



*Creating Solutions for  
Healthy Indoor Environments*

# Indoor Air Quality (IAQ) Management Plan

**Foley Public Schools**  
ISD # 51

Revised October 2007

Foley Public Schools  
Indoor Air Quality Management Plan

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## 1.0 INTRODUCTION

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Good indoor air quality contributes to a favorable learning environment for students, productivity for teachers and staff, and a sense of comfort, health and well-being for all school occupants. These combine to assist a school in its core mission – educating children. This management plan describes Foley Public Schools policies and procedures relating to indoor air quality.

The Foley Public School District follows the Department of Education's Attachment 99 for improving indoor air quality (IAQ) in our school buildings by utilizing the EPA's Tools for Schools Action Kit. The district has used the Tools for Schools Action Kit since 1997 and will continue to use the same methods in the future.

The Foley Public School District Board and the top administration are fully committed to implementation of the IAQ Management Plan.

## 2.0 INDOOR AIR QUALITY COORDINATOR

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The Indoor Air Quality Coordinator for Foley Public Schools is Darwin Fleck. The role and authority of the IAQ Coordinator is to oversee the implementation of the management plan, to provide the resources needed to implement the plan, and to determine if and when outside professional assistance is needed. Darwin received his IAQ certificate (#I0755) in May of 2000. He can be reached at 320-968-8409 or [dfleck@foley.k12.mn.us](mailto:dfleck@foley.k12.mn.us).

District staff assist the IAQ Coordinator in many activities, such as completing checklists and surveys, disseminating information, and copying.

## 3.0 IAQ / SAFETY COMMITTEE

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The District's Health and Safety Committee also serves as the IAQ Committee. Discussions on indoor air quality issues help provide accurate information about factors that are affecting indoor air quality and assist with handling of complaints. The committee also assists with the implementation of the IAQ management plan and assists with complaints which may not be able to be handled at the building level.

A list of IAQ / Safety Committee members is located in Appendix A.

## 4.0 STAFF RESPONSIBILITIES FOR MAINTAINING GOOD IAQ

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All staff members are responsible for improving and maintaining good IAQ.

**Teachers** should refrain from interfering with airflow from ventilators (e.g., do not stack books or other items on ventilators, cover vents with posters, or turn off the fan due to noise), remove clutter in their classrooms, properly dispose of hazardous waste, and enforce the school's various IAQ policies in their classrooms.

**Administrators** should communicate the school's activities to the school board, staff, students, and community. They also need to ensure that the school is implementing IAQ policies appropriately.

**Maintenance personnel** must ensure that HVAC systems are operating properly and that the buildings are maintained adequately and cleaned regularly.

**Custodians** need to follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They should also look for signs of pest problems and inform the appropriate people of any issues.

**Health Officers/School Nurses** should track illnesses, such as asthma, that may provide an early warning of IAQ problems.

**The School Board** needs to approve the IAQ Management Plan. This approval shall include the date, and a copy of the minutes from the meeting.

## 5.0 COMMUNICATION

The Foley Public School District will communicate about indoor air quality regularly, with parents, faculty, students, and employees. An annual notification is made at the start of each school year which includes information about ongoing IAQ efforts, how to view the management plan, how to report IAQ concerns, how to contact the IAQ Coordinator, and where to find self-help information on how to evaluate IAQ. When work needs to be done that affects indoor air quality in the school buildings, the staff, faculty and students will be given sufficient notice. Announcements will be via e-mail, district newsletters, the district website, student handbook, or posted on bulletin boards in the respective schools.

Communication is a critical element to successful IAQ management. The IAQ Coordinator and other district authorities try to limit misinformation and confusion through the use of effective communication. In order to develop and maintain the trust of the community and staff, the IAQ Coordinator and other designated district employees will communicate with relevant parties in a prompt, honest, and courteous manner until the issue is resolved. Every time an IAQ concern is addressed or resolved, the IAQ Coordinator should report the measures taken and the resolution of the identified concern to the appropriate parties.

## 6.0 DISTRICT'S RESPONSE TO PARENTAL CONCERNS

It is advertised in the annual notification each year that parents with indoor air quality concerns are to contact the IAQ Coordinator, Darwin Fleck. The district is happy to provide any information on construction, maintenance, housekeeping practices, chemical usage, mold and HVAC issues, pesticide usage and other issues that may affect the indoor air quality of district buildings. Parents can also obtain checklists and other self-help information upon request to help properly evaluate their child's home or other out of school indoor environments.

For additional information on indoor air quality, parents can go to the EPA Indoor Air Quality website at <http://www.epa.gov/iaq/index.html>.

## 7.0 PROCEDURES FOR HANDLING CONCERNS / COMPLAINTS

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Foley Public Schools encourages the reporting of IAQ concerns, regardless of how trivial the issue may seem. The prompt reporting and resolution of IAQ issues has the potential to prevent serious problems from developing, which will help to prevent potential health effects, discomfort, and unnecessary costs. This makes the investigation of all reported concerns worthwhile.

All concerned staff, students and parents are given the opportunity to express his or her concern about indoor air quality. All indoor air quality concerns or complaints must be in writing and presented to the IAQ coordinator, the IAQ/Safety Committee, or the building principal. The IAQ coordinator will evaluate the situation within a reasonable time and will determine if it needs to be directed to the IAQ/Safety Committee or to an outside agency for further investigation, and/or if air testing or other methods of investigations are needed. Emergencies will be handled immediately. The IAQ Coordinator will respond in writing to the individual submitting the complaint, after the issue has been resolved.

The form to be used to report IAQ concerns or complaints is the *Occupant Health and Comfort Questionnaire* located in Appendix B.

An additional method for reporting IAQ concerns is through the Tools for Schools Teacher's Checklist. This checklist is distributed to building staff annually to provide an avenue for reporting IAQ concerns and to inform employees on what they can do to improve IAQ in their own area. The *TfS Teacher's Checklist* is located in Appendix C.

## 8.0 BUILDING WALKTHROUGHS

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A walk-through is conducted annually in all district buildings that house students and/or employees. This walk-through evaluation is done by the IAQ coordinator, the head custodian of each building, the district health & safety consultant, or other person designated by the IAQ coordinator.

The following is evaluated during the walkthroughs:

- A. Obvious water intrusion problems (interior and exterior)
- B. Obvious ventilation failures and/or problems
- C. Obvious building/structural failures and/or problems
- D. Overall cleanliness of buildings and classrooms
- E. Assess need for O&M programs

Walk-throughs will be documented and maintained with the IAQ coordinator using the Tools for Schools *Building Walkthrough Checklist*, Appendix D, or equivalent.

## 9.0 BUILDING SYSTEMS EVALUATIONS

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Custodial/maintenance employees are to utilize the EPA's Tools for School Checklists annually to evaluate key building systems. Ventilation systems are evaluated using the *Ventilation Checklist*,

Appendix E. Building maintenance issues are evaluated using the *Building Maintenance Checklist*, Appendix F.

As mentioned previously, the *Teacher's Checklist*, Appendix C, is used annually by building occupants to evaluate classroom/office spaces.

The following is a list of areas covered by these checklists:

Maintenance Supplies	Outdoor Air Intakes
Dust Control	Flooring
Drain Traps	System Cleanliness
Moisture, Leaks, & Spills	System Controls
Combustion Appliances	Air Distribution
Pest Control	Exhaust Systems
General Activities	Quality/Quantity of Outdoor Air

## 10.0 SCHEDULE TO REMEDIATE KNOWN ISSUES

During the walk-through inspections and building systems evaluations, IAQ and problems and issues are identified. The issues are prioritized from most important to least important. Urgent or simple issues are addressed first and issues that require continual attention are scheduled appropriately. If Health & Safety funding is needed, the project will then be submitted to the MDE for approval.

When the problem is not urgent but requires a policy change, the IAQ Coordinator organizes a meeting with the IAQ/Safety Committee to develop and recommend specific policy changes. These policy changes are presented to the appropriate school officials for review and adoption. All new or revised policies are added to the existing IAQ Management Plan. All interested parties are informed about the measures taken to resolve the problem and all policy changes.

Moisture, mold and mildew issues will be addressed immediately. All leaks will be fixed as soon as possible. All mold and mildew will be removed, and the areas will be sanitized immediately. The materials will be removed and replaced with new materials (e.g., ceiling tile, carpet, sheet rock). Air samples and bulk samples will be taken where there is a suspected issue with moisture, mold and mildew.

## 11.0 OPERATIONS AND MAINTENANCE

To maintain building components and mechanical systems, all Foley school buildings HVAC equipment are cleaned and serviced regularly, usually in the summer, or more often if necessary. All HVAC systems are operated at a rate that will provide the recommended volume of fresh air, and acceptable temperature and humidity to the occupants in each area. Acceptable temperatures are between 68 and 73 degrees F.

Filters are changed quarterly or more often if necessary. The filters used are Merv 8 or better.

Cleaning schedules are designed to ensure that all areas are cleaned and kept clean. To keep the buildings and classrooms clean and maintain a healthy environment, students, faculty, and staff will on a daily basis:

1. Pickup their things and store them properly in their lockers, cabinets, desks, or storage areas. Papers, books and other materials will not be stacked on the floor.
2. Books, papers and any other materials will not be stacked on top of tall (six feet or more) bookcases, file cabinets, or storage cabinets, and the unit vents along the outside walls.
3. Students and teachers will straighten the classroom and place all empty boxes, trash, and any other materials they want discarded in a location that is easy for the custodial staff to locate.
4. The classrooms shall be arranged to facilitate learning and proper cleaning.

## 12.0 RELATED POLICIES

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Policies currently in place:

### Use of Space

Any space to be used for faculty and/or students must have a proper ventilation system. Testing of the space will be done prior to any occupation if there is any question at all. If the IAQ in that space doesn't and can't meet accepted standards, then no one can occupy that space. If over crowding is the issue, a sufficient number of occupants must be removed until acceptable IAQ guidelines are met.

### Radon

Radon levels have been tested in the past, and will be tested in the future on an as needed basis. At this time, there are no areas with radon above acceptable levels.

### Lead in Water

Lead in Water testing has been conducted in the past, and a new Lead in Water management plan has been developed. Testing is being conducted each year starting in the 07-08 school year based on the 5-year plan outlined in the Lead in Water management plan.

### Pest Management

Integrated pest management has been implemented and all efforts will be made to keep all areas safe. Outside contractors are be used to manage and control pests. Notification is given prior to pesticide use and postings will be done during application of products. A general notification is given to parents and residents annually via the district newspaper and to employees via mass e-mail. Individual notifications are given upon a parent's request. The pest control service used in this district is contracted by Granite Pest Control.

### Remodeling

Remodeling areas will be contained, and all construction areas will be sealed off to prevent contaminates/dust, etc. from entering occupied areas.

### Painting



Painting, all efforts will be made to ventilate work areas to the outside. Negative air devices will be used to force the containment air to the outside and prevent the contaminated air from entering HVAC system. All painting activities will be done when the building is at its least occupancy.

#### Lead Paint

Materials in areas that are scheduled for remodeling will be tested as needed. Test results are provided to all interested parties.

#### Flooring

When cleaning flooring, during the stripping and sealing process all efforts will be made to ventilate work areas to the outside. Negative air devices will be used to force the containment air to the outside and prevent the contaminated air from entering HVAC system. All flooring activities will be done when the building is at its least occupancy.

#### Replacement of Flooring

Hard flooring will be used in all areas where carpet will have the potential for harboring contaminants. *In no case will a statement be used that would eliminate carpeting all together. When a carpet is to be removed, a study will be done to determine what would be a proper replacement for the area.* If carpet must be used in the classroom, a stain, water, soil, mold resistant backed carpet will be used.

#### Animals

Animals in the classroom will be used for educational purposes only. They are not to be in the area indefinitely. Every effort will be made to determine if there are any sensitive occupants with allergies. Teachers will inform parents when an animal will be used in the classroom. When there are concerns about allergies, asthma or other health related issues, animals will not be allowed in the school.

#### Latex

Products that contain latex will not be allowed in the schools (excluding building products); this would include balloons and any other types of materials that would present a problem for sensitive individuals.

#### Plants

Plants will be allowed in the buildings. The number of plants in an area shall be kept to a minimum. If there is a concern that a plant is the cause of concern for a sensitive individual, then it must be removed. It will be the responsibility of the individual with the plant, to determine if there are any occupants that may have an issue with the plant, and to check with the nurse about allergies relating to that plant.

#### Upholstered Furniture

The district will purchase approved furniture for faculty lounges and offices. Faculty and students will not bring upholstered furniture into the district buildings without proper authorization. No unapproved upholstered furniture will be purchased for the classrooms without UL labeling or written verification of proper fire retardant application.

### 13.0 ANNUAL REVIEW

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The IAQ program is reviewed and updated annually. This review involves:

- Building system evaluations

- Walk-through inspections
- Reviewing IAQ concerns
- Discussing new issues with the IAQ/Safety Committee
- Updating the written IAQ Management Plan as needed.

Changes to the management plan are documented using the annual review form provided at the front of the management plan.