

School Environment Team (SET) Project

Common Questions & Answers

What is IEQ?

IEQ is Indoor Environmental Quality. It includes temperature, air quality, health and safety issues, noise levels, maintenance concerns, etc.

What is a SET Project Team?

An SET Team is a group of people, most of whom are based in that building, who monitor and inspect the conditions (*including IEQ*) and factors that affect everyone who uses the building: staff, students, and volunteers.

What is the purpose of a SET Project Team?

The purpose of the SET Team is to identify potential problems before they reach the level where occupants' health and safety are at risk; to provide an avenue of communication through which any concerned individual can report potential indoor environmental problems; and to increase education and awareness of the importance of maintaining proper indoor environments.

Why should my school participate?

“The key to protection is prevention.” (p. 7, [An Introduction to Children’s Environmental Health](#), Children’s Environmental Health Network, 6/23/99). Properly maintained school environments enhance the ability of students to learn, and teachers and staff to perform their jobs. The establishment of an SET Team at each school by its nature and scope will improve Department of Education facilities in the following areas: health and safety, communication, educating building users regarding the importance of indoor environments, reducing maintenance costs, and preventing adverse environmental effects.

What does a SET do?

SET Team members perform inspections of schools and surrounding grounds. Each team member has a checklist of SET safety and environmental conditions to be observed during a walk-through. Meet as a team as necessary.

Who is a SET Team member?

Suggested SET Team members include: a Custodial Representative, a Teacher Representative, the School Health Assistant or School Nurse, a Food Service Representative, a Student Representative (when age appropriate), an Administrative Staff Representative, PTA Representative(s) from the executive board and an additional parent representative.

What materials are needed to complete a walk-through?

Copies of the checklists will be needed and the following equipment is recommended: a portable thermometer, flashlight, and one-quart container (for water).

How long will it take to perform a walk-through?

The program is designed to require minimal time investment in a straightforward manner.

How often does a walk-through need to be performed?

Ideally, a walk-through should be performed every three months. Minimally it should be done to establish baseline information.

Who developed this program?

This program was developed by the Health and Environmental Issues Committee of the PTA Council of Howard County based on the recommendations of the Maryland State Department of Education, the Environmental Protection Agency (EPA) and with the cooperation of the Howard County Department of Education.