

WORKSHEET IEQ ENVIRONMENTAL MANAGEMENT PLANS

Date:

School District:

Name:

Title:

Roles and Responsibilities – *This is to determine at what level decisions are made:*

1. Who manages school buildings: school district separate municipal dept.
2. What role does the district or the municipality have in related to the conditions of the indoor environments? Please check all that apply:

Municipality	School District	Authority
<input type="checkbox"/>	<input type="checkbox"/>	setting standards (e.g. cleaning, pest management, acceptable hazard levels)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> creating and/or <input type="checkbox"/> passing policy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> creating and/or <input type="checkbox"/> enforcing required work practices
<input type="checkbox"/>	<input type="checkbox"/>	Inspections

3. Who maintains the heating, cooling and ventilation systems? Please answer all that apply.
 - a. School district:

 Engineer/Tech Facility Manager Vendor Head Custodian Other: _____
 - b. Municipal:

 Engineer/Tech Facility Manager Vendor Other: _____
4. Do you have an energy management system? Yes No Don't Know
 - a. If so, How many of your buildings does it serve? Yes No Don't Know
 - b. Does it need to be upgraded? If so, why? Yes No Don't Know
5. Do you have an electronic work order system? Yes No Don't Know
 - a. If so, what type:

Flow Charts – please use flip chart:

1. IAQ Complaints - how IEQ problems are reported, investigated, resolved and followed up on. Note roles of custodians, nurses, administrators at school/ district levels, municipal agencies contractors, etc.
2. Health Complaints - how health problems possibly related to IEQ problems are currently reported, investigated, resolved and followed up on. Note roles of complainant, custodians, nurses, administrators at school/district levels, etc.

IAQ Roles and Responsibilities Matrix

Please note 1)who is currently involved in each task and 2) who might be added to these tasks for the future.

Title – School Personnel	Compliance/ Inspections	Policy/ Operating Procedures	Building Management	Recordkeeping	IEQ Incident Response	Training	Contracts
Superintendent							
Principal							
Facility Manager							
Custodial Supervisor							
Business Manager							
Human Resources							
Safety ____							
Training Director							
District Engineer							
Science Director							
CTE Director							
Art Director							
Nurse/Health							
Custodial Union							
Teachers' Union							
Purchasing							
Other							
Other							

Resource Matrixes – Please complete for your school district

Municipal Department	Management	Compliance assistance	Technical Assistance	Training	Inspections	Resources	Services
Health Dept/Agent/Nurse							
Fire Dept							
Local Emergency Planning Committee							
Dept Public Works/Highway Dept							
Water/Sewer							
Mayor/Selectboard							
Other							

State/Federal Agency	Compliance assistance	Technical Assistance	Training	Inspections	Resources/ Funding	Other
MA Dept of Environmental Protection	Haz Mat, Asbestos, demo, renovations, emergency generator			Haz Mat, Asbestos		
MA Dept of Labor Standards	IAQ Asbestos					
MA Dept of Health	IAQ, renovations	Asthma reduction		IAQ	Asthma initiatives	
MA Dept of Agricultural Resources	IPM			IPM		
MA Dept of Energy Resources		Energy programs				
Operational Services Division		Purchasing				State Contracts
Toxics Use Reduction Institute		Toxics reduction			Community Grant	
MA School Building Authority				Facilities as part of proposal assessment	Reimbursement School Building costs	
US EPA	IPM, Toxics reduction & mgmt., IEQ, etc.		Webinars, conferences		Grant programs	

Non-Governmental Resources Related to IAQ in Schools

Entity	Compliance assistance	Technical Assistance	Training	Inspections	Resources and Funding	Other
Utility Companies					rebates for lighting and energy upgrades (which affect IAQ & occupant performance)	
Pioneer Valley Asthma Coalition http://pvasthmacoalition.org/		IAQ programs	asthma training for children, teachers and parents			
American Lung Association http://www.lung.org/associations/states/massachusetts/			asthma training for children, teachers and parents			
Massachusetts Facility Administrators Association http://www.massfacilities.org/			Professional training on 13 environmental topics, including IPM, IAQ, Haz Mat, etc.			
Massachusetts Teachers Association http://www.massteacher.org/		Has a health and safety committee, assists in advocacy	Annual conference			
Facilities Masters http://www.facilitymastersonline.com/webcasts/			Free webcasts – Facilities management, including environmental management			
MA Association Vocational Administrators http://www.mava.us/	CTE Safety Guide		Training and an annual conference with EHS information			