

**State of Connecticut  
Department of Administrative Services  
Department of Education  
Office of School Facilities**

**Instructions  
School Facilities Survey (ED050)  
(Filing date: October 2013)**

**General:**

**To update information currently on file:**

Log on to the Department of Education's secured Web site (<http://www.csde.state.ct.us/>) and click on the School Construction – School Facilities Survey - ED050 link. You may then access the system by using your existing School Construction Grant Management System (SCGMS) logon I.D. and password. If assistance is necessary in logging into the secured Web site, please contact the Bureau of Information Technology at 860-713-6681. For assistance in accessing the SCGMS, please contact the Department of Administrative Services' Office of School Facilities at 860-713-6480. NOTE: Please do not attempt to access the survey through the link in the SCGMS as in previous years. Updates made to that file will NOT be posted in the current data file.

Once into the survey, select your district from the pull-down box and press the "Data Entry" button. You will then see a listing of the facilities for your district as submitted in the previous survey. Please complete the survey for each school listed. To access the data for individual facilities, click on the respective reference number preceding the school name.

It is important to review the list of facilities in the SCGMS for your district to make sure all facilities are reported. In the event a facility is not listed, please contact the Office of School Facilities by e-mail to [michelle.dixon@ct.gov](mailto:michelle.dixon@ct.gov). Please provide the name of the facility, address, grade range and your contact information. After the Office of School Facilities receives your e-mail and completes its review, you will then be notified by e-mail that the new facility has been added to your school listing and is ready for your data entry.

You do not have to complete data entry in a single sitting. However, be sure to save your data at the end of your session. Once the data for an individual facility is complete, the data must then be certified. To certify the data, click on the Certify button. If the data is acceptable, you will be directed to a page that requires the superintendent's PIN. Enter the PIN and press Certify. If the data is not acceptable, a box will appear listing issues or missing data. The applicable data boxes will also be highlighted. Make the necessary corrections, save the changes and then try again to certify the data.

On the following pages, you will find instructions pertaining to each specific survey question. While the content is essentially the same as the previous survey, please note there are some significant revisions from the previous format. In addition, please be aware of the new security section added to the "Building Conditions" section of the survey (Questions 60-67). The security questions relate specifically to Sections 80-88 of Public Act (P.A.) 13-3.

**Survey data should be entered and certified as complete no later than October 31, 2013. The data will then be analyzed, compiled and reported on by the end of the fiscal year. If you have any questions, please call the Office of School Facilities at 860-713-6480 or by e-mail to [michelle.dixon@ct.gov](mailto:michelle.dixon@ct.gov).**

Please provide a response as it pertains to each facility and for the district-wide data even if there are no changes. Please do not certify the survey until all questions have been reviewed. We cannot rely on a non-response as indication that no change in facilities has taken place.

**Town/School Section:**

If a facility is listed that is no longer in active service, simply indicate that the facility is closed by checking the box and the year it was closed. There is no need to provide any additional information on closed facilities.

**Section 1:** Do not consider planned activities or projects in process unless the work is substantially complete. The Office of School Facilities will use current school facilities project records to account for improvements in progress.

1. Year of original construction:

Use the year that all, or most, of the facility was originally constructed.

2. Year of last major renovation:

Indicate the year in which you completed the last major renovation of the existing facility. A major renovation is a school building project involves renovating most if not all classrooms and primary areas of instruction of the existing facility. The addition of a new wing is not considered a major renovation.

3. Total square footage:

Indicate the total facility square footage **exclusive of portable classrooms**. Also, include floor area that may be allocated to district central administrative offices.

4. Total site acreage:

Indicate the total acreage allocated to this facility. In situations where several schools share a common site, a portion of the total site acreage should be allocated to each school.

5. Number of general classrooms (permanent):

Indicate the number of general classrooms that may be used for general classroom instruction. Do not include specialty rooms such as science labs, choral rooms, gymnasium, auditorium, etc.

6. Portable buildings with classrooms (Y/N):

Does this facility have classrooms housed in portable (a.k.a. relocatable or temporary) buildings? If you do not have any portable classrooms, please do not answer questions 6a and 6b and proceed to question 7.

6a. Portable classrooms in use since (year):

Please provide the year in which the portable buildings were installed.

6b. Number of portable classrooms:

Please provide the number of classrooms housed in portable (a.k.a. relocatable or temporary) buildings. This is not necessarily the number of portable buildings, as multiple rooms may be in a single building.

7. Handicapped accessibility (check one):

None: The facility has inadequate accessibility to persons with disabilities.

General areas: General building access is available to the main offices, auditorium and similar areas. However, at least some academic programs offered at the facility are not accessible to persons with disabilities.

All programs: Although all *areas* of the facility may not be accessible, accommodations have been made so that all *programs* may be offered in accessible areas.

All areas: All areas of the facility are accessible to persons with disabilities.

8. Major code update (Yes/No):

Has the facility undergone an upgrade to bring the facility into *full conformity* with the codes (building, fire, Americans with Disabilities Act (ADA), Occupational Health and Safety Administration (OSHA), and health). Projects to address partial conformity do not qualify.

9. Building capacity:

Please provide the capacity of the facility. Present capacity may differ significantly from the original designed capacity due to changes in use and other modifications over the years. Respondents should be able to explain the derivation of the capacity figure provided. Portable classrooms should be considered when determining building capacity.

10. School Enrollment:

Please provide the school enrollment of the facility. Please use the enrollment that was reported to the Department of Education for this facility for the current school year.

**Section 2:** Items 11 through 43 in Section 2 of this survey are to be rated on the following scale of 0 to 4: **0 = missing, 1 = poor, 2 = fair, 3 = good and 4 = excellent.**

In general, a score of 0 would apply if the feature does not exist at all within the facility or is missing. A score of 0 is also used if there are any special or dedicated purpose rooms (art, music, science lab, etc.) that are not currently being used for their designed purpose.

A score of 1 would apply to an existing feature or system that is considered inadequate to meet even the minimal needs of the facility.

A score of 2 would apply to an existing feature or system that has limitations. This score implies that the feature or system is not dependable or breaks down frequently. In other words, it is a feature or a system that may require an upgrade to be considered adequate for general use.

A score of 3 would apply to a feature or a system that reasonably accommodates the needs of the school, is most often in good condition, and generally meets some, but not all, of the characteristics of an excellent accommodation.

A score of 4 should be reserved for items that meet all the reasonable needs of the facility pertaining to that item. A score of 4 should only be used for features or systems that are new, have undergone extensive renovation or have been updated and maintained at a very high level over the years. Within each question is a description below of a building feature that if installed would provide justification for a higher rating.

## **Section 2:**

### **Building Features: Dedicated Specialty Areas**

#### 11. Art Room(s):

There is a complete art program with a dedicated art room to accommodate individual projects, small group projects or specialized equipment. The lighting in the art room is typically brighter than in most other instructional spaces, water and sinks are provided, and there is adequate storage for supplies and ongoing projects.

#### 12. Music Room(s):

There is separate dedicated space designed for the music program, both choral and instrumental, with acoustic treatment. There is adequate storage space for sheet music and instruments along with practice rooms.

#### 13. Multipurpose Room (Gymnasium/Auditorium/Cafeteria):

There is a general purpose room that serves as any combination of gymnasium, auditorium and cafeteria. If there is such a room, you must answer with a '0' for any other dedicated room listed that is served by the multipurpose room.

#### 14. Gymnasium(s):

The school has gymnasium facilities with sufficient space to accommodate equal health and fitness programs. Middle and high schools should also include shower and locker facilities, as well as adequate health and fitness equipment for the appropriate grade range and sufficient storage space.

#### 15. Auditorium:

The school has an auditorium with fixed seating for at least one-half of the enrollment, with the capacity to do theater productions, as well as vocal and instrumental performances.

#### 16. Cafeteria:

There is a cafeteria that seats at least one-third of the enrollment (for elementary schools) or one-fourth of the enrollment (for middle and high schools). The kitchen is well equipped. Cafeteria serving and seating areas provide a comfortable dining environment.

#### 17. Technology in the Classroom:

Technology in use in all classrooms should consist of multiple workstations, Internet access, Local Area Network (LAN) and Wide Area Network (WAN) in place. The focus of technology in the classroom is on the equipment, software and system access in place in the classroom. Stand-alone computer lab warrants a 2 rating only.

18. Library Media Center:

A library media center should have sufficient space to accommodate an adequate print, non-print and electronic collection of materials, seating for instructional and study purposes, technology workstations, circulation, work area and storage.

19. Science Lab(s):

The school has sufficient teaching and laboratory space, equipped for biological, physical and earth science programs (elementary schools) or for earth science, biology, chemistry and physics (middle and high schools). A science lab should have adequate prep rooms including appropriate water and gas fixtures and proper storage for hazardous materials with appropriate ventilation.

20. Language Lab(s):

The school has dedicated language lab(s) which are multi-media areas enabling students to communicate through video, voice and data systems, as well as to record on an interactive basis.

21. Special Education:

There is dedicated space for special education. There is a complete special education program with a dedicated space to accommodate individual instruction, small group discussion or instruction with specialized equipment.

22. Technical/Career Education:

There is sufficient space, wired with voice, video and data technology, to teach and learn the content of technology education for the appropriate grade range. The technical/career education space should consist of both classroom and laboratory areas, and be equipped with design tools, fabrication tools and materials essential to offer hands-on experiences in transportation, manufacturing, communication and construction industries. Facilities must also include all health and safety systems required by federal, state and local regulations.

23. Office/Administrative Space:

The school contains sufficient space to accommodate the school administration, including an efficient waiting and general office area within close proximity to the main entrance of school. Offices are well planned, clean and quiet so as to present a professional educational atmosphere and include technology infrastructure (e.g., voice, data, and video connections).

24. Guidance/ Student Services:

The school maintains guidance offices where counselors can meet with students in a confidential atmosphere that is clean, quiet and uncluttered. Student services, where provided, are in a central area with material presented in an attractive and orderly manner and include technology infrastructure.

25. **Playground/Playscape (Elementary Schools Only):**  
Exterior playground equipment is in safe condition, age appropriate, isolated from traffic, well drained and of sufficient size to meet school program and enrollment. Play area may be municipal if adjacent to the school.
26. **Multipurpose Fields (Middle Schools Only):**  
The multipurpose fields are maintained in playing condition and may have adequate spectator and competitor accommodations. Fields may be those of the municipality and may be in a separate location from the school, except that off-site facilities should not be rated a 4 unless they are complemented by on-site facilities that properly support physical education instruction and intramural sports.
27. **Outdoor Athletic Facilities (Middle and High Schools Only):**  
The playing fields meet the requirements of a complete interscholastic athletic program and are maintained in playing condition with adequate spectator and competitor accommodations. Athletic facilities may be those of the municipality and may be in a separate location from the school, except that off-site facilities should not be rated a 4 unless they are complemented by on-site facilities that properly support physical education instruction and intramural sports.

## **Systems**

28. **Internal Communications:**  
The facility has an intercom system enabling communication with all academic and administrative areas of the school individually and collectively. All classrooms have capacity to communicate with the principal's office and have access to an outside telephone line.
29. **Technology Infrastructure:**  
The entire facility has access to voice, video and data transmission including all classrooms and administrative areas. Infrastructure has appropriate wiring for multiple computer workstations and other electronic equipment in all program areas. Technology capacity for the facility can accommodate state-of-the-art hardware and access to Internet, etc., even if not presently installed and in use.
30. **Air Conditioning:**  
All instructional and student support service areas are air conditioned, as well as administrative areas. If only administrative offices are air conditioned, this category should be responded to with a '0'.
31. **Heating:**  
Fully operational heating system with zoned controls allows for regulation in each classroom and office area.
32. **Interior Lighting:**  
All instructional areas are well lit with an appropriate combination of natural and artificial light. All hallways, lavatory and other common areas have appropriate lighting that is consistently in working order.

33. **Exterior Lighting:**  
Exterior facade, walkways, roadways and parking areas have proper lighting that provides complete coverage of these areas for nighttime use. There are no dark or unlit areas around the perimeter of the building.
34. **Roadways and Walkways:**  
All walkways and paved areas are free of potholes and caved-in areas. These areas should be properly marked for traffic control and pedestrian safety and graded for handicapped accessibility.
35. **Plumbing:**  
Plumbing is code compliant throughout the building with sufficient lavatories for students and staff. Shower facilities are provided in the locker rooms. Sinks are located in specialty classrooms and kitchen areas. Drinking fountains and maintenance areas including external water supply fixtures have been updated and renovated as necessary.

### **Appearance / Upkeep**

36. **Building Facade:**  
The building façade is defined as the exterior of the building, inclusive of the doors, windows and walls. The facade is clean in appearance and free of graffiti, damage and vandalism. Instances of graffiti, damage and vandalism are promptly corrected.
37. **Grounds/Landscaping:**  
Areas are routinely kept free of litter and debris, lawns and shrubs are regularly trimmed, and all lawns/grass areas are fully covered. There should be some provision for green space and plantings that are appropriate to the site.
38. **Classrooms:**  
The classrooms are adequate in number and size for the programs offered. All casework, ceilings, walls and floor coverings are clean, neat and without damage. All windows are operable, and the rooms are regularly cleaned. There should be ample closet/shelf space for storage of instructional materials, and bulletin boards, chalkboards, etc., sufficient to display student work and other materials for instructional use.
39. **Lavatories/Fountains:**  
There is an adequate supply of safe drinking water, and all fountains are operational. All lavatories are clean and partitions, doors and fixtures are intact and functional to provide privacy. Adequate supplies are provided.
40. **Entrance/Hallways:**  
Main entrance is highly visible to visitors. The main entrance is welcoming (attractive, clean and neat) and free of graffiti, damage and vandalism. Hallway surface coverings including walls, ceilings and floors are clean, neat and uniform. Lockers are uniform and functioning.

## 41. Lighting/Fixtures:

Fixtures, including emergency lighting, are working and, when necessary, are repaired without undo delay. The fixtures are energy efficient and are controlled by an energy management control system.

## 42. Cafeteria:

The cafeteria is clean, neat, bright and free from graffiti, damage and vandalism.

## 43. Code Compliance:

All programs, including outdoor athletic facilities and play areas, are fully accessible to persons with disabilities. The entire facility is in full compliance with State building, fire, OSHA and health codes. There are automatic fire sprinklers throughout the facility. Although not mandated by code, sprinklers and detection devices would be a significant component of a 4 rating on this item.

**Building Conditions:**

This section addresses the requirements of Public Act 11-248 effective July 1, 2011. The installation of carbon monoxide (CO) detection and warning equipment is required in all new school buildings for which a permit for construction is issued on or after January 1, 2012. Existing school facilities are not required to have carbon monoxide detection and warning equipment until such time that said requirements are incorporated into the fire and building codes. It is anticipated that requirements for existing school buildings will be included in the next adoption cycle of the State Fire Safety, Fire Prevention and Building Codes. For more information, please contact the Office of the State Fire Marshal.

## 44. Has carbon monoxide (CO) detection and warning equipment been installed at this facility? (Yes/No)

Please answer yes if you have installed carbon monoxide (CO) detection and warning equipment at this facility.

**Indoor Air Quality (IAQ)**

This section addresses the requirements of Section 10-220 of the Connecticut General Statutes.

## 45. Has the local or regional board of education adopted and implemented an Indoor Air Quality (IAQ) program for this facility? (Yes/No)

If this building was constructed, extended, renovated or replaced on or after January 1, 2003, please continue to answer questions 46-49. This should be based on the date that a Certificate of Occupancy (either temporary or permanent) was issued for the facility. This section is specifically required by Section 10-220 of the Connecticut General Statutes. If you say yes, districts have to provide for a uniform inspection and evaluation program of the indoor air quality within the facility every 5 years beginning January 1, 2008.

46. Does the local or regional board of education provide for a uniform inspection and evaluation program of the IAQ within this building? (Yes/No)

The answer to this question should be specific to the facility – not based on a general board of education policy (see questions D6-D7). The law requires a program to be in place for all facilities constructed, extended, renovated or replaced on or after January 1, 2003. If the answer to this question is no, do not answer questions 47 - 49 as they are specific to the program IAQ program at this facility.

47. Is the uniform IAQ inspections and evaluations program used by this facility the Environmental Protection Agency's (EPA) IAQ Tools for Schools (TfS) Program? (Yes/No)

If the IAQ program used is the EPA Tools for Schools, please answer yes and continue to Questions 47 (a) and (b). However, please answer no if the district uses another IAQ program or if the district implements its own inspection and evaluation program. If the answer is no, proceed to question 48.

- 47a. Has staff received TfS implementation training from the State Department of Public Health/CSIERT?

- 47b. Has staff received TfS "refresher" training from the State Department of Public Health/CSIERT?

Please enter the most recent date the IAQ team was trained in the format MM/DD/YYYY.

48. The district uses an alternative IAQ inspections and evaluations program.

For each area identified, please indicate whether or not the program selected provides for periodic reviews, inspections and evaluations of that area.

If the answer to question 47 was no, another program has been selected. Therefore, for each area identified, please indicate if the program provides for periodic reviews, inspections and evaluations of that area for each of the selected items.

49. Is IAQ maintenance training provided for building staff at this facility? (Yes/No)

Please answer whether the building staff has received IAQ maintenance training at this facility.

50. IAQ issues related to Ventilation, Source Reduction and Moisture.

Please rate identified issues on a scale from 1 to 4. The rating scale is as follows:

- 1 – A problem has been identified and has not yet been addressed (poor);
- 2 – A problem has been identified and is scheduled for repair (fair);
- 3 – A problem has been identified and corrected (good); or
- 4 – There is not a problem (excellent). If an item was corrected more than one year ago and is no longer an issue, please indicate a rating of 4.

For each item, please rate if the issue is a concern and if the potential issue has been addressed. The items are to be rated on a scale of 1, 2, 3 or 4 as listed above. Please note that the difference between a rating of 3 or 4 relates to if there was an issue that has recently been corrected (rating of 3) or as in the case of a rating of 4 that there was never an issue at all.

**Building Conditions:  
Green Cleaning**

This section addresses the requirements of Section 10-231(g) of the Connecticut General Statutes. More information regarding approved green cleaning products is available at [http://www.das.state.ct.us/contracts/004\\_0028.pdf](http://www.das.state.ct.us/contracts/004_0028.pdf). If you have any questions regarding specific green cleaning issues, please contact the Department of Public Health at 860-509-7740. For every item listed, please answer yes if the district has performed the task. If the district has not specifically performed the task with regard to the green cleaning program, policy or written statement, please answer no.

51. Has the local or regional board of education implemented a Green Cleaning Program at this facility? The district was required by July 1, 2011, to implement a green cleaning program for this facility. Please answer yes if the district has met this requirement. If the district has not implemented a green cleaning program for this facility, please answer no. If the district has not implemented a green cleaning program, please proceed to question 55.
52. Does the local or regional board of education have a written statement for the Green Cleaning Program for this facility? The district was required by October 1, 2010, to have a written statement of the school district's green cleaning program for this facility. Please answer yes if the district has met this requirement. If the district does not have a written statement for this facility, please answer no and proceed to question 55.
53. The written statement for green cleaning should consist of a) types and names of environmentally preferable cleaning products; b) location of the application of green cleaning products within the facility; c) a schedule of when green cleaning products were applied in the facility; d) a statement prohibiting a parent, guardian, teacher or staff from bringing unqualified consumer cleaning products into the facility; and e) contact information for the school administrator or designee responsible for implementing the green cleaning program. Please reply yes or no to all of the aforementioned questions as directed.
54. The local or regional board of education was required by October 1, 2010, to distribute the written statement to a) school staff on an annual basis, b) new staff hired during the school year, c) parents and guardians of each child enrolled as requested and d) parent and guardians of transfer students. Please reply yes or no to all of the aforementioned questions as directed.
55. The local or regional board of education was required by July 1, 2011, to select the environmentally preferable cleaning products listed that meet guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Service (DAS). Please answer yes or no for each cleaning product used in this facility that is approved by DAS.
- 55a. Does the local or regional board of education use the DAS procurement system to purchase environmentally preferable cleaning products?
56. Does the local or regional board of education have a Web site? If no, please proceed to question 59.
57. Has the local or regional board of education posted the written statement on a) the school's Web site and b) the district's Web site?

58. Has the local or regional board of education posted the School Facilities Survey (Form ED050) on a) the school's Web site and b) the district's Web site?
59. The local or regional board of education is required to post the written statement and School Facilities Survey (Form ED050) on its Web site. In the event that the local or regional board of education does not have a Web site, the local or regional board of education should make the written statement and School Facilities Survey available to the public. If the items are publicly available, please answer yes.

**Building Conditions:****Security**

This section addresses the requirements of Public Act (P.A.) 13-3. This act concerns matters related to school security, school building infrastructure, the development and implementation of school security infrastructure standards, and school safety and security plan standards. P.A. 13-3 created the School Safety Infrastructure Council (SSIC) to develop school safety infrastructure standards by January 1, 2014, to which districts applying for State School Construction Grant assistance will be required to conform on or after July 1, 2014. P.A. 13-3 requires the Department of Emergency Services and Public Protection (DESPP) to develop school safety and security plan standards using an all hazards approach to public school emergencies by January 1, 2014. On and after July 1, 2014, local and regional boards of education will be required to develop and implement a school security and safety plan for each school within their district based upon standards issued by DESPP. Please refer to P.A. 13-3 for information concerning additional requirements. If you have any questions regarding school safety infrastructure standards, please contact the Office of School Facilities at 860-713-6483. If you have any questions regarding school safety and security plan standards, please contact DESPP at 860-685-8038. For every item listed, please answer yes if the district has performed the task. If the district has not specifically performed the task with regard to security, please answer no.

60. Has a uniform security and vulnerability assessment been performed for this facility? The security and vulnerability assessment is a security risk assessment tool. The assessment must be conducted under the supervision of the local law enforcement. The risk assessment is to be performed utilizing a risk assessment tool, such as the Building Vulnerability Assessment Checklist, Appendix F, of Federal Emergency Management Agency (FEMA-428)/ Building and Infrastructure Protection Series (BIPS-07)/January 2012, Edition 2, or the Safe School Facilities Checklist published by the National Clearinghouse for Educational Facilities. Full versions of the above referenced checklists are available on the Federal Emergency Management Agency website at [www.fema.gov](http://www.fema.gov) or on the State Department of Education Web site at [www.sde.ct.gov](http://www.sde.ct.gov).
61. Has a school security and safety committee been established for this facility? The school security and safety committee, as defined under section 87 of P.A. 13-3, must include a local police officer, a local first responder, a teacher employed at the school, an administrator employed at the school, a mental health professional (guidance counselor, school social worker, school psychologist, school nurse, or child mental health specialist), and a parent or guardian of an enrolled student.

62. Has a school security and safety plan been developed for this facility? The school security and safety plan developed by the district must be done in accordance with standards to be established by DESPP on or before January 1, 2014. The standards will take an “all-hazards approach” to emergency plan development, which is a generalized framework for mitigating, preparing for and responding to a wide range of disasters, emergencies and security threats, irrespective of the nature of the event.
- 62a. Was the school security and safety plan developed with the involvement of local officials? Pursuant to P.A. 13-3, local officials are required to participate in the development of the school security and safety plan. These officials must include the chief executive officer of the municipality, superintendent of schools, law enforcement, fire, public health, emergency management, and emergency medical services.
- 62b. Have school employees been provided an orientation on the school security and safety plan? An orientation shall include violence and prevention training, and should include training in the operation and maintenance of critical systems.
63. Have crisis management procedures been developed for this facility? Crisis management procedures are the measures taken to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve against a threat of harm to school occupants.
- 63a. Do the procedures have a command center organization structure based on the federal National Incident Management System (NIMS)? The NIMS incident command system’s (ICS) organizational structure consists of five major functional areas including command, operations, planning, logistics, finance and administration, which are used for command, control and coordination of emergency response to provide standard procedures for the reduction of communication problems during emergency response situations. For more information on command center organization for NIMS, see the Federal Emergency Management Agency Web site at [www.fema.gov](http://www.fema.gov).
64. Are procedures in place for managing other various types of emergencies? Additional measures should be taken to develop procedures for other types of emergency, which may include, but are not limited to, natural, manmade and intentional threats.
65. Are fire drills and crisis response drills practiced periodically? Fire and crisis response drills prepare school staff and students to manage a crisis by establishing safe escape routes and routines in case of emergency.
- 65a. Have local law enforcement and other local public safety officials evaluated, scored and provided feedback for fire drills and crisis responses drills? Public safety officials should review, evaluate and provide feedback on the strengths and weaknesses of the drills performed to ensure that efficient and effective crisis and fire management measures are well managed in the case of an actual emergency.
66. Has a safe school climate committee been established at this facility? The safe school climate committee is responsible for developing and fostering a safe school climate and addressing issues related to bullying. Pursuant to P.A.13-3, the committee will now also be required to collect, evaluate, and report information about disturbing or threatening behavior, even if it falls outside the definition of bullying.

67. Has the school personnel been trained in the operation and maintenance of school security infrastructure? School facility personnel should be trained in the operation and maintenance of security hardware and should be responsible for maintaining security hardware manuals and warranties.

**Questions D1-D9 are district-wide (not facility specific) and should be completed based on general policies of the board of education.**

In the district-wide part of the survey, you are rating the policy or program listed. Items D1 through D6 and D8 of this survey are to be rated on a scale of 0 to 4: **0 = missing, 1 = poor, 2 = fair, 3 = good and 4 = excellent.**

**Facility Planning / Maintenance**

**D1. Long-Range Building Plan**

District-wide plan that is complete and up to date, projects out at least five years, and has been recognized by both the town and the school board as the official plan.

**D2. Building Plan Implementation**

Long-Range Building Plan implementation is on schedule with necessary projects underway or imminent.

**D3. Equipment Repair/Replacement**

District has a written plan for the repair and replacement of equipment based on useful life and other appropriate factors. Plan covers all major plant and operational equipment, is most often followed in the fiscal planning of the board, and is most often funded at a reasonable level.

**D4. Building Maintenance Plan**

District has a written building maintenance plan which includes general cleaning schedules, major cleaning schedules, service system maintenance schedules for all major building components including roofs. Plan takes into account fiscal cycles and prioritizes activities to accommodate funding constraints.

**D5. Maintenance Plan Implementation**

High level of implementation with reasonable funding is approved in each annual board budget and town appropriation.

**D6. IAQ Maintenance Program**

The board has adopted and implemented an IAQ program with reasonable funding to sustain the program. The program has been approved at each annual board budget and town appropriation. There has been a formal adoption of an IAQ maintenance program which provides for regularly scheduled inspections, maintenance and training of appropriate personnel for all schools. The rating provided should focus on board policy, not necessarily the implementation of that policy at individual schools. Implementation of the program at individual schools is addressed in questions 45 through 49. Only comprehensive plans, such as EPA Tools for Schools, should be rated as a 4. Plans that do not provide for comprehensive inspections, maintenance and training should be evaluated with a lower rating.

**D6a Board Conducted Inspection and Evaluation**

If the Board of Education has conducted a uniform inspection and evaluation, the answer to the question is “Yes. If the board has not conducted a uniform inspection and evaluation, please answer “No.”

**D6b Availability of IAQ Inspections**

If the Board of Education has made the results of the IAQ inspection and evaluation available to the public at regularly scheduled board of education meetings, the answer to the question is “Yes. If the board has not made the results of the IAQ inspection and evaluation available to the public at the board of education regularly scheduled meetings, please answer “No.”

**D6c Availability of IAQ Inspection and Evaluation – Board’s or School’s Web site**

If the Board of Education has made the IAQ inspection and evaluation available on the board’s or each individual school’s Web site, the answer to the question is “Yes. Please answer “No” if the board has not made the IAQ inspection and evaluation available on either the board’s or each individual school’s Web site.

**D7 Indicate any additional actions (Check all that apply)**

Section 10-220 of the Connecticut General Statutes states that districts shall report on the condition of its facilities “... and the action taken to implement its long-term school building program and indoor air quality program.” Please indicate any additional actions taken to increase IAQ awareness, as well as IAQ corrective and preventative measures.

**D8. Green Cleaning Program**

The district has a green cleaning program that includes the use of cleaning products approved by Department of Administrative Services (DAS), provides the green cleaning written statement to all staff, parents and guardians, and meets the statutory deadlines for fulfilling the requirements of the green cleaning program for all facilities in the district.

**D8a Maintenance Training for Staff**

Please answer whether the district has trained custodial/maintenance staff in the proper use of cleaning products.

**D9. Security Risk Assessment (Yes/No)**

The district has begun to prepare a security and vulnerability assessment for each school. Although the district is not required to develop a security plan at the time of this survey, the districts will be required by July 1, 2014, to develop and implement a school safety and security plan; establish a school security and safety committee and provide Department of Emergency Services and Public Protection (DESPP) with their annual fire and crisis drill reports for each school. The evaluation provided here should focus on board policy. Implementation of a plan at the facility is addressed in questions 60 through 67.