

# School Environment Team (SET) Project

## Coordinator Responsibilities

*The School Environment Team's objective is to ensure that each area of the school is environmentally safe for the students, staff and other occupants.*

### SET Project Coordinator Responsibilities:

- 1) Establish SET Project Team
  - a) Identify Team Members
  - b) Present walk-through procedures to the Team
- 2) Set schedule for SET Walk-throughs (eg. fall, winter, and spring)
- 3) Identify area of the school to monitor
- 4) Assign Team Members to each area identified for monitoring
- 5) Review PEST CONTROL LOG (ie problem log) and IPM (Integrated Pest Management) Treatment LOG with the Team
- 6) Copy and distribute appropriate CHECKLISTS to team members
- 7) Ensure Team Members have necessary equipment for walk-through
- 8) Collect completed checklists and list findings
- 9) Distribute final list to appropriate parties listed

**Team Members should include:** *representative(s) from each of the following areas.*

- Administrative Staff
- Teacher
- Custodial
- Food Service
- Parent
- PTA Board
- Student (where age appropriate)

### Guidelines to completing Walk-Throughs:

Team Members can work in pairs when performing a walk-through. Keeping the Team objective in mind, the SET Project Coordinator will be responsible for tailoring the SET Checklists for the specifics of their school. Following each walk-through, the checklists may need to be modified, based on the needs of each particular school.

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**Areas to be covered during each walk-through:** *should include all buildings on the school's campus.*

- Classrooms including Relocatables and Common Areas
- Non-instructional staff areas (i.e. lounges, volunteer rooms, conference rooms, etc.)
- Specialized classrooms (i.e. home economics, science, shop, dance classrooms, art rooms, dark rooms, theater areas, etc.)
- Media center
- Health rooms
- Gymnasium
- Bathrooms and locker rooms
- Auditorium
- Hallways
- Custodial closets and areas
- Cafeteria and kitchen
- Adjacent school grounds including parking lots, delivery areas, landscaping, entrances, bus loading zones, waste disposal area, delivery areas, etc.
- HVAC systems for all campus buildings including Relocatables
- All additional out buildings

**Additional for areas for future releases:** *In future releases of SET the following areas may be monitored with the assistance of the specialized personnel assigned to that area. Future releases of the SET Project may contain more detailed guidelines for these important areas.*

- HVAC System Evaluation
- Inclusion of Health Assistant (or School Nurse).