

Top Ten Indoor Air Quality Steps for Staff

From Your Tools for Schools Committee

1. **Store Food Properly** – Food in classrooms and offices must be kept in airtight, sealed containers; paper and plastic bags are not sufficient. Food attracts pests. Some food, if left unrefrigerated, can spoil and generate unpleasant odors. Never store perishable food products in your desk or on shelves. Refrigerators should be cleaned regularly to prevent odors. Keep kitchens and dining areas clean and sanitize as necessary to prevent pests and maintain hygiene.
2. **Allow Air Movement** – Refrain from interfering with airflow from ventilators. Do not block the vents by stacking books or other items and do not turn off the fan due to noise. Blocking airflow can unbalance the HVAC system and affect the ventilation of a neighboring office or classroom.
3. **De-Clutter** – Don't crowd your area with instructional materials or furniture. Cluttered areas are difficult to keep clean and foster homes for unwanted pests.
4. **Good General Housekeeping** – Insure that garbage is in appropriate containers that are emptied daily to prevent odors and biological contamination. Insure that floors are vacuumed regularly to avoid dust mites and promote general cleanliness.
5. **Green Cleaning Products** – In accordance with Connecticut State Law, use only district-approved green cleaning products to minimize chemical pollutants and noxious fumes. Any cleaners that contain ammonia or bleach cannot be brought into the schools.
<http://www.bethel.k12.ct.us/cms/One.aspx?portalId=20328891&pageId=22371310>
6. **Recycling** – Proper disposal of materials and equipment is good for the district and good for the earth. You can find forms on the district website for approval for disposal of outdated instructional materials and equipment.
7. **Keep Critters Away** – Good cleanliness practices help keep pests at bay. Also be cognizant of classroom pets and keeping them and their environment clean and even pet dander that can travel from home on clothing.
8. **Keep Surfaces Dry** – Microbial, such as mold, bacteria, and viruses, are a significant cause of illness and discomfort. The easiest way to control microbial growth is to control moisture. Watch out for spills, leaks, humidity, mold, or water damage.
9. **Hazardous Materials** – Such materials are common in art, science and vocational classes. Some examples are old cleaning products, light fixtures or batteries. Staff should handle hazardous materials by contacting the Custodial staff to pick up and properly dispose of.
10. **COMMUNICATION** – Staff should communicate any observations or concerns to the custodial staff or administration to be addressed. Staff can also communicate to members of the District Tools for Schools (Indoor Air Quality) Committee listed below or to the District IAQ Coordinator, Mr. Bob Germinaro.

Your District Tools for School Committee Members:

BHS – Mike Krupnikoff/ BMS – Steve Schrader/ RS – Alex Swift/ JS – Jaclyn Kane/ BS – Mike Cohen

District-wide – Dr. Carver, Betty Avery, Deb Demuth, Nancy Renz, Laila Rudinas

If you would like to join this important committee, please contact Teri Yonsky, 203-794-8603.