

Department of Facilities Maintenance
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

August 25, 2026

MEMORANDUM

To: Principal and Administrative Secretary

From: James P. Duffy, Director, Department of Facility Maintenance

Subject: ACTION REQUIRED—Annual Environmental Compliance Information

The purpose of this memorandum is to provide information regarding environmental compliance requirements at Montgomery County Public Schools (MCPS) facilities, and to provide guidance concerning the requirements for sharing information with school staff, parents, guardians, and other interested parties.

Asbestos Management Plan Availability Notification

Our records indicate that your school is not likely to contain asbestos. However, federal regulations for the *Asbestos Hazard Emergency Response Act* require that an annual notice be shared with the community at all schools. Also, MCPS staff may view the customized School Asbestos Management Plan on [MCPS—DocuWare](#); this is updated semiannually.

Action Required:

- Send notification of [Annual Notification of Asbestos Management Plan](#) to the parents/guardians of each student attending your school and to school staff by **Wednesday, September 30, 2026**. (Note: [Additional language translations](#) of this notification are available on our webpage).

Caulk and Paint

Buildings constructed prior to 1978 may contain other embedded hazardous materials that need to be identified prior to renovation or disturbance of any caulk or paint.

Action Required:

- Contact the staff listed below to request an assessment, as needed.

Drinking Water and Lead Testing Program

School drinking water is tested for lead on a three-year cycle. The most recent lead testing reports are posted to the [MCPS Drinking Water Testing Program website](#), and include information about drinking water safety. If your school is scheduled to be tested this year, you will be notified at a later date.

Action Required:

- Before the start of every school year, and long breaks, the Maryland Department of the Environment (MDE) recommends whole-building flushing to remove stagnant water and associated contaminants. [MDE guidance on school building flushing](#) is available for more information.
- In addition, building services staff should flush all drinking water outlets daily while school is in session to reduce the potential for any type of contamination in the water.
- Building service staff should also confirm “Do Not Drink, Handwashing Only” signage at all bathrooms and classroom faucets, and request additional signs from the staff list below, if needed.

Indoor Air Quality/Mold

Employees who believe they have been affected by a workplace indoor air quality problems should complete [MCPS Form 230-23, Indoor Air Quality Complaint](#), and submit it to their principal/supervisor.

Action Required:

- After receiving [MCPS Form 230-23](#), building services managers should complete [MCPS Form 230-24, Building Services Indoor Air Quality Checklist](#).
- Building services managers should create workorder for an IAQ investigation, attaching the forms, and/or contact the DFM staff members listed on page 3 of this memorandum.

Integrated Pest Management Annual Notification

Maryland laws and regulations for Integrated Pest Management (IPM) in Maryland public schools require that:

- Notification be sent home to parents/guardians of each student attending the school and distributed to all staff members each school year.
- Pesticide and herbicide applications within MCPS are applied only as a last resort or in an emergency situation, and only by licensed and registered pest control applicators.
- If at any time a pesticide application becomes necessary, IPM staff will inform the school administration and provide the necessary written notifications to be sent home with students.

Action Required:

- Send the [Annual IPM Notification](#) home to the parents/guardians of each student attending the school, and distribute to all staff members by **Wednesday, September 30, 2026**. Primary and secondary schools have different requirements discussed in the notification. (Note: [Additional language translations](#) of this notification are available on our webpage.

Radon Testing and Mitigation Program

School buildings are tested for radon on a five-year cycle. For facilities that have an active mitigation system, retesting will be conducted on a two-year cycle. The most recent radon testing reports are posted to the [MCPS Radon Testing and Mitigation Program website](#). If your school is scheduled to be tested this year, you will be notified at a later date.

Recycling Program

Montgomery County Executive Regulation #1-15 requires recycling of paper, cardboard, commingled items (plastic, glass and metal bottles and cans), yard waste, and scrap metal. Recycling bins with appropriate lids and labels have been provided and placed throughout each school; and there are paper and commingled dumpsters outside the building for consolidation and collection by our vendor. MCPS also recycles many other voluntary products, including fluorescent lamps and ink/toner cartridges.

Action Required:

- Principals must ensure they have an effective program in place for staff, students and community users for recycling, including submitting their [Sustainability Action Plan](#) by **September 30, 2026**.

Donation/Collection Containers

The placement of donation collection containers on a school property creates several concerns including safety and security for our students, reducing parking spaces, preventing mowing of lawn areas and the potential to block sidewalks. Any other donation collection containers should not be placed on school property and must be removed if they are at your school as they create safety and security concerns to our students, visitors and facilities management staff.

School Facility or Grounds Modifications:

If there any changes you would like to make to your school or grounds, please submit the Facility Project Request (FPR) through the MCPS work order system for further evaluation. If you have any questions or need additional information, please contact one of the following staff members:

Area	Contact Name	Telephone	Email
Asbestos	Derek H. Kwon	240-740-2520	Derek_H_Kwon@mcpsmd.org
Caulk or paint	Derek H. Kwon	240-740-2520	Derek_H_Kwon@mcpsmd.org
Drinking Water	Brian A. Mullikin	240-740-2324	Brian_A_Mullikin@mcpsmd.org
Indoor Air Quality/Mold	Brian T Croyle	240-740-2327	Brian_T_Croyle@mcpsmd.org
Integrated Pest Management	Idris Y Ahmad	240-740-2330	Idris_Y_Ahmad@mcpsmd.org
Radon	Brian T Croyle	240-740-2327	Brian_T_Croyle@mcpsmd.org
Recycling	John Meyer	240-740-7774	John_MeyerIII@mcpsmd.org
Sustainability Action Plan	Richard Benjamin	240-740-7772	Richard_Benjamin@mcpsmd.org
Gardens/grounds	Harris Trobman	240-740-2275	Harris_B_Trobman@mcpsmd.org

JPD:ayd

Copy to:

Mr. Ahmad

Mr. Benjamin

Mr. Kwon

Mr. Meyer

Mr. Trobman

Mr. Mullikin

[Admin. Sec CC]

[SBA CC]