

Sample Memo for School Staff

Forest Lake School

[Date]

Dear Staff Member,

This month, [Forest Lake] begins a new program to monitor and improve indoor air quality (IAQ) in our school. Enclosed is a copy of the *IAQ Backgrounder*, which is part of the U.S. Environmental Protection Agency (EPA) guidance that we are using in our school, and a checklist.

[Forest Lake] is proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will utilize EPA's guidance to improve our IAQ by preventing as many IAQ problems as possible and responding to any IAQ issues that may arise.

Good air quality requires an ongoing commitment from everyone in our school. We all make daily decisions and perform activities that affect the quality of the air we breathe. You can make an important contribution to this IAQ improvement program by reading the background information and applying the simple, yet important, activities in your checklist (attached).

When you have read the *IAQ Backgrounder* and completed the checklist, return the checklist to our IAQ Coordinator, [name], so that [he or she] can follow up on any IAQ concerns. [Name] has agreed to administer the IAQ Management Plan, which includes taking a team leadership role, coordinating emergency response, and serving as our information resource on IAQ. Contact [name] at [phone, e-mail address, and room number] with questions or concerns, and return the checklist to [him or her] by [date].

The school newsletter and Web site will provide progress reports as we implement our IAQ Plan.

Sincerely,

[Name]

[Principal or Superintendent]

Enclosures: *IAQ Backgrounder*, [Appropriate title] *Checklist*