

800.2L INDOOR AIR QUALITY MANAGEMENT PLAN GOALS**I. PURPOSE OF THE MANAGEMENT PLAN**

The purpose of this plan is to provide a formal framework to meet the following needs:

- A. Assess indoor air quality (IAQ) in the district's buildings.
- B. Find solutions to noted IAQ problems.
- C. Implement quick responses to emergency situations Educate staff on IAQ issues.
- D. Provide basic building operational standards.

This plan will be updated as needed and reviewed annually.

II. GOAL STATEMENT AND OBJECTIVES

Good indoor air quality is important to our students, parents, and staff and plays a role in meeting our core mission. Our goals are to provide and maintain acceptable indoor air quality in all district buildings and to react quickly to indoor air quality problems that arise.

To meet this goal we have established the following objectives:

- A. Establish a reporting procedure and communication channel for indoor air quality complaints.
- B. Reduce the number of complaints and reactive investigations by actively working to improve indoor air quality.
- C. Implement a thorough preventive maintenance program.
- D. Improve the effectiveness of cleaning by implementing better procedures, equipment and education of staff.
- E. Provide a minimum of 15 cubic feet per minute of outside air, per person, during regular school hours.
- F. Reduce chemical usage during the times the building is occupied and provide adequate ventilation when chemicals are being used.
- G. Ensure a well-maintained building envelope (walls, windows and roofs) to limit water or moisture infiltration.

III. MANAGEMENT PLAN OUTLINE

This Management Plan follows the process standards established by the Department of Children, Families and Learning and the Environmental Protection Agency in the “Tools for Schools” packet.

To implement these standards, the following steps will be performed. Each of these steps corresponds to a tab in this plan. Behind each tab, you will find district specific information for each of these steps in the plan process.

The district will establish a purpose and goals for the IAQ plan.

- A. The district will appoint an IAQ Coordinator.
- B. The district will perform an annual walkthrough in each building where students and/or staff spend a significant portion of their day. The walkthrough will evaluate each space for:
 - 1. Obvious water intrusion problems (interior and exterior)
 - 2. Obvious ventilation failures and/or problems
 - 3. Overall cleanliness of buildings and classrooms
 - 4. The need for O&M programs to address IAQ issues (e.g. Ventilation, carpet, etc.)

A summary of the walkthrough results will be shared with the district health and safety committee for further action.

The district will annually evaluate key building systems to include, at a minimum, classrooms, ventilations systems and building maintenance systems. They will be evaluated using the “Tools for Schools” checklist specific to each area. The checklists will be summarized, evaluated and prioritized. The summary will be shared with the district health and safety committee for further action.

- C. The district will establish a communication plan so that all parents and staff are made aware of the existence and location of the plan, the name and contact information for the IAQ Coordinator, and how they can get answers to a concern or complaint. All concerns or complaints will be followed through in a timely manner following an established procedure.
- D. The district will provide training for the IAQ Coordinator and maintenance and custodial staff on IAQ issues.
- E. The district will establish operations and maintenance procedures to maintain building components, mechanical systems, and establish procedures for issues that will affect indoor air quality, such as animals/plants in classrooms, pest management, chemical use, cleaning and renovation.
- F. The district will provide self-help information to parents so that they can properly evaluate their child’s home or other out of school situation.

Legal References:

Cross References: