



**Newtown Public Schools
Maintenance Department
3 Primrose Street
Newtown, CT 06470**

**John Barlow
Director of Facilities**

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Indoor Air Committee

An Indoor Air Committee will convene within the first 100 days of school, at each building. The IAQ committee will be made up of the following personal:

- School Administrator
- School Nurse
- Head Custodian
- Director of Facilities

The IAQ Committee will perform the following tasks at the initial meeting:

- Perform a walkthrough inspection of the building.
- Complete IAQ checklist.
- Make recommendations on improving IAQ

In the event an IAQ complaint form is submitted, the committee will reconvene to review and make recommendations on each complaint. The findings will be submitted to the Director of Facilities for review and any necessary action.

Communication about findings of an IAQ problem will come from the Director of Facilities. This includes any necessary communications to a complainant.

Please see the attached Classroom/areas Checklist to be used by the IAQ Committee. 25% of each site's classrooms/areas should be investigated each year.

Newtown Public Schools

Indoor Air Quality

Classroom Checklist

Name of Site: _____ Room Number: _____

Date of Walkthrough: _____

General Cleanliness

- Room is vacuumed/sweep
- Trash is removed daily
- No sign of pest
- No food left out
- No scented cleaners used
- Significant spills cleaned up
- No animals in classroom

Drain Traps

- Pour water down floor drains once a week.
- No water leaks under sinks/fountains.
- Run water in sinks once a week.

Excess Moisture

- No roof leaks or stained ceiling tiles.
- No moisture around window or window frames.
- No moisture on interior surfaces of exterior walls.

Thermal Comfort

- Classroom temperature between 68°76°
- No draftiness
- No direct sunlight
- Humidity levels OK

Ventilation

- Air supply and return vents clean
- Air filters clean
- Operable windows with screens

Art and Science Supplies

- Art chemicals are sealed & properly stored
- Science chemicals are sealed & properly stored
- SDS sheet readily available
- No unknown chemicals present

Green Cleaning

- District's green cleaning chemicals used
- No cleaning chemicals not listed on policy

Notes: _____

