MEMORANDUM

TO: PRINCIPALS/BUILDING MANAGERS
FROM: JIM VAUGHN, ENVIRONMENTAL COORDINATOR
SUBJECT: INDOOR AIR QUALITY INFORMATION
DATE: JULY 21, 2003

Some important information prepared by the Environmental Protection Agency (EPA) on INDOOR AIR QUALITY has previously been given out. A Tools for Schools Kit was passed out to plant operators. It contains good information and checklists for school personnel to help address concerns early using a teamwork approach. Another excellent booklet, Managing Asthma in Schools, was distributed to principals.

Attached you will find information included in this packet on how to approach INDOOR AIR QUALITY concerns at JCPS. Please refer to the JCPS – Indoor Air Quality (blue brochure). It briefly discusses common problems, response procedures, and general ventilation. A JCPS - Complaint/Response Form is included that can be filled out by any staff member about indoor air quality concerns and faxed to this office for a follow-up response. The purpose of this form is to help keep communication channels open and to help keep track of the complaint and follow-up actions.

If you have any questions or need additional copies of the above information, please call Jim Vaughn at 3698.

JV:ss