pertinent topics related to IAQ. These Policies, Procedures and Documents are also in the TFS binder at each school.

If you have any questions, you can contact a TFS Team member at your school. Each school consists of: an administrator, the school nurse, the head custodian, a teacher and a parent. You can find the names of the team members for your school on the website or in the TFS binder at your school. The list is being updated for the start of this school year and will be posted soon.

We are looking forward to another productive year improving IAQ in the Westport Public Schools.

Regards,



Elio Longo, Jr., MBA  
Director of School Business Operations

Cc: J. Duncan

## August 2016

### TFS/IAQ Reminders for all Westport Teachers and Staff

More details are in the IAQ Control and Improvement Procedures dated Feb 1, 2012 located in the TFS binder at each school and on the district website under Tools for Schools

- Teachers are responsible to clean their own computers and keyboards. There is a special vacuum to use for this task.
- Classrooms are dust mopped daily and wet mopped as needed by the custodians at night. Most cleaning is done by the night custodians after school hours.
- Special cleaning requests: If the teacher wants their desk, counters and shelves (all flat surfaces) cleaned/dusted, they need to remove all items, tell the custodian they want this area cleaned/dusted and then the night custodian will clean/dust the clutter free areas.
- No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect. No fragranced products are permitted.
- Hand sanitizers are permitted to be carried by teachers, staff members and students if they are fragrance free, are in .5-3.0 ounce containers and stored in the student and teacher's personal belongings. No large pump bottles are allowed on counters or desks.
- Fragranced personal care products are not permitted. Fragrances can cause allergic responses and trigger asthmatic symptoms in some individuals. Teachers and staff are asked to minimize or refrain from the use of personal products that contain fragrances, such as perfumes and hand lotions. Products without fragrances are better for the environment in general and individuals with sensitivity in particular. Most fragrances come from chemicals rather than essential oils.
- No air deodorant products or air fresheners, including plug ins and spray deodorizers are allowed in any school building or office.
- Microfiber rags are used to clean. Blue is for wet cleaning with PC-120 Peroxide Multi Surface cleaner for desk tops and counter surfaces. The green rag is used dry or minimally damp for cleaning keyboards and white boards. Used microfiber rags must be left out in plain view on the teacher's desk each Friday afternoon so the custodial staff can pick up the dirty rag(s) and replace them with clean ones.
- All markers must be low odor, low VOC (volatile organic compounds) or fragrance free
- All food items that are staying in the building overnight must be stored in sealed hard plastic containers. Plastic bags and paper bags are not proper overnight storage options for food as mice can eat through them.
- All unit ventilators and vents for air circulation shall be kept clear of items in all rooms (E.g. books, clothing, paper, furniture) to allow for optimum air flow and heating and cooling from the units that have all 3 functions. Paper products (books, cardboard, art projects, etc) should not be stored near the grills of the unit ventilator nor be in the air flow path of the unit because this can lead to condensation on the paper which can lead to mold growth.
- Keep boxes, cardboard, paper away from computer towers. Do not block air flow.
- No cardboard or paper products should be stored in bathrooms or under sinks near pipes because if these porous materials get wet or damp, they can grow mold.
- No upholstered furniture or pillows (from someone's home or tag sale) are allowed in the schools. They must be new and delivered from the store to be permitted.
- No area rugs or carpet squares (new or used) are allowed in the schools except for the area rugs provided by the district.
- Keep windows closed when there is ducted ventilation or unit ventilators in order to keep the system balanced. Mechanical ventilation brings in more fresh air (at a certain rate) than opening a window and the air is filtered. Call the custodian if you feel you need to open windows due to poor air circulation or temperature.
- No stuffed animals are allowed in the Westport Public Schools.
- It is best not to have plants in the schools but if present they must be cared for properly in ceramic or plastic pots and watered away from porous materials (paper, books), avoid spills, clean leaves and monitor for mold and fungus growth.