



9th Annual *Indoor Air Quality Tools for Schools*
NATIONAL SYMPOSIUM

DECEMBER 4-6, 2008
WASHINGTON, DC

Action Planning Work Book

**My Leadership Plan for Building an Effective
School IAQ Management Program.**

Name:

School District/Organization:_____

Indoor Air Quality (IAQ)

My Leadership Story for School IAQ Management:

The school IAQ story I am in service to is:

What I want to do more and better is:

What I want to learn is:

The people I want to join me in action are:

The way I want to be is:

My school system's stage of development for "design to sustain action"

	<p style="text-align: center;">Communicate</p> <ul style="list-style-type: none"> • Share Your Goals • Make IAQ Meaningful • Be Transparent & Inclusive • Communicate Results (ROI) 	<p style="text-align: center;">Organize</p> <ul style="list-style-type: none"> • Develop Systematic Approach • Identify Existing Assets • Design SOPs • Empower an IAQ Leader • Build an Effective Team • Create Champions • Secure Senior Buy-In
Check and comment on the stage that applies		
1. No Action		
2. Planning		
3. Forming		
4. Well Developed		
5. Sustained Success		

My school system’s stage of development for “be in action for results”

Check and comment on the stage that applies	Assess <ul style="list-style-type: none"> • Walk the Grounds • Listen to Occupants • Use Technology • Determine a Baseline • Keep Customers Satisfied • Identify and Prevent Risks 	Plan <ul style="list-style-type: none"> • Prioritize Actions • Put Goals in Writing • Start Small • Work in Stages • Plan for the Future 	Act <ul style="list-style-type: none"> • Educate Staff About IAQ to Change Behavior • Train Occupants to Address IAQ Risks • Address the Source of Problems 	Evaluate <ul style="list-style-type: none"> • Solicit Feedback • Capture ROI
1. No Action				
2. Planning				
3. Forming				
4. Well Developed				
5. Sustained Success				

Scenario challenges that felt familiar to me...

		Challenges arising in this scenario	Strategies for Managing An Effective IAQ Program
<i>Design to Sustain Action</i>	Organize		
	Communicate		
<i>Be in Action for Results</i>	Assess		
	Plan		
	Act		
	Evaluate		

Assessment: Where are we on having the six technical solutions in place?

Check and comment on the stage that applies		Current Status of Our School System's Command of the Six Technical Solutions			
		Poor	Weak	Workable	Effective
The Six Technical Solutions	<i>Quality HVAC</i>				
	<i>Control of Moisture/Mold</i>				
	<i>Strong Integrated Pest Management</i>				
	<i>Effective Cleaning, Maintenance</i>				
	<i>Smart Material Management</i>				
	<i>Aggressive Source Control</i>				
		<i>Overall Command of the Six Technical Solutions</i>			

Accessing Technical Information

		Technical Resources To Connect With
Six Technical Solutions	<i>Quality HVAC</i>	
	<i>Control of Moisture/Mold</i>	
	<i>Strong Integrated Pest Management</i>	
	<i>Effective Cleaning, Maintenance</i>	
	<i>Smart Material Management</i>	
	<i>Aggressive Source Control</i>	
Other Areas of Action:		

