

## **Tools for Schools (TFS) / Indoor Air Quality (IAQ)**

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Welcome back. We are excited to begin our 3<sup>rd</sup> year of implementing the TFS program in the Westport Public Schools (WPS). Below are some helpful facts and tips on how to be an active member in our mission to continue to improve IAQ in our schools.

### ***Why Is Indoor Air quality Important?***

We spend about 90% of our days indoors – in classrooms, offices and home.

#### ***Why do we care?***

Poor indoor air quality may increase the potential for health problems for students, teachers and staff.

Illness leads to reduced productivity and absenteeism.

#### ***What are some of the possible health effects?***

Allergic Reactions

Headaches

Asthma episodes

Sinus, eye or throat irritation

#### ***How can we help?***

Maintain a clean environment

Curtail classroom clutter

Keep snacks and food in airtight plastic containers

Remove dust collectors like pillows and stuffed animals from the classrooms

Remove or limit the number of interior plants

Do not bring furred or feathered animals into the schools

Inform building administration of any moisture problems

Do not block air ventilation units with books, papers or other items

Do not bring household cleaning agents into the school; use only the approved cleaning substances provided by the custodial staff

Do not use any air fresheners or plug ins as they bring chemicals into the space

Complete the annual TFS survey each spring

Communicate any concerns to your TFS team members immediately so that the proper action can be taken and/or work order can be submitted

Please read the newly revised WPS IAQ Control and Improvement document, the WPS Standard Cleaning Procedures document and the WPS HVAC Preventative Maintenance and Filter Change Procedures. Familiarizing yourself with and following these policies and procedures can help improve the IAQ in the WPS. We are all part of this very important team of building inhabitants.

***Team Members:***

Administrator: \_\_\_\_\_ Nurse: \_\_\_\_\_ Custodian: \_\_\_\_\_  
Teacher #1: \_\_\_\_\_ Parent #1: \_\_\_\_\_  
Teacher #2: \_\_\_\_\_ Parent #2: \_\_\_\_\_

**Note:** The Westport Website ([www.westport.k12.ct.us](http://www.westport.k12.ct.us)) is up to date. It contains the: 2009-2010 Team Member List, the 2009-2010 TFS Calendar, 5 IAQ checklists for any IAQ incident that may occur and the most up to date policies and procedures.