

**Indoor Air Quality (IAQ)/Tools For School (TFS)  
Did You Know...? Teams  
September 2023  
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9/16/23

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**Did you know ...** that all eight schools in the district have a Tools for Schools (TFS) Team made up of at least one administrator, one teacher, the school nurse, the head custodian and one parent? The TFS teams meet at least twice per year at each school (in the fall and spring) to have a meeting and do a walkthrough of the building to check for any potential Indoor Air Quality (IAQ) issues such as moisture incursion, odors, mold growth, cleanliness issues, evidence of pests, air flow (ventilation) issues, thermal comfort issues, etc. The team records the findings on a walkthrough spreadsheet and minutes are taken at each meeting. These documents, which are the running IAQ record for each building, are kept in a TFS binder at each school (either in the nurse's office or administrator's office) with the TFS Kit.

If you have any IAQ concerns, please contact a team member at your school. There is a full team member list on the Westport District Website at [www.westportps.org](http://www.westportps.org). This full list will help you identify the team members at your school. There is also a calendar of IAQ/TFS activities occurring in the district throughout the year. Go to District – Indoor Air Quality (IAQ)/Tools For Schools (TFS). This site also has information on IAQ Procedures, Standard Cleaning Procedures/Green Cleaning and past Did You Know topics.