



# 2008 *Indoor Air Quality Tools for Schools*

National Model of Sustained Excellence Award Evaluation Criteria

Indoor Air Quality (IAQ)

## Evaluation Criteria

The National Model of Sustained 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. To receive full credit, application will demonstrate how they meet all of the criteria listed under each heading below. Note that partial credit will be awarded when some, but not all, of the criteria are met.

Total Points Available: 95

### 1. Moving Beyond the Basics – The Evolution of Your IAQ Management Program Over Time (Total of 25 possible points)

To receive the full 25 points for this section, applicants need to demonstrate that the following elements are in place and describe how they contribute to sustainable program success.

- Evidence that the school system has established IAQ policies and procedures that lead toward program sustainability
- Continued existence of senior-level buy-in for the program and a system in place for educating new senior-level administrators
- Continued communication with and training for school system staff on IAQ issues and the IAQ management program to ensure continued involvement and support
- Evidence that the IAQ management program has adapted over time to reflect new challenges and opportunities

### 2. Building it to Last - Institutionalizing Your IAQ Management Program to Ensure it Will Last (Total of 25 possible points)

To receive the full 25 points for institutionalizing their program, applicants need to demonstrate how the elements listed below contribute to their program's sustainability.

- Existence of a written strategies, policies, and goals governing short and long-term IAQ activity and evidence that strategies, policies, and goals are updated to reflect program maturation
- Existence of an effective infrastructure that supports the sustained implementation of good IAQ practices
- Evidence that collecting information via IAQ assessments (e.g. occupant surveys, building walkthroughs) continues on a regular basis
- Evidence that assessment findings are prioritized and addressed in a timely manner
- Evidence that long-term planning mechanisms for sustaining the IAQ Program over time are in place and reviewed on a regular basis
- Evidence of long-term plan for infrastructure improvements and equipment repairs is in place and is reviewed regularly



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## 3. Getting Results – Evaluating Your IAQ Management Program (Total of 15 possible points)

To receive the full 15 points for program evaluation, applicants need to demonstrate that the following elements are in place and describe how they contribute to program success.

- 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 by students
- Evidence that the program measures return on IAQ investments
- Evidence that data collected is used to enhance the program, improve processes and procedures, communicate program successes, and attract continued support

## 4. Financing Success – Resourcing Your IAQ Management Program (Total of 15 possible points)

To receive the full 15 points for IAQ management program financing, applicants need to demonstrate that the school system is addressing the following components as a way of ensuring a sustainable funding stream for the IAQ management program and needed IAQ repairs and facility upgrades.

- Evidence that the system includes IAQ management as an important part of the facility, preventative maintenance, or operations budgets
- Existence of a plan to address IAQ issues that may require longer-term capital improvements or outside funding (e.g. bonds, sales tax revenue)
- Evidence that the program tracks investments in the IAQ management program and uses evaluations data to determine return on investment for the program

## 5. Spreading the Word – Communicating about Your IAQ Management Program (Total of 15 possible points)

To receive the full 15 points for the communication component of their programs, applicants need to demonstrate that they maintain regular, open communication with all school system stakeholders and that the system is actively engaging other school systems on IAQ management.

- Evidence that the system uses feedback from stakeholders to improve the IAQ management program
- Evidence that key program outcomes (e.g. improved performance, decreased IAQ complaints) are shared with all stakeholders
- Existence of a communications plan or strategy for internal and external audiences that is updated to reflect maturity of the IAQ management program
- Evidence that the program communicates effectively to motivate staff and administrators to support program continuation and to identify new program champions
- Evidence that the system is actively mentoring other school districts on IAQ management