



2008 *Indoor Air Quality Tools for Schools*

National Excellence Award Evaluation Criteria

Indoor Air Quality (IAQ)

Evaluation Criteria

The National Excellence Awards review panel will use the criteria described below to evaluate applications. These criteria are built on the Framework for Effective School IAQ Programs: Six Key Drivers and reflect the approaches and activities that successful, sustainable IAQ programs typically exhibit. What follows is the list of criteria elements the application must demonstrate to receive full credit. Note that partial credit will be awarded when some, but not all, of the criteria are met.

Total Points Available: 135

1. Organize (Total of 25 possible points)

To receive full points for program organization, applicants need to demonstrate that the following elements are in place and describe how they contribute to program success.

- Existence of a responsible and accountable leader for the IAQ Program
- Existence of a multidisciplinary team to implement the IAQ Program
- Existence of a system for receiving reported IAQ concerns
- Existence of senior-level buy-in for the program
- Existence of champions who are passionate advocates for the IAQ Program

2. Plan (Total of 15 possible points)

To receive full points for program planning, applicants need to demonstrate that the following elements are in place and describe how they contribute to program success.

- Existence of a written strategy or policies governing short and long-term IAQ activity
- Clearly named and prioritized goals for managing and improving IAQ
- Long-term planning mechanisms for sustaining the IAQ Program over time

3. Assess (Total of 20 possible points)

To receive full points for program assessment, applicants need to demonstrate that the following elements are in place and describe how they contribute to program success.

- Existence of standard practices for gathering IAQ information from building occupants (e.g. checklists, online occupant surveys, etc.)
- Evidence that the program conducts visual IAQ assessments of school facilities
- Evidence that the program collects basic IAQ data (e.g., temperature, humidity, ventilation rates)
- Evidence that staff, parents, union representatives, or others are involved in the assessment process
- Evidence that data collected is used to enhance the program, improve processes and procedures, communicate program successes, and attract continued support



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4. Act (Total of 25 possible points)

To receive full points for program action, applicants should demonstrate that the following actions occur as part of regular program operations and describe how they contribute to program success.

- Evidence of action in accordance with accepted procedures to respond to reported IAQ concerns
- Regular action to prevent IAQ problems
- Training or education for staff on common IAQ problems and how to prevent them
- Evidence that the program prioritizes short and long-term actions based on assessment findings
- Evidence of communication with occupants and other stakeholders about responses to problems
- Education for the broad school community about IAQ issues

5. Evaluate (Total of 20 possible points)

To receive full points for the evaluation component of their programs, applicants should demonstrate that they collect the types of data listed below and describe how their evaluation efforts contribute to program success.

- Evidence that the program has integrated IAQ into sustainable mechanisms, such as district policies, procedures, and plans
- Evidence that the program continually assesses progress towards identified short and long-term IAQ goals
- Evidence that the program tracks process measures such as number of reported IAQ problems, speed of response to complaints, and frequency of trainings conducted
- Evidence that the program tracks outcomes measures such as improved attendance and reduced nurse visits
- Evidence that the program measures return on IAQ investments
- Evidence that the program has collected baseline data on facilities' IAQ conditions and evaluates this information on an ongoing basis

6. Communicate (Total of 30 possible points)

To receive full points for the communication component of their programs, applicants should demonstrate a concerted effort to communicate their program goals and infrastructure, IAQ conditions, and program activities as well as describe how their communication efforts contribute to program success.

- Evidence that the IAQ team communicates with people who report concerns
- Evidence that the IAQ team communicates at least annually with the community
- Evidence that the IAQ team communicates at least annually with school district decision-makers and other target audiences (e.g. personnel, teachers, school board members)
- Evidence that the IAQ team places a high priority on open and honest communications with all concerned parties of the school community