

Sample Memo for Local News Media

Forest Lake School

[Date]

Dear [Local News Media Person]:

This month, [Forest Lake] begins a new program to monitor and improve indoor air quality (IAQ) in our school. We are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will utilize guidance provided by the U.S. Environmental Protection Agency to improve IAQ, prevent IAQ problems, and respond to any IAQ issues that may arise.

As a prominent source of information on events in our local area, you can be helpful in assuring that timely and accurate information regarding IAQ in our school reaches the parents of students and other concerned constituents. Enclosed is a copy of the *IAQ Background*, which is part of the EPA guidance that we are using in our school.

If you have any questions regarding IAQ in our school, please do not hesitate to contact our IAQ Coordinator [name]. [Name] has agreed to administer the IAQ Management Plan, which includes taking a team leadership role, coordinating emergency response, and serving as our information resource on IAQ. [Name] can be contacted at [phone].

Sincerely,

[Name]

[Principal or Superintendent]

Enclosure: *IAQ Background*