

School Environment Team (SET) Project

Suggestions To Help Train Your School's Team

One goal of the SET Project is to educate building users about the importance of their environments. Prior to an actual walk-through, it is advisable to hold informal team training. Listed below are suggestions that may be useful.

1. Photocopy the map(s) of the facility so each person understands the layout of the building.
2. Use the maps as a tool to identify the sites where there is a potential concern.
3. Go over the Pesticide records for the school as a group and talk to the custodian about them. Make sure that all team members understand that the **Pesticide Problem Log** lists observations of insect and animal infestation in the building and around the grounds. Anyone who sees pests may record them in this log. The **Pest Management Log** lists the date of the treatment for the observed pest and the action taken. If it is an elementary school, a notice should have been sent home. Check the receipts left by the contracted pest company to make sure they match the logs. For elementary schools, verify that a letter was sent home. (Note: for middle and high school students a notification register is maintained at the HCPSS's central office).
4. Review the Master Checklist with members. Go down the items and make sure team members understand what they are looking for and why it is important for a healthy environment.
5. Choose one room for the team members to go to together and follow the Master Checklist as a group.
6. After the group has gone through the area, go down the checklists together and ask people what they have written down for each item. It is important to note that different observers will have different perceptions.
7. Compile the lists into one list.
8. Have the team decide which items they would recommend for action and have them prioritize them. The Principal should get a copy and can explain the action that he/she feels should be taken.
9. File all materials.
10. Schedule a time for a complete Walk-through.