

FAIRFIELD PUBLIC SCHOOLS

INTEROFFICE MEMORANDUM

TO: All Principals

FROM: Dave Fryer
Tools for Schools Coordinator

DATE: August 27, 2010

SUBJECT: Tools for Schools

It is time once again to remind everyone about our very important Tools for Schools program and ask each school to assemble a team to address all IAQ issues on a regular basis and to be proactive in prevention of any adverse conditions. These teams should be assembled as soon as possible so that regular meetings can be scheduled throughout the year to review the building IAQ and discuss any areas of concern.

Last year, several schools were rather slow to respond and teams were not put together for a good portion of the year. I would ask that this year, you would submit the list of your Tools for Schools team members, as well as a main contact person, as soon as possible. This is a very important program and its continued success is dependent on the strong participation of parents and staff to be the eyes, ears, and noses in the discovery and prevention of IAQ issues, before they become major problems.

Please submit your team lists to this office no later than September 10, 2010. Team members should include head custodians, nurses, teachers and parents as well as the principal or headmaster.

Your cooperation and assistance is greatly appreciated.