



Superintendent's Circular

NUMBER:
FMT-15
Version 01

ANNUAL ENVIRONMENTAL INSPECTION/AUDIT PROGRAM

CONDUCTED BY BOSTON PUBLIC SCHOOLS & BOSTON PUBLIC HEALTH COMMISSION

*This Circular will remain in effect unless rescinded or superseded
by a subsequent version.*

POLICY

To fully meet the intent and requirements of the City of Boston's Indoor Air Quality Ordinance (7.12.1-4), Boston Public Schools (BPS) and the Boston Public Health Commission (BPHC) have designated an Indoor Air Quality Unit which shall ensure that a minimum of two facility inspections per occupied school building are completed on an annual basis. A report with an assessment of conditions at each site will be developed by BPS and BPHC and presented to school principals/heads of schools and published on the BPS website annually.

IMPLEMENTATION PLAN

The Indoor Air Quality (IAQ) Unit responsible for completing the annual BPS environmental inspections/audit (inspection) will be

comprised of representatives from BPS Facilities Management's Environmental Division and the BPHC's Office of Environmental Health.

The IAQ Unit will conduct two inspections of each occupied BPS owned or operated building during the academic school year. The inspections will begin after the beginning of the academic school year and will be completed by the end of the academic year of the following year. An environmental audit will be done by the BPS and the BPHC.

The inspection report will investigate and note environmental conditions in each report. The inspectors will test and look for health and safety conditions throughout the interior and exterior of each building including but not be limited to: general sanitation and housekeeping; water-staining, leaks, and mold; general building repair; signs of pest infestation and activity; general life safety; unobstructed means of egress; bathroom sanitation, hygiene, and operability; general ventilation, etc.

Upon completion of the annual environmental inspection, Facilities Management will immediately address critical health and safety deficiencies by filing a work order with the appropriate division. They will incorporate other needed work at the school sites into the annual budgeting process. On an ongoing basis, Facilities Management will provide technical assistance to principals/heads of schools on environmental problems and other building-related issues.

SIGNIFICANT DATES AND DEADLINES

Date	Activity
September	Environmental inspections will begin after the beginning of the academic school year.
Ongoing	Principals/heads of schools will receive a detailed inspection report following completion of the building inspection.
June	Environmental inspections of all school buildings will be completed by the end of the academic year.
August 31	Environmental inspection reports to be posted on the BPS website (linked from https://www.bostonpublicschools.org/domain/175)

For more information about this circular, contact:

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