

## **Section 3**

# **Attachment 99 Requirements**

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### A. Baseline Survey Information

The Institute for Environmental Assessment has conducted a baseline survey of District facilities as a part of this plan. The following provides a list of concerns to be remediated and the appropriate timelines. The comprehensive baseline report is maintained with the District IAQ Coordinator and an individual building copy is available from the principal of each building.

*District should list the Priority 1 items from the Baseline along with the associated timelines for remediation.*

Checklists\* to be completed:

- **Walkthrough Checklist** – this checklist will identify obvious water intrusion, obvious ventilation problems and/or failures, obvious building/structural problems, overall cleanliness of the building and any need for O& M programs. The walk through is to be conducted annually.
- **IAQ Teachers Checklist** – this checklist will be offered on line to all staff allowing staff to identify IAQ concerns within their work area. This checklist is to be conducted annually.
- **Ventilation Checklist** – this checklist will document ventilation condition and operation of the existing ventilation systems in each building. This checklist is to be conducted annually.
- **Maintenance Checklist** – this checklist will document overall building conditions and maintenance practices in each building. This checklist is to be conducted annually.

The above mentioned checklists are to be conducted in accordance with the Attachment 99 Performance Criteria identified by the Minnesota Department of Education requirements.

Schedule:

- Walkthrough to be conducted by IEA in January 2005 – this will also cover the maintenance and ventilation checklist requirements.
- IAQ Teachers Checklist due by January 18, 2005.

See Appendix G for referenced Checklists.

