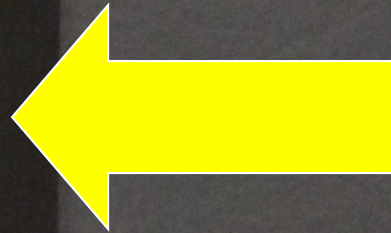
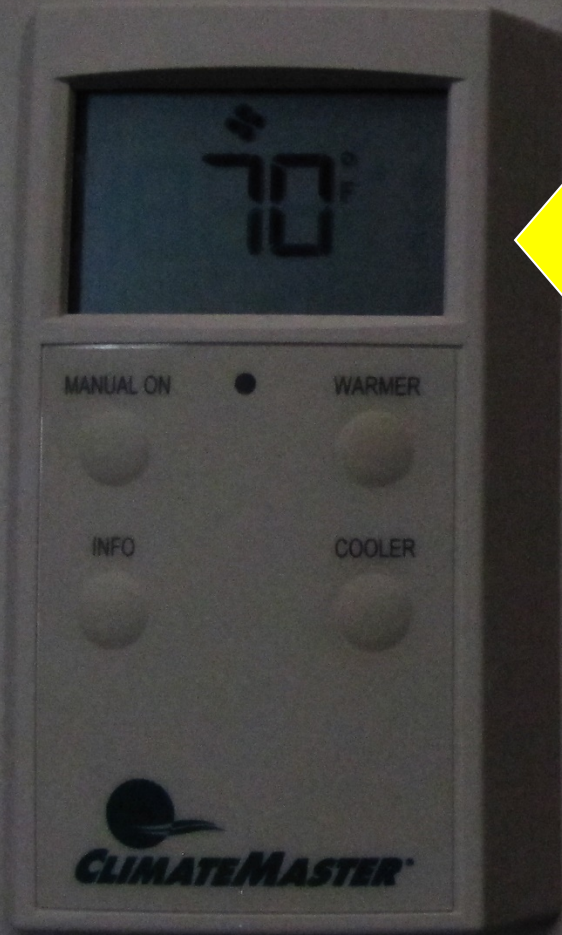


**Indoor Air
Quality**

THERMAL COMFORT

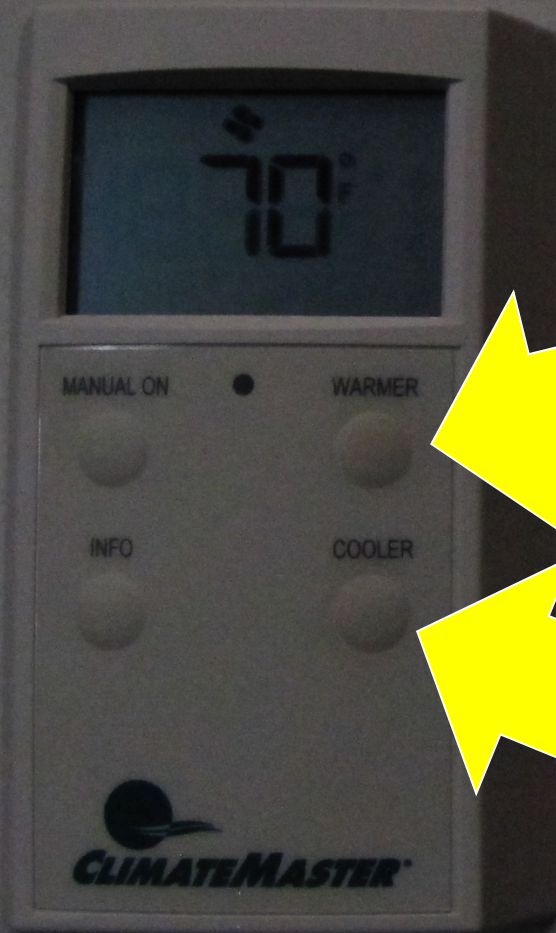
Pre-set temperature range is 70–72°.



Number shows actual room temp.



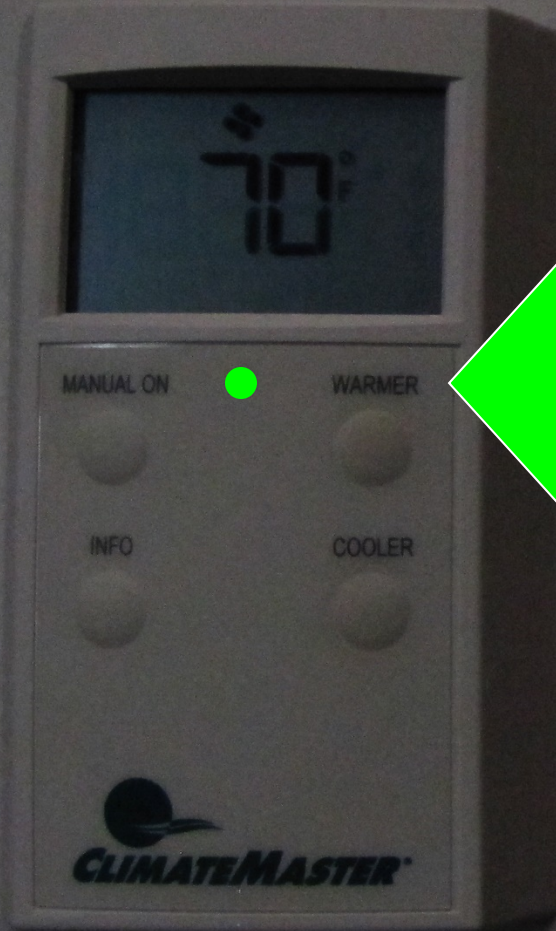
Warmer/Cooler buttons adjust the temp by 2 degrees from the computer set-point.



After school hours, push Manual On button ONCE to reset to daytime temp for about an hour.



GREEN LIGHT indicates you have selected daytime temp for about an hour.



After temperature sets back again in about an hour, you may repeat to reset to daytime temperature for another hour.



After school hours,
press Manual On only
ONCE to reset to daytime
temperature; repeat
as needed each time
temperature sets back
(about an hour later)

YOU

**can help
the system
work better**

Use blinds to control heat from sunlight



...keep windows closed...



...keep doors closed too

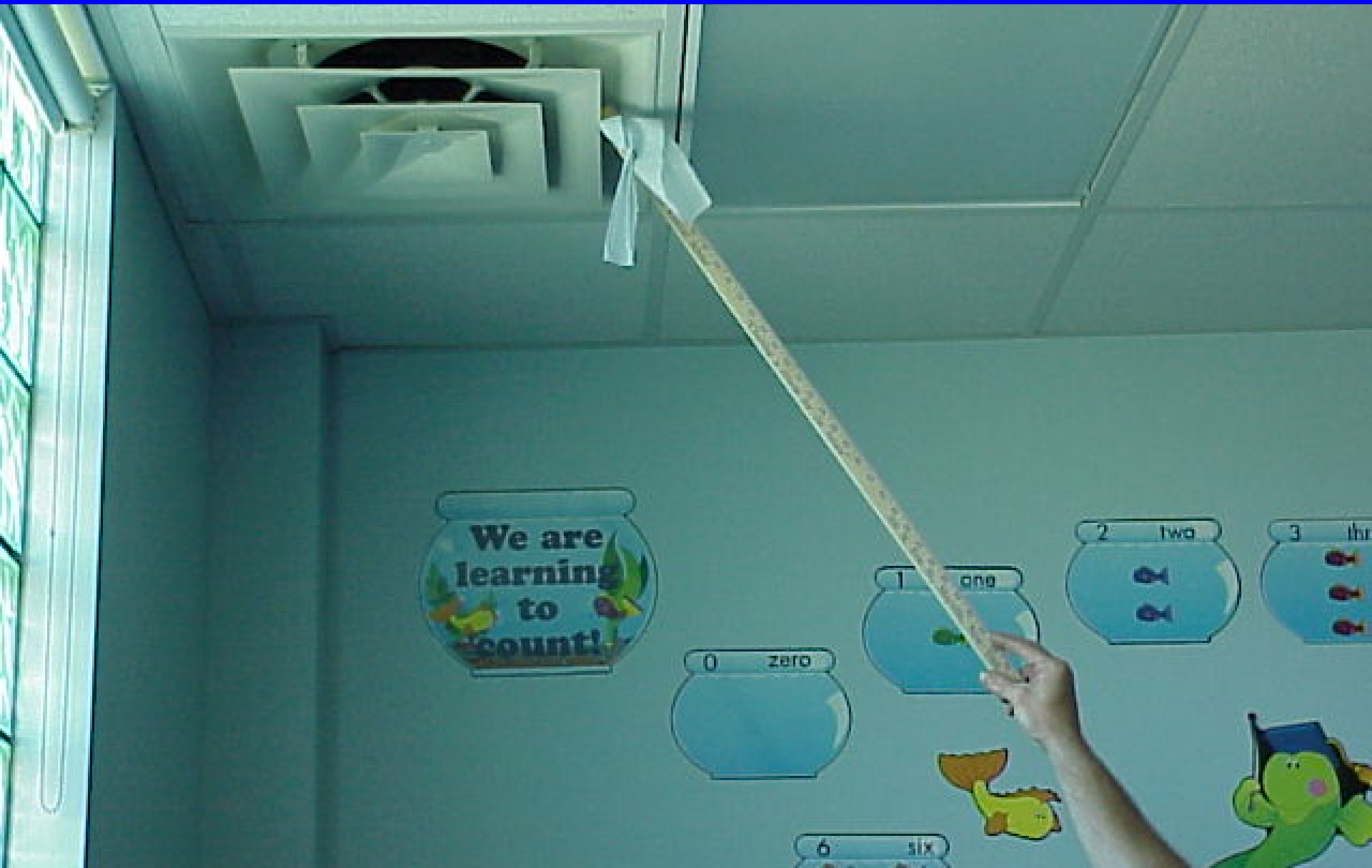


VENTILATION

Know where air supply vents are...



...and test to be sure they're working



Know where air returns are...
...and test them, too



Fume hoods need to be tested...

...and USED!



**What to
look for**



**GENERAL
CLEANLINESS**

Is your room dusted and vacuumed thoroughly and regularly?



Is trash...



... removed daily?



Make sure food is NOT kept in classroom



Store animal food tightly sealed



Look for signs of pests



Do not use scented air fresheners



Do not use scented cleaners



For spills on carpets,
contact custodians immediately!



Run water in sinks every week



Check for leaks...



...and signs of moisture

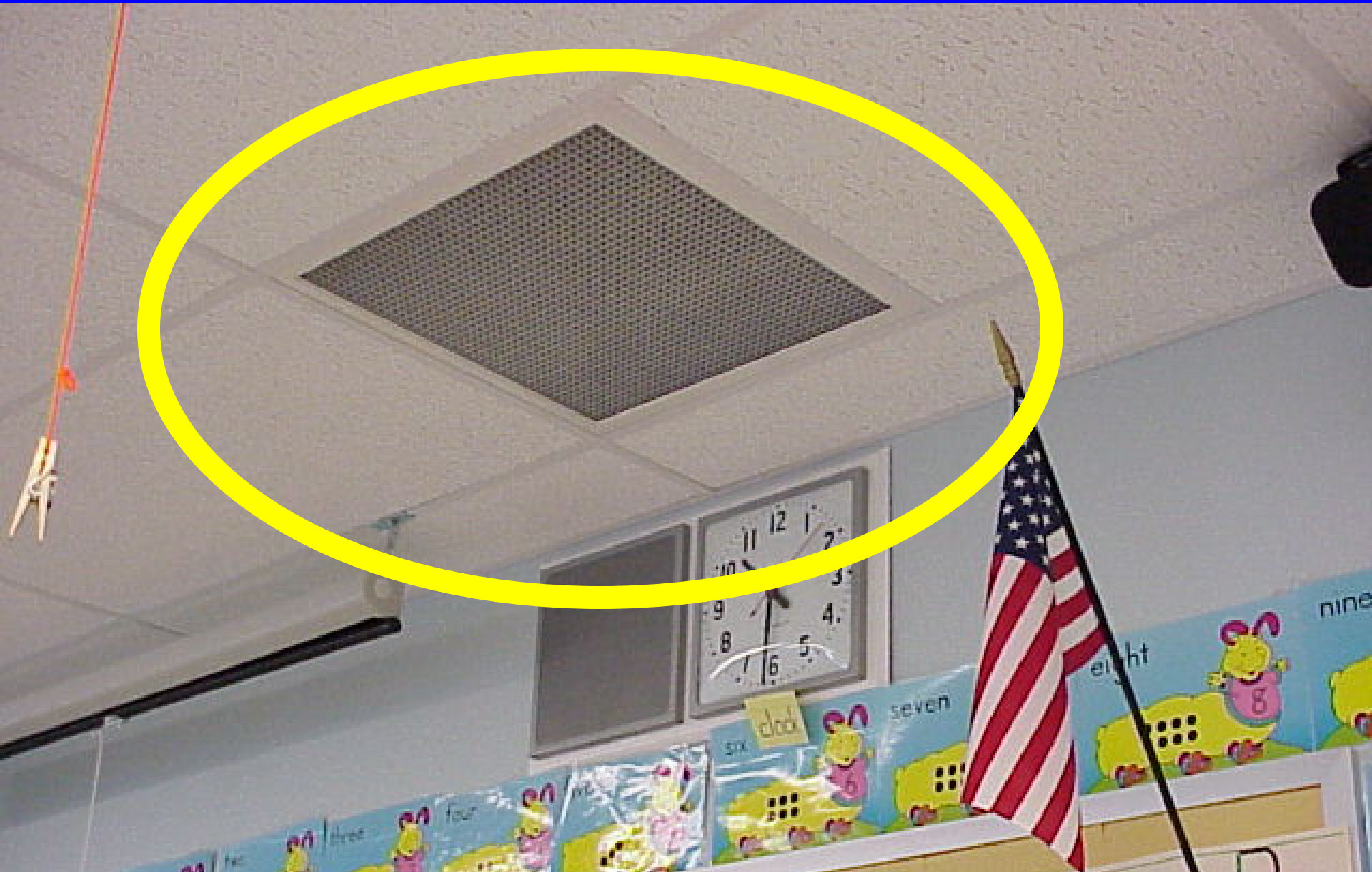


ANIMALS

Keep animals in cages



Locate animals away from vents



Plants can be a source of problems, too



ART & SCIENCE SUPPLIES

...not just in art & science rooms

Read labels – are supplies non-toxic?

MARKER



NON-TOXIC
CONFORMS TO
ASTM D4236

- 15 BRIGHT COLORS
- QUICK DRYING
- CONICAL TIP

Code #10019

To Reorder Call 1-800-333-4

Distributed by J.L. Hammett Co., Braintree, MA

Internet Address <http://www.hammett.com>

Some components made in Italy. Markers assembled



Living C

Read to identify precautions

A. Masking: To mask off areas in painting, spraying or etching, use
apply cement to the areas you do not wish to be treated. Allow cement
to dry, then apply paint over entire area. When the paint is dry, remove
the cement from the surface with a sharp razor blade.
Always allow finished surfaces to dry completely before painting. Do not
use flammable solvents before brushing with a plastic brush, or use
of other flammable material.

DANGER: EXTREMELY FLAMMABLE MIXTURE
DO NOT USE NEAR FIRE OR FLAME
N.Y.F.D.C. OF A. NO. 1810
CONTAINS HEPTANE

Keep away from heat, sparks, and open flames. Highly flammable. May cause dizziness,
nausea or headache. Use only in well ventilated area. May cause rash or eye irritation.
Keep away from children. Wash hands with soap and water if skin contact occurs.
Use outdoors. Do not use with hot water for 5 minutes. If you have any questions, call
1-800-4-A-ARTIST. For further information, contact the manufacturer.

KEEP OUT OF REACH OF CHILDREN.

© SANGUINO CORPORATION, BELLEVILLE, IL 62204-1988 Made in U.S.A.

Store away from classroom space...



...in a locked cabinet



LOCKER ROOMS

Remove wet towels regularly



Encourage students to take soiled clothes home regularly



Questions?

**ASK FOR
HELP**

**For maintenance help, bookmark
the Online Maintenance Request
and use it to request assistance.**

Questions? Call 753-5825

Need more
help?

Complete an
IAQ Concern
Report Form
available in the District Office

or on the district website,
www.clake.org
at Non-Academic >
Health & Safety >
Indoor Air Quality

Date submitted _____

CHAUTAUQUA LAKE CENTRAL SCHOOL
Indoor Air Quality Concern Report Form

To report an Indoor Air Quality concern, please complete this form in its entirety. Upon completion, it should be turned in to the IAQ Chairperson in care of the District Office. Your concern will be acknowledged within five (5) working days of receipt. *Please retain a copy for your records.*

Name: _____ Phone Number or Classroom extension _____

Mailing Address: _____

Staff Parent Other _____

Exact location of concern: _____

Any particular time or day? _____

Describe in detail your concern: _____

**THIS FORM IS AVAILABLE
IN THE DISTRICT OFFICE
AT CHAUTAUQUA LAKE
CENTRAL SCHOOL.**

List names of others who may be affected: _____

By completion of this form you should be aware that you may be interviewed by an IAQ committee member to assess your concern so a response plan can be developed. An interview summary form will be used during this investigation.

FOR OFFICE USE ONLY (THIS LOWER SECTION TO BE COMPLETED BY IAQ COMMITTEE)

_____ Received by _____ Acknowledged _____ Reported to Committee _____ No further action recommended _____ Action taken _____ _____	_____ Referred to: (date) <table border="1" style="width: 100%;"><tr><td><input type="checkbox"/> Bldg & Grounds</td></tr><tr><td><input type="checkbox"/> Nurse</td></tr><tr><td><input type="checkbox"/> Safety Committee</td></tr><tr><td><input type="checkbox"/> Other _____</td></tr></table>	<input type="checkbox"/> Bldg & Grounds	<input type="checkbox"/> Nurse	<input type="checkbox"/> Safety Committee	<input type="checkbox"/> Other _____
<input type="checkbox"/> Bldg & Grounds					
<input type="checkbox"/> Nurse					
<input type="checkbox"/> Safety Committee					
<input type="checkbox"/> Other _____					

IAQ Concern Log Referral Copy Person Submitting Concern