

# FAIRFIELD PUBLIC SCHOOLS

## INTEROFFICE MEMORANDUM

**TO:** All Principals

**FROM:** Dave Fryer  
Tools for Schools Coordinator

**DATE:** September 10, 2009

**SUBJECT:** Tools for Schools

Once again we are back in our schools which have undergone a thorough, top-to-bottom cleaning. It is now time to remind everyone about our Tools for Schools program and ask that each school assemble a team to address all IAQ issues on a regular basis and be proactive in prevention of these issues. Regular meetings should be scheduled to review the building IAQ and discuss any areas of concern.

I ask that each of you provide a list of your Tools for Schools team members and a main contact person to who update information can be forwarded to share with the team. This is a very important program and all staff should participate to be the eyes, ears and noses in the prevention of IAQ issues in our facilities.

Thank you for your assistance.