



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: October 19, 2017

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): School District of Philadelphia, c/o Audrey Buglione, Esq., Open Records Officer, The School District of Philadelphia, Office of General Counsel, 440 N. Broad Street, Suite 313, Philadelphia, PA 19130

NAME OF REQUESTERS : PennEnvironment, Hon. Derek S. Green, Hon. Helen Gym, Hon. Cindy Bass

STREET ADDRESS: C/O Dan Urevick-Ackelsberg, Public Interest Law Center

CITY/STATE/COUNTY/ZIP(Required): 1709 Ben Franklin Pkwy, Floor Two, Philadelphia, PA 19103

TELEPHONE (Optional): 267-546-1316 EMAIL (optional): dackelsberg@pubintl.org

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

See attached.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Attachment A: Documents Requested

Requesters desire all data sets and reports related to the environmental quality of facilities in the School District of Philadelphia (SDP). Requesters do not know the precise file names for each data set, but provide a description of each, so that the SDP may more quickly locate them.

This request shall include, but is not limited to, the following data sets and reports:

- 1) Indoor Environmental Quality (IEQ) Master Dashboard** – Any data set or document summarizing IEQ inspections from 2010 to date, containing thousands of individually documented building condition deficiencies, findings, notes, and recommendations for action, as well as remediation status information. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 2) Site Specific IEQ Dashboards, Design Data Collection (DDC) and related school level inspection data – generated by Office of Environmental Management Services (OEMS)**- Any design data collection documents which relate to hazards and/or needed remediation at any SDP facility.
- 3) Asbestos Survey Information & Detail related to the Asbestos Hazard Emergency Response Act (AHERA), including Room-by-Room Master AHERA IEQ Spreadsheet**– Any data set, document, or report listing asbestos-containing materials in areas of each school facility, and which includes the presence, location, amount and condition of asbestos-containing building materials (ACBM). These surveys and reports are required by federal law and individual school-specific reports should be located in each school building. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 4) Lead-in-Water Data**—Any data set, document, or report documenting lead-in-water sampling data, results and information collected since 1999, including sampling results for every drinking water outlet tested, and building specific, individual reports. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 5) Master IEQ-AHERA 6-Month Surveillance Spread Sheet**- Any data set, document, or report related to the bi-annual spreadsheet of asbestos and other condition-related impacts at SDP facilities. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 6) Crawlspace & Attic Environmental Assessment Data**– Any data set, document, or report describing conditions, primarily with respect to asbestos-containing materials, in school attic and crawlspace areas, in which ventilation system and other mechanical components may be located and that are accessed by SDP maintenance employees and

others Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.

- 7) **Door Sweep Survey** – Any data set, document, or report related to condition of basement and ground level exterior doors that are deficient and/or damaged such that their ability to stop rodent intrusion and infestation into buildings is compromised. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 8) **Facilities, Operations & Maintenance Work Order System (MOJO) Data**—Any data set, document, or report that includes data about maintenance work orders scheduled, needed and conducted. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 9) **Facility Condition Assessment Survey, Data & Reports** – Any data set, document, or report related to major facility conditions, needs and ranking from the Facility Condition Assessment Survey, and including individual reports for each SDP facility. Upon information and belief, the data that would satisfy this request is kept in a database, such that it could be exported to a database or excel file.
- 10) **Drinking Water Outlet Survey** – Any data set, document, or report related to water outlet operational status in SDP facilities. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 11) **Damaged Lead Paint & Plaster Survey**—Any data set, document, or report related to comprehensive survey data describing conditions of walls and ceilings, the presence of lead paint, and the degree and type of damage found at the time of survey. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 12) **Asthma Prevalence Data** – Any data set, document, or report on the prevalence data on medically-diagnosed asthma at the school level, and which also includes selected information on inhaler usage and related details. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.
- 13) **Energy Use/Efficiency Data** – Any data set, document, or report detailing energy consumption costs, categories, use of steam, electricity, fuel oil, water, etc., and including energy star ratings and other information, for each SDP facility. Upon information and belief, there is a spreadsheet or database file that would satisfy the entirety of this request.