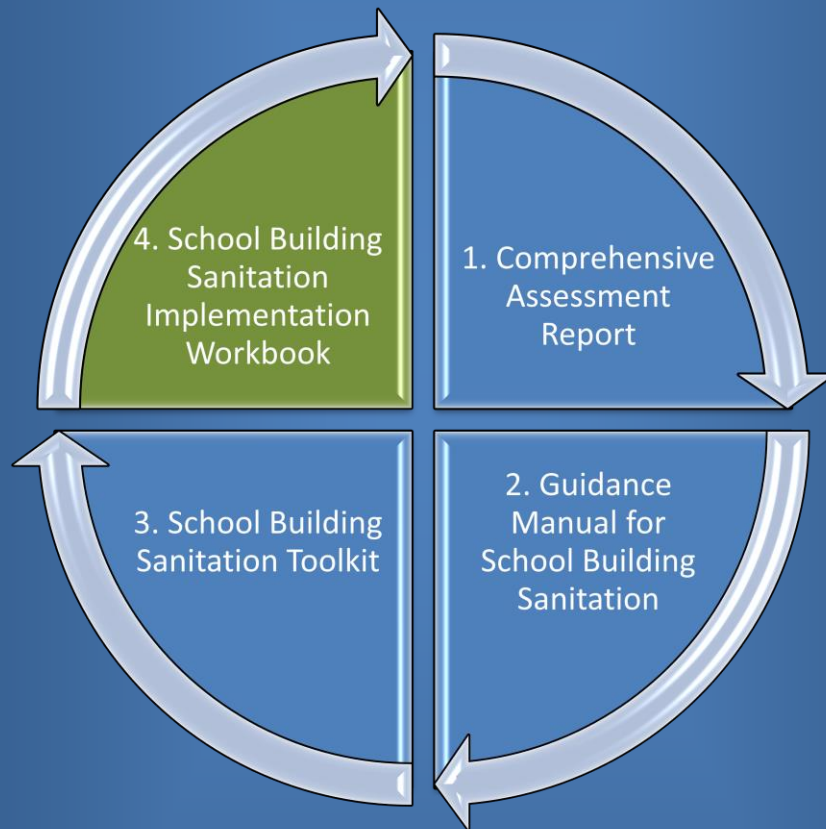


2015

School Building Sanitation Implementation Workbook

SY 2014 -2015



COMMUNITY SUPPORTED SCHOOL MAINTENANCE PILOT PROGRAM

Division of Environmental Health
Guam Department of Public Health and Social Services
Last Updated: 3/10/2015



School Building Sanitation Implementation Workbook

Foreword

Buenas Yan Hafa Adai! The Division of Environmental Health (DEH) of the Department of Public Health and Social Services (DPHSS) is tasked to conduct compliance inspections of all schools on island to ensure they comply with the numerous sanitation and safety standards provided in our laws and regulations governing school buildings and cafeterias.

While many improvements have occurred to the public school facilities over the years, DEH has continued to observe some of the same violations as in the past due to possible limited resources and short-lived solutions. When schools are not properly maintained and applicable controls are not in place, the facilities can be an ideal setting for the occurrence of communicable diseases such as foodborne illness, influenza, and methicillin-resistant staphylococcus aureus (MRSA), and establishment environmental conditions that can lead to injuries (slip and fall, electrocution) and adverse health effects (asthma).

DEH is working to develop an alternative solution to addressing compliance issues, where the existing regulator-regulated relationship that exists between DPHSS and the Guam Department of Education (GDOE) is removed, and instead we focus and nurture a partnership of mutual reliance with the involvement of internal and external community stakeholders.

This document is part of a larger initiative to improve the sanitary and safe conditions of



Guam schools. It is one of four documents, including the 1) *Comprehensive Assessment Report*, 2) *Guidance Manual for School Building Sanitation*, 3) *School Building Sanitation Toolkit*, and 4) *School Building Sanitation Implementation Workbook*. Utilize the *Quick Start Guide* for more information about each document.

DEH is encouraging GDOE to enter into a Memorandum of Agreement that provides an alternative option to resolving the current compliance issues within the schools by implementing a community supported school maintenance pilot program.

DEH has designed this workbook to get you started. This workbook includes a list of activities and deliverables DEH will use to evaluate the effectiveness and utilization of the Manual and Toolkit.

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Memorandum of Agreement

A Memorandum of Agreement was signed by DPHSS and GDOE to work together to implement a maintenance program. By adopting the Guidance Manual for School Building Sanitation (the Manual) and School Building Sanitation Toolkit (the Toolkit), both Departments are doing their due diligence to improve and maintain the sanitary and safe conditions of the school, provide feedback on the Manual, and to complete the agreed upon forms within the School Building Sanitation Implementation Workbook (the Workbook). Below is a list of agreed upon tasks of both parties:

DPHSS agrees to:

1. Provide a copy of the Guidance Manual for School Building Sanitation, the School Building Sanitation Toolkit, and School Building Sanitation Implementation Workbook to the school point of contact.
2. Coordinate, conduct, and report on all meetings conducted during the Project.
3. Conduct four in-person trainings to provide awareness on the regulatory requirements for school buildings.
4. Facilitate Manual Workgroup to collect and report on feedback provided on the Manual and the Toolkit.
5. Develop, collect, and report on results from the Workbook completed by school.

GDOE agrees to:

1. Commit to a four-month evaluation conducted by DPHSS to pilot the Project at your school.
2. Provide a list of meeting dates and minutes for school improvement team.
3. Provide a copy of a completed action plan, ratios worksheet, monitoring schedule, walkthrough plan, and volunteer plan as described within the workbook.
4. Submit Monthly Progress Reports regarding progress of the pilot program.
5. Provide a copy of the monitoring list at the end of the evaluation period.
6. Provide input on the Manual developed by DEH for GDOE to be used by all Guam schools.
7. Provide feedback during the trainings conducted by DEH utilizing the evaluation form provided.
8. Encourage involvement from all internal stakeholders at your school; including, but not limited to, school administrators, teachers, school personnel, students, school organizations, and parents.
9. Collaborate on communications to internal and external stakeholders at your school by reporting progress made during the pilot program.

Descriptions and Due Dates

Below is a list of activities, deliverables, and due dates. In order to evaluate the effectiveness and utilization of the Manual and Toolkit, we are seeking your assistance. We are requesting each pilot school to participate in the following activities and provide a copy of the deliverables. All feedback is good feedback and we will use your deliverables to make the necessary changes to the documents so that we may do our part to assist our island in keeping our schools safe and sanitary.

By agreeing to participate in this pilot, your school is agreeing to complete the following forms:

Item No.	Activities	Deliverables	Due Date
1.	Memorandum of Agreement	Provide a signed copy of the MOA	March 27, 2015
2.	Build a School Improvement Team	Provide a list of meeting dates for your team	April 3, 2015
3.	Complete an Action Plan to address school building sanitation issues	Provide a copy of the completed action plan form	April 10, 2015
4.	Build a School Profile using the Ratios Worksheet	Provide a copy of the completed ratios worksheet	April 10, 2015
5.	Create a Monitoring Schedule	Provide a copy of the completed monitoring schedule form	April 10, 2015
6.	Plan a Walkthrough using the Planning a Walkthrough Form	Provide a copy of the completed Planning a Walkthrough form	April 10, 2015
7.	Create a Volunteer Plan for Your School	Provide a copy of the completed volunteer plan for your school	April 10, 2015
8.	Share your progress with Monthly Reports	Provide a copy of the completed monthly report for each month	March 31, 2015 April 30, 2015 May 31, 2015 June 30, 2015
9.	Show Progress Made with School Improvement Team	Provide a copy of the meeting minutes for your team meetings	June 12, 2015
10.	Show your progress utilizing the Monitoring List	Provide a copy of the monitoring list	June 30, 2015
11.	Evaluate Us: Provide your feedback on School Building Sanitation Trainings	Provide a copy of the evaluation form for each training	As requested at Trainings
12.	Participate in our Manual Workgroup	Provide feedback on Manual utilizing the Record of Recommended Changes form	June 30, 2015

Creating Your School Improvement Team

Completed Assessment Report

A comprehensive assessment was conducted at your school during the 2014 – 2015 school year and a comprehensive assessment report was provided, including a detailed list of deficiencies and a catalog of photos. The report and additional materials are meant to be used by your school to determine the current issues your school faces regarding school building sanitation and how to address them.

Forms to Complete in this Section:

- ✓ School Improvement Team – Build Your Roster
- ✓ School Improvement Team – Meeting Schedule

Build Your Team

Enlist other internal and external stakeholders in this process by forming a school improvement team that dedicates time to planning and implementing ways to address the issues found during the

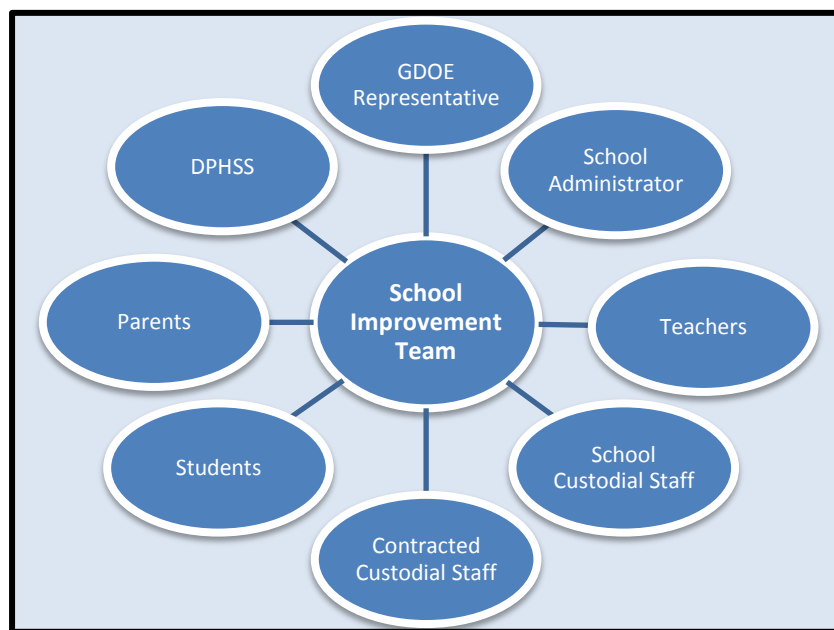


Figure 1. School Improvement Team

assessment, as well as any additional issues that have been observed since the assessment. **Figure 1** is a list of potential team members to include on the team.

Use the *School Improvement Team – Build Your Roster* form to build your team. Once you have reached out to them and confirmed their commitment, determine the meeting dates for your team. As you confirm meeting dates, fill out the *School Improvement Team – Schedule Meeting Dates* form to keep track of the level of activity by your team.

Team Meetings

Teams should meet regularly to discuss school maintenance issues, set goals, and coordinate the action that needs to be taken by the school. **Figure 2** is an example of an agenda with items that could be addressed at your meeting.

In order to effectively manage the team's progress, divide the areas of need into smaller sections. Utilize the Latte Stone approach to address the areas of need based on how they can be resolved or monitored. The next section will explain the Latte Stone approach and how to translate the approach into actionable items.

<h2>Agenda for School Improvement Team</h2>	
Date:	
Attendees:	
<hr/>	
Agenda Items:	
I.	Current Status
	a. Number of current deficiencies
	b. Number of work orders submitted
	c. Number of deficiencies resolved
II.	Progress on Goals
	a. Goal 1: To decrease the percent of deficiencies by ____%
	b. Goal 2: To create a student organization that works on school improvement projects
	c. Goal 3: Expand the Adopt-a-School program
III.	Next Steps
IV.	Items to Include for Next Meeting
Next Meeting will take place: _____	

Figure 2. Example of Agenda

School Improvement Team – Build Your Roster

Full Name	Title	Email	Phone Number

School Improvement Team – Schedule Meeting Dates

Meeting Date	Time	Location	Topics to Address

Please provide a copy of your meeting minutes in the adjacent pocket.

Ideas into Action

Forms to Complete in this Section:

- ✓ School Action Plan
- ✓ Ratios Worksheet

Building Our Communities with a Latte Stone Approach

The ancient buildings of Guam were built on top of Latte Stones, and what better way to build a foundation for your school than to get back to the basics. Every child deserves the right to an adequate education in a safe and sanitary environment. Our Latte Stone approach (**Figure 1**) to school building sanitation was constructed by keeping this notion at the forefront and our main priority. The approach is built upon four Latte Stones, or pillars: 1) GDOE Leadership, 2) School Ownership, 3) Student Engagement, and 4) Community Engagement. **Figure 2** explains what type of action can be taken with

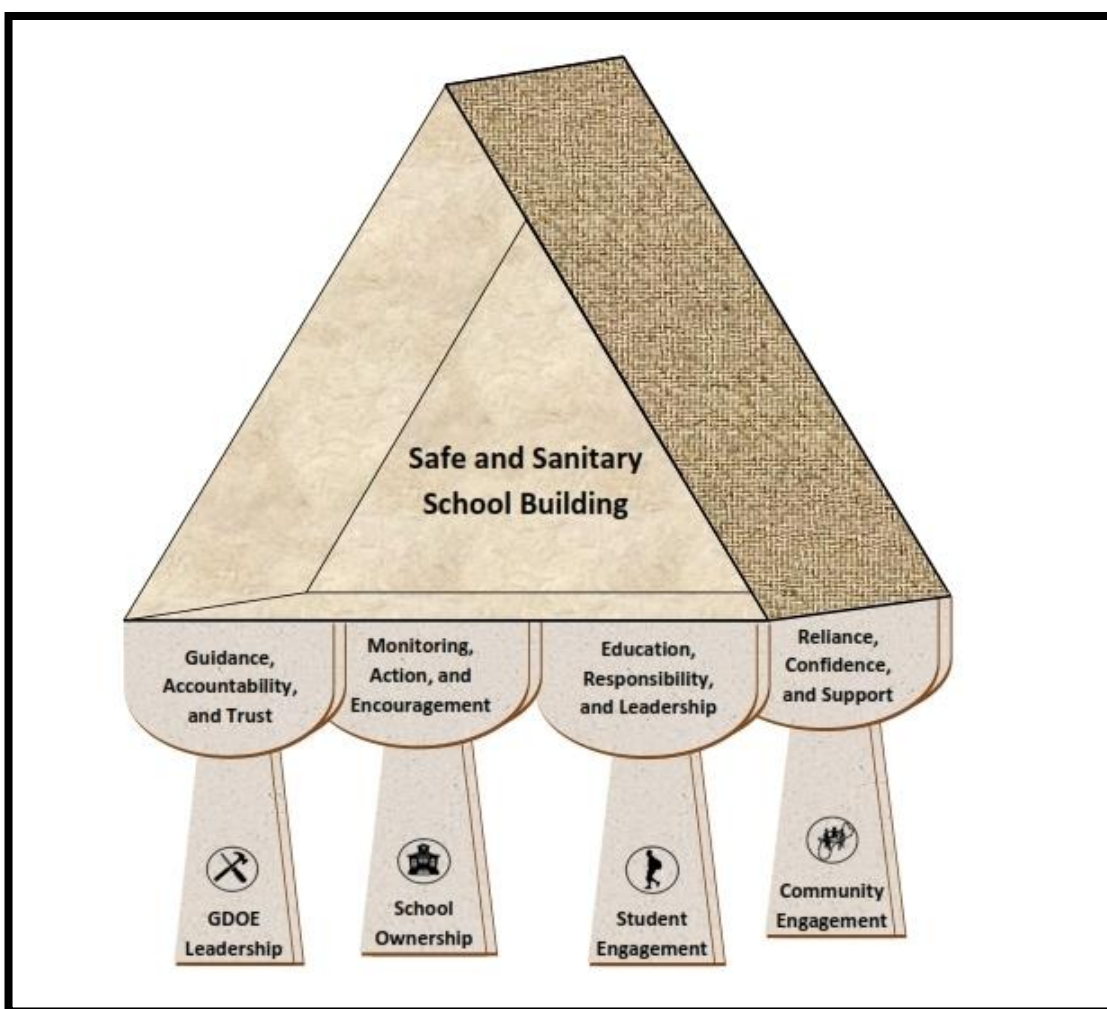


Figure 1. Latte Stone Approach

each Latte Stone. Without all four Latte Stones, it is difficult to manage school building sanitation, and puts undue pressure on the other Latte Stones. Much like the traditional Latte Stones from the past, each one must be assembled with solid and supportive materials in order to serve its purpose.





GDOE Leadership	School Ownership	Student Engagement	Community Engagement
<ul style="list-style-type: none"> •This type of action is an opportunity for GDOE to get involved through completing work orders. •Determine what school maintenance issues are items that can be tackled by GDOE. Although you submit a work order, it is important for the school to take an active role in monitoring the issue until it is resolved. 	<ul style="list-style-type: none"> •This type of action is an opportunity for school administrators, teachers, maintenance, and other staff to tackle the issue. •Determine what school maintenance issues are items that can be tackled by the school. Work as a team to determine best practices to address the issues and, most importantly, the root of the issues. 	<ul style="list-style-type: none"> •This type of action is an opportunity to incorporate students into the school improvement process. •Incorporate the students in the process. By utilizing their voices and creative energy, not only will the school have more volunteers for projects, but a new perspective for finding solutions to issues. Try creating a new student organization to work on school improvement projects. 	<ul style="list-style-type: none"> •This type of action integrates the community into the school improvement process. •It takes a village to raise a child. Integrating the community into the school improvement process will allow the school to gain an army of volunteers equipped with specialties that may not be available otherwise.
			

Figure 2. Actionable Items within Four Latte Stones

Turning the Latte Stones into Actionable Items

GDOE Leadership

Monitor GDOE responsibilities by creating a list of observed violations that should be addressed by GDOE. Create work orders through MUNIS. Keep a categorized, running list of work orders (**Figure 3**) and monitor the list to determine the time it takes for each type of violation to be addressed. Conduct walkthroughs of the school to determine if the issue still exists.

Actionable Item:

Monitor work orders

Create a running list of work orders so that you are able to track the type of issues, frequency of issues, location of issues, and those who are reporting.

Locations/Areas	Type	Issue Observed By	Date Documented	Description of Issue	DEH Regulatory Requirement Section	Date Work Order Submitted	Work Order #	Current Status
A-Wing Room 4	Class	DEH	12/9/2014	Insufficient space for storage	Building - Section VI: Adequate storage of maintenance and instructional equipment			

Figure 3. Running List of Work Orders

Actionable Item: Bi-weekly walkthrough

Set up a time on a bi-weekly basis to walk through as a follow up to issues reported to GDOE.

School Ownership

Monitor school responsibilities. All deficiencies observed during an assessment should be reviewed by the school improvement team to determine what steps can be taken at the school level to address the issues. Create a categorized list to prioritize issues, identify critical violations, develop short-term and long-term solutions, and discuss the issues that may be a symptom of larger issues. Monitor the list and present findings to staff as needed. Distribute checklists to students, teachers, and other staff to utilize in individual monthly monitoring. Distribute a survey to the teachers to determine the main factors contributing to violations, proposed solutions, and main drivers. Conduct walkthroughs of the school.

Actionable Item: Monitor school list

Create a running list of issues reported that could be considered the school's responsibility and can be used to delegate tasks to school staff and community.

Actionable Item: Create a best practices list

Develop a list where you will keep track of issues reported and how they were addressed to determine the best practices that can be used at your school.

Actionable Item: Presentations to staff

Offer presentations to school staff on types of issues reported and how they are being addressed so that staff are informed and engaged in the process.

Actionable Item: Adopt and use the checklists on a monthly basis

Utilize the checklists provided by the Division of Environmental Health to engage more staff in the monitoring of school maintenance issues.

Actionable Item: Quarterly walkthrough

Perform a quarterly walkthrough on random locations at the school.

Actionable Item: Survey and findings

Provide a survey to school staff in order to gather more information about their perception of the school and gauge their interest in participating. Present findings to staff.

Student Engagement

Students play an integral role in maintaining a healthy environment. Develop a list of opportunities that will allow students to play an active role in school maintenance projects. Create a student leadership team that will share these ideas with the larger student population. If you have student clubs, this would be a good avenue to reach out to the student clubs at your school.

Actionable Item: Create student leadership team

Encourage students to create a student leadership team where they can focus on learning more about environmental health issues and participate in volunteer opportunities. If you have student clubs, this could be an avenue to use when forming teams.

Actionable Item: Create student involvement opportunities

Identify an area on campus where students can create a bulletin board of information. Develop a running list of student volunteers for school improvement projects. Provide opportunities for students to write personal letters to school staff to encourage involvement. Allow students to participate in school walkthroughs so they learn about the types of public health issues and learn how to report issues when observed.

Actionable Item: Survey and findings

Provide a survey to students in order to gather more information about their perception of the school and gauge their interest in participating. Present findings to students.

Community Engagement

Community engagement is a major component to gaining leverage with external partners. Utilize existing meeting opportunities to present findings and keep the community updated. Create a list of ways the community can become involved and distribute the materials at PTO meetings. The Governor's existing Adopt-a-School program would be a great catalyst for increasing community engagement in school building sanitation projects. Reach out to your representative and request an expansion of your current volunteer program. Your school can use the partnership to build upon the current program and extend projects beyond tasks such as simple cosmetic fixes by integrating smaller, specialized projects throughout the entire school year. Reach out to the village mayors, government agencies, NGOs, private sector, and parents.

Actionable Item: Present assessment findings

Offer presentations to parents and other community members on types of issues reported and how they are being addressed so that the community stays informed and engaged in the process.

Actionable Item: Create community involvement list

Develop a list of issues at the school that can be addressed by external partners so that the community can have an idea of ways they can become more involved and begin to organize school improvement projects.

Actionable Item: Develop a monitoring plan

Develop a monitoring plan so that you are able to report back to the school and the community about the progress they are making in addressing school maintenance issues.

Actionable Item: Quarterly walkthrough

Perform a quarterly walkthrough of random locations at the school and allow parents to participate so they may learn about the public health issues pertaining to school building sanitation and safety, and learn how to report those issues when observed.

Actionable Item: Survey and findings

Provide a survey to parents in order to gather more information about their perception of the school and gauge their interest in participating. Present findings at parent meetings.

Create Your Action Plan

As a team, translate the examples of actionable items into a customized work plan for your school. Utilize the *Action Plan for Schools Template*, beginning on the next page, to create action items for team members. Below is an example of activities (examples in blue italics) to show you what could be included in your plan.

GOAL: To improve and maintain the sanitary and safe conditions			
OBJECTIVE ONE: MONITOR GDOE RESPONSIBILITIES			
Actionable Items	Activities	Lead	Frequency of Monitoring (daily, bi-weekly, monthly, etc.)
Actionable Item 1: Monitor Work Orders	<i>Create a running list of work orders</i>	<i>Assistant Principal</i>	<i>Bi-weekly</i>
	<i>Track type of issues</i>	<i>Parent</i>	<i>Monthly</i>
	<i>Track frequency of issues</i>	<i>Teachers</i>	<i>Monthly</i>
	<i>Track location of issues</i>	<i>Student Group</i>	<i>Monthly</i>
	<i>Track who is reporting issues</i>	<i>DPHSS</i>	<i>Monthly</i>
Actionable Item 2: Bi-weekly Walkthrough	<i>Set up a time to conduct a bi-weekly walkthrough</i>	<i>Teachers</i>	<i>Bi-weekly</i>
	<i>Contact GDOE about work orders that have not been completed</i>	<i>Assistant Principal</i>	<i>Monthly</i>

Action Plan for Schools Template

GOAL:			
OBJECTIVE ONE:			
Actionable Items	Activities	Lead	Frequency of Monitoring (daily, bi-weekly, monthly, etc.)
Actionable Item 1:			
Actionable Item 2:			

OBJECTIVE TWO:

Actionable Items	Activities	Lead	Frequency of Monitoring (daily, bi-weekly, monthly, etc.)
Actionable Item 3:			
Actionable Item 4:			
Actionable Item 5:			
Actionable Item 6:			

OBJECTIVE THREE:

Actionable Items	Activities	Lead	Frequency of Monitoring (daily, bi-weekly, monthly, etc.)
Actionable Item 1:			
Actionable Item 2:			
Actionable Item 3:			

OBJECTIVE FOUR:			
Actionable Items	Activities	Lead	Frequency of Monitoring (daily, bi-weekly, monthly, etc.)
Actionable Item 1:			
Actionable Item 2:			
Actionable Item 3:			
Actionable Item 4:			
Actionable Item 5:			
Core Team			

Ratios Worksheet – Secondary (Middle School and High School)

Building Your School Profile: Ratios Worksheet

Knowing the ratio requirements to keep your school in compliance is important. Use this worksheet to determine what your ratios are and the required number of toilets, urinals, handwashing units, showerheads, and drinking fountains.

Ratios Worksheet

Description	Current Number
Current Student Population	
Current Male Student Population	
Current Female Student Population	
Maximum Number of Females in an Athletics Class during any Class Period	
Maximum Number of Males in an Athletics Class during any Period	

Secondary (Middle School and High School) – Female Toilets

Current Female Student Population	Divided by	Minimum # of Female Students Per Toilet	Equals	Required Number of Toilets in a Female Restroom at my School*
	÷	45	=	

Secondary (Middle School and High School) – Male Toilets

Current Male Student Population	Divided by	Minimum # of Male Students Per Toilet	Equals	Required Number of Toilets in a Male Restroom at my School*
	÷	100	=	

Secondary (Middle School and High School) – Urinals

Current Male Student Population	Divided by	Minimum # of Male Students Per Urinal	Equals	Required Number of Urinals in a Male Restroom at my School*
	÷	30	=	

Secondary (Middle School and High School) – Handwashing Units

Current Student Population	Divided by	Minimum # of Student Per Handwashing Unit	Equals	Required Number of Handwashing Units at my School*
	÷	100	=	

Secondary (Middle School and High School) – Female Showerheads

Maximum # of Females in an Athletics Class during any Class Period	Divided by	Minimum Female Students Per Showerhead	Equals	Required Number of Showerheads in a Female Shower Room at my School*
	÷	4	=	

Secondary (Middle School and High School) – Male Showerheads

Maximum # of Males in an Athletics Class during any Class Period	Divided by	Minimum Male Students Per Showerhead	Equals	Required Number of Showerheads in a Male Shower Room at my School*
	÷	5	=	

Secondary (Middle School and High School) – Drinking Fountains

Current Student Population	Divided by	Minimum Students Per Drinking Fountain	Equals	Required Number of Drinking Fountains at my School*
	÷	75	=	

*For decimal results, round up to the next whole number

Note: If at any time your student population changes, the ratios will need to be adjusted to meet the new needs of your school.

Ratios Worksheet - Elementary

Building Your School Profile: Ratios Worksheet

Knowing the ratio requirements to keep your school in compliance is important. Use this worksheet to determine what your ratios are and the required number of toilets, urinals, handwashing units, showerheads, and drinking fountains.

Ratios Worksheet

Description	Current Number
Current Student Population	
Current Male Student Population	
Current Female Student Population	

Elementary – Female Toilets

Current Female Student Population	Divided by	Minimum # of Female Students Per Toilet	Equals	Required Number of Toilets in a Female Restroom at my School*
	÷	35	=	

Elementary – Male Toilets

Current Male Student Population	Divided by	Minimum # of Male Students Per Toilet	Equals	Required Number of Toilets in a Male Restroom at my School*
	÷	60	=	

Elementary – Urinals

Current Male Student Population	Divided by	Minimum # of Male Students Per Urinal	Equals	Required Number of Urinals in a Male Restroom at my School*
	÷	30	=	

Elementary – Handwashing Units

Current Student Population	Divided by	Minimum # of Student Per Handwashing Unit	Equals	Required Number of Handwashing Units at my School*
	÷	100	=	

Elementary – Drinking Fountains

Current Student Population	Divided by	Minimum Students Per Drinking Fountain	Equals	Required Number of Drinking Fountains at my School*
	÷	75	=	

*For decimal results, round up to the next whole number

Note: If at any time your student population changes, the ratios will need to be adjusted to meet the new needs of your school.

Documenting Your Progress

Completing Monthly Reports

Show the progress you have been making at your school regarding school building sanitation by completing a monthly report. This report will assist you in communicating with your stakeholders about all of the hard work that is taking place at your school.

Forms to Complete in this Section:

- ✓ Monthly Reports
- ✓ Monitoring Schedule

Why it Matters

Sometimes it takes time before a school is able to see a significant reduction in school building sanitation deficiencies, but that does not mean that work is not being done to address the deficiencies. These reports will assist you in making your case, showing the community that your school is doing its due diligence to keep the students in a safe and sanitary school. The information gathered will help to explain the process to others who may not know all the work the school has done. Share the results with your staff to let them know their concerns are being addressed and to keep them informed of the process.

Create a Monitoring Schedule and Calendar

There are many areas to inspect at a school site, so it is important to decide what areas need more monitoring than others. Use the Monitoring Schedule to determine what sections require more monitoring. Then, use the information to set your calendar for the year.

By creating a schedule, you are committing specific amounts of time to address issues within your school. A schedule keeps school maintenance on your to-do list and it creates a reminder for others to do the same. For instance, you can send an email reminder every Thursday to your staff to encourage them to check their rooms or schedule a 2pm walkthrough every day at a certain location.

March Monthly Report

Full Name	
Name of School	
Today's Date	
Please check the following tasks completed this month <input type="checkbox"/> Discussed Preventative Maintenance Monitoring <input type="checkbox"/> Submitted Work Orders <input type="checkbox"/> Completed a Walkthrough <input type="checkbox"/> Had a Volunteer Day <input type="checkbox"/> Met with PTO to Discuss Progress and/or Donations <input type="checkbox"/> Requested a Consult with DEH <input type="checkbox"/> Requested a Health Education Presentation <input type="checkbox"/> Other: _____	
Who did you discuss preventative maintenance monitoring with? (Please select all that apply) <input type="checkbox"/> Teachers <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Maintenance <input type="checkbox"/> Superintendent or his representative <input type="checkbox"/> Other: _____	
Did you complete a walkthrough this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what location(s)? 	
If yes, what violation(s) were observed and what action have you taken? 	
Did you have a volunteer day this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the type of volunteers, date, and description of activities 	

Did you meet/talk with your parent/teacher organization this month about preventative maintenance?

- ☐ Yes
☐ No

If yes, what topic was discussed?

Did you request a consult with DEH this month?

- ☐ Yes
☐ No

If yes, please indicate the date of the meeting and topics addressed

Did you request a health education presentation this month?

- ☐ Yes
☐ No

If yes, please indicate the date, topic, and name of presenter

April Monthly Report

Full Name	
Name of School	
Today's Date	
Please check the following tasks completed this month <input type="checkbox"/> Discussed Preventative Maintenance Monitoring <input type="checkbox"/> Submitted Work Orders <input type="checkbox"/> Completed a Walkthrough <input type="checkbox"/> Had a Volunteer Day <input type="checkbox"/> Met with PTO to Discuss Progress and/or Donations <input type="checkbox"/> Requested a Consult with DEH <input type="checkbox"/> Requested a Health Education Presentation <input type="checkbox"/> Other: _____	
Who did you discuss preventative maintenance monitoring with? (Please select all that apply) <input type="checkbox"/> Teachers <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Maintenance <input type="checkbox"/> Superintendent or his representative <input type="checkbox"/> Other: _____	
Did you complete a walkthrough this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what location(s)? 	
If yes, what violation(s) were observed and what action have you taken? 	
Did you have a volunteer day this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the type of volunteers, date, and description of activities 	

Did you meet/talk with your parent/teacher organization this month about preventative maintenance?

- ☐ Yes
☐ No

If yes, what topic was discussed?

Did you request a consult with DEH this month?

- ☐ Yes
☐ No

If yes, please indicate the date of the meeting and topics addressed

Did you request a health education presentation this month?

- ☐ Yes
☐ No

If yes, please indicate the date, topic, and name of presenter

May Monthly Report

Full Name	
Name of School	
Today's Date	
Please check the following tasks completed this month <input type="checkbox"/> Discussed Preventative Maintenance Monitoring <input type="checkbox"/> Submitted Work Orders <input type="checkbox"/> Completed a Walkthrough <input type="checkbox"/> Had a Volunteer Day <input type="checkbox"/> Met with PTO to Discuss Progress and/or Donations <input type="checkbox"/> Requested a Consult with DEH <input type="checkbox"/> Requested a Health Education Presentation <input type="checkbox"/> Other: _____	
Who did you discuss preventative maintenance monitoring with? (Please select all that apply) <input type="checkbox"/> Teachers <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Maintenance <input type="checkbox"/> Superintendent or his representative <input type="checkbox"/> Other: _____	
Did you complete a walkthrough this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what location(s)? 	
If yes, what violation(s) were observed and what action have you taken? 	
Did you have a volunteer day this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the type of volunteers, date, and description of activities 	

Did you meet/talk with your parent/teacher organization this month about preventative maintenance?

- ☐ Yes
☐ No

If yes, what topic was discussed?

Did you request a consult with DEH this month?

- ☐ Yes
☐ No

If yes, please indicate the date of the meeting and topics addressed

Did you request a health education presentation this month?

- ☐ Yes
☐ No

If yes, please indicate the date, topic, and name of presenter

June Monthly Report

Full Name	
Name of School	
Today's Date	
Please check the following tasks completed this month <input type="checkbox"/> Discussed Preventative Maintenance Monitoring <input type="checkbox"/> Submitted Work Orders <input type="checkbox"/> Completed a Walkthrough <input type="checkbox"/> Had a Volunteer Day <input type="checkbox"/> Met with PTO to Discuss Progress and/or Donations <input type="checkbox"/> Requested a Consult with DEH <input type="checkbox"/> Requested a Health Education Presentation <input type="checkbox"/> Other: _____	
Who did you discuss preventative maintenance monitoring with? (Please select all that apply) <input type="checkbox"/> Teachers <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Maintenance <input type="checkbox"/> Superintendent or his representative <input type="checkbox"/> Other: _____	
Did you complete a walkthrough this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what location(s)? 	
If yes, what violation(s) were observed and what action have you taken? 	
Did you have a volunteer day this month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the type of volunteers, date, and description of activities 	

Did you meet/talk with your parent/teacher organization this month about preventative maintenance?

- ☐ Yes
☐ No

If yes, what topic was discussed?

Did you request a consult with DEH this month?

- ☐ Yes
☐ No

If yes, please indicate the date of the meeting and topics addressed

Did you request a health education presentation this month?

- ☐ Yes
☐ No

If yes, please indicate the date, topic, and name of presenter

Monitoring Schedule – What to Monitor

Sections of the Regulations	What to Monitor	Perform Walkthrough
Grounds		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Buildings		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Ventilation		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Lighting		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Plumbing		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Water Supply		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Handwashing Facilities		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Shower and Locker Rooms		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly

Sections of the Regulations	What to Monitor	Perform Walkthrough
Toilet Facilities		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Garbage and Trash Disposal		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly
Safety		<input type="checkbox"/> Once/Day <input type="checkbox"/> Once/Week <input type="checkbox"/> Once/Month <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly

Monitoring Schedule – Creating a Calendar

Month	Week 1	Week 2	Week 3	Week 4
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Monitoring List

Your school was provided a master list of the deficiencies found at your school during our last assessment. Utilizing that list, monitor the progress made for each issue. Below is an example of how to complete the list. The sections with black font are the sections that were pre-filled by DEH. The sections in red font are the sections that need to be completed by your school.

Locations /Areas	Type	Issue Observed By	Grade Level	Teacher	Date Documented	Description of Issue	Additional Information (as needed)	DEH Regulatory Requirement Section	Potential Demerits	Action Items or Request #	Date Work Order Submitted	Work Order #	Current Status
A-Wing Room 4	Classroom	DEH	9	Miss C	12/9/2014	Insufficient space for storage		Building - Section VI: Adequate storage of maintenance and instructional equipment	2	1234567	03/01/2015	N/A	Sent a follow up e-mail to GDOE regarding work order on 03/10/2015. Will call by 03/15/2015

Add in the grade level that is taught in the room. The grade will help you determine if there are additional requirements for the room, such as a handwashing unit.

Add the teacher's name for each room. By adding the teacher, you can later filter the information by teachers and inform them of the deficiencies found in their room so they can begin to take the necessary actions.

If the action is a work order, add in the request # that is provided once you submit the work order so you are able to keep track of the status of the order. If the action can be taken by the school instead of a work order, write down what action you plan to take.

Don't forget to include the date so you know when to follow up with GDOE.

Once you have a work order number, include the number in the monitoring list.

Keep an up-to-date status of the deficiencies so you know how to follow up.

Incorporating the Students

Forms to Complete in this Section:

- ✓ Planning Your Walkthrough

Students are part of your school community and it is important to include them in the school building sanitation process. Teach them to be their own inspectors by conducting walkthroughs as a class or in a small group.

Be Your Own Inspector – Conduct Walkthroughs				
Proposed Dates	1 st Walkthrough	2 nd Walkthrough	3 rd Walkthrough	4 th Walkthrough
Start Time				
End Time				
Locations to Inspect				
Is this a class or student group?				
Do you plan to include parents?				
Do you plan to include teachers?				
Approx. # of Students				
Do you need a DEH Inspector to Assist?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Materials Needed	<input type="checkbox"/> Clipboard <input type="checkbox"/> Checklist <input type="checkbox"/> Presentation <input type="checkbox"/> Pens <input type="checkbox"/> Environmental Meter			
Additional Information				

Engaging the Community

One way to gain the extra help you need to keep your school safe and sanitary is to enlist the help of your community. Utilizing the *Adopt-a-School Handouts and Templates* in the *School Building Sanitation Toolkit*, you can determine what steps you need to take to build an effective volunteer program. Complete the form below to begin planning your process.

Forms to Complete in this Section:
✓ Volunteer Plan

Volunteer Plan – Brainstorming Guide

Point of Contact	
What type of volunteers do we need?	
Will we need any specialized help?	
How many volunteer days a month?	
We will promote the volunteer days through:	
Do we have an up-to-date inventory of our supplies?	
Do we have an up-to-date task list including list of issues, location of issues, description of activity needed to resolve issue, and supplies needed for activity?	

Training Matters

The Division of Environmental Health (DEH) will be providing four trainings over the course of this school year. Each of the trainings will provide information regarding our current regulations and guidance from the newly developed manual. An evaluation form will be provided on the day of the training. Once you have participated in the training, please submit the evaluation form to your DEH point of contact.

[illegible]