

## **Indoor Environmental Quality Management Plan**

School District of Hartford Jt #1

Adopted: January 28, 2013

Reviewed: September 23, 2015

Reviewed: October 21, 2016

Reviewed: July 1, 2017

### **Mission Statement**

School buildings will be kept in good repair, suitably equipped and in safe and sanitary condition, promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the School District has taken appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the School District maintains indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

### **Role of the IEQ Coordinator**

The School District has identified the Facilities Manager, Ed Behnke, as the IEQ Coordinator for the District's facilities.

The IEQ coordinator may be contacted by email at [behnke@hartfordjt1.k12.wi.us](mailto:behnke@hartfordjt1.k12.wi.us) or telephone at 262-623-7401.

The IEQ Coordinator's responsibilities will serve as the primary contact person for issues related to IEQ within the school district. The Coordinator will be responsible for:

1. Collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s);
2. Communicating with the administration and the school board as needed about IEQ concerns that have been reported;
3. Determining if an investigation is necessary and assigning the appropriate individual to investigate the concern as needed;
4. Communicating an anticipated timeline for completion of the investigation;
5. Sharing results of the investigation with the concerned person, administration and school board as appropriate;
6. Ensuring that proper follow-up, remediation, and clean-up if needed, is scheduled and completed in a timely matter;
7. Maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
8. Advising the school board as necessary if updates and/or changes are necessary to the district's IEQ management plan;
9. Communicating with staff, parents, and other parties regarding IEQ; and
10. Leading an IEQ team if the district determines that a team is necessary to assist the IEQ Coordinator(s) with policy revisions, review of building concerns, communications, or other tasks as necessary.

## Communication

The School District's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status includes the following:

- A. Annual publication of a notice to students, staff, and the community that the district has an IEQ management plan in place, using the website, student handbook, the local newspaper, or other appropriate means;
- B. Designation of contact persons for IEQ concerns and definition of responsibilities;
- C. Development of policies related to IEQ of the district's buildings that will be reviewed periodically along with other district policies;
- D. Use of the district's current procedures to provide information to the media regarding non-emergency situations; and
- E. Accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. One or more contact persons will be identified to work with the media and update the community during a crisis.

## Reporting

The School District encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors and avoid unnecessary costs related to the neglect of IEQ issues.

- All initial concerns shall be directed to the **Building Administrator** at each building.
- An IEQ concern record will be created by the **Building Administrator**.
- The **Building Administrator** will evaluate the concern and forward the record onto the **IEQ Coordinator** (See Appendix A).
- The **IEQ Coordinator** will address concerns.
- This form is also electronically available to administrative staff at the school district web site.

## Addressing IEQ Findings

The IEQ Coordinator will use a variety of tools, such as the *Tools for Schools Problem Solving Wheel*, *Problem Solving Checklist*, and Sections 4-6 of the *Tools for Schools Indoor Air Quality (IAQ) Reference Guide* to help identify IEQ problems and provide for appropriate resolution.

When formal IEQ concern investigations result in the identification of specific IEQ issues, the issues will be prioritized from most to least critical, ensuring that urgent or simple issues are addressed promptly and issues that require continual attention are scheduled for regular review as appropriate. If the source of a problem cannot be identified or the problem persists despite the initial efforts by district staff to identify and remediate it, the IEQ Coordinator will discuss the matter with the appropriate district official(s) in order to determine whether a contract with professionals, experts, and other outside personnel may be needed.

The IEQ Coordinator will ensure that results from the official IEQ concern investigation are recorded, actions taken are documented, a response is coordinated, and communication is made with all relevant parties. Copies of all documents will be kept by the IEQ Coordinator. As needed, the IEQ Coordinator will develop and recommend specific policy changes for non-urgent issues that can be addressed by district policies and present the recommendations to

the District Administration for review and adoption. New or revised policies will be added to this IEQ Management Plan.

## **IEQ Policies**

As needed, the School District will develop District policies based on existing procedures and practices. Policies may include:

1. Non-Smoking Policy
2. Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.
3. Animals in the Classroom Policy
4. Food in the Classroom Policy
5. Painting Policy
6. Hazardous Materials Policy
7. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
8. Integrated Pest Management Program
9. Lead Policy
10. Radon Gas Policy
11. Anti-Idling Policy

Additional Policies will be developed as needed.

## **Procedures for Maintenance and Facility Operations**

To the extent feasible, the School District will implement procedures for maintenance and facility operation including the following:

- A. **Cleaning and Chemicals**  
Regular and thorough cleaning is an important means for the removal of air pollutant sources. The School District has developed detailed written procedures for cleaning and for the handling of cleaning and chemical compounds. Cleaning procedures are managed and maintained by the Facilities Department.
- B. **Flooring**  
Regular and effective cleaning and maintenance of all floor coverings used in district buildings is essential to keep floors dry and clean. The School District has developed written floor cleaning procedures that ensure that all carpets are cleaned at least once a year. Cleaning is not performed unless drying within 24 hours can be assured. Automatic scrubbers and wet/dry mops are used on resilient floor coverings.
- C. **Preventive Maintenance and Operations**  
Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently to maintain comfortable temperatures and humidity in occupied spaces. The School District addresses preventive maintenance by maintaining and documenting equipment and system maintenance according to manufacturer's recommendations and best practice. Specific written procedures are available upon request.

**D. Microbial Management**

Microbials such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort for building occupants. Moisture control is the most effective way to control microbial growth. The School District manages microbial concerns by promptly investigating signs of water intrusion and/or microbial growth. Materials contaminated with microbials will be promptly and appropriately cleaned or replaced following current guidance document recommendations. Mold growth will be properly removed from non-porous surfaces by trained staff or contracted service personnel using appropriate methods and equipment. Remediation projects that cannot be handled by trained staff will be contracted to appropriate professionals. Specific control and protection measures are used as needed for large-scale remediation projects. Complete professional remediation is verified through third party clearance testing as necessary. Specific written procedures and project documentation are available upon request

**Construction and Renovation**

The School District adheres to all state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects. These regulations include the Wisconsin State Building Codes which can be found at <http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

The School District considers IEQ when planning construction and renovation projects. Walkthrough inspections and historical building system evaluations are an integral part of the planning process. Careful consideration will be given to the direct and indirect impact on IEQ as a result of construction, demolition and renovation work. Appropriate control measures will be instituted by the Construction Management Team.

**Staff Responsibilities for Maintaining Good IEQ**

School District staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees are provided with information and training about IEQ as appropriate.

To the extent possible and as resources allow, the district will:

- A. Train Maintenance and custodial staff annually in general concepts of IEQ including indoor air quality, integrated pest management, microbial identification and cleaning, etc. as part of the annual training process. New staff members will be informed on appropriate elements of as part of the initial hiring and training process.
- B. Instruct custodians 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 also look for signs of pest problems and inform the appropriate party of any issues.
- C. Inform general staff members as needed through e-mail communication, personal communication and/or all staff briefings.

- D. Instruct teachers to help to maintain adequate airflow from ventilators by: refraining from stacking books or other items on ventilators, refraining from covering vents with posters, refraining from turning off fans due to noise, removing clutter in their classrooms, properly disposing of hazardous waste, and enforcing the school's various IEQ policies in their classrooms.
- E. Communicate the school's activities to the school board, staff, students, and community and ensure that the school is implementing IEQ policies appropriately.
- F. Ensure that the Facility Operators maintain HVAC systems, properly operate systems and that all buildings are maintained adequately and cleaned regularly.
- G. Ensure that Health Officers/School Nurses track illnesses, such as asthma, that may provide an early warning of IEQ problems.

### **Prevention of IEQ Problems**

The School District is committed to preventing IEQ problems. To reach this goal, to the extent possible and as resources allow, the district will:

- A. Keep equipment and operating systems in good working condition and make every effort to best accommodate the needs and comfort of students, staff, and other users of the school building.
- B. Evaluate building systems and conduct walkthroughs of the various district buildings, schedule regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walkthroughs in accordance with this plan; and
- C. Comply with all applicable codes and operate current systems according to manufacturer design to help ensure high quality facilities for all district functions.

### **School Board**

The School Board will support the IEQ Management Plan.

## Appendix A

### Indoor Environmental Quality (IEQ) Concern Record

Date *Mo./Day/Yr.*

#### GENERAL INFORMATION

Name First, Last	Email Address	Phone Area Code/No.	
Street Address	City	State	ZIP
Status in Filing Concern <i>Check One</i>			
<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Parent	<input type="checkbox"/> Member of Public

#### ENVIRONMENTAL QUALITY CONCERN

District Building of Concern

Describe IEQ Concern *Limit response to space provided.*

#### IEQ COORDINATOR'S USE ONLY

***Attach all other pertinent documentation.***

Date Recorded <i>Mo./Day/Yr.</i>	Date Investigation Begun <i>Mo./Day/Yr.</i>	Date Investigation Complete <i>Mo./Day/Yr.</i>	Person Assigned to Investigate
Result of Investigation			
Clean-up, Remediation, or Other Work Necessary <input type="checkbox"/> Yes <input type="checkbox"/> No		Person Assigned First & Last Name	
Date Work Begun <i>Mo./Day/Yr.</i>	Date Work Complete <i>Mo./Day/Yr.</i>	Follow-Up Contact Made <input type="checkbox"/> No <input type="checkbox"/> Yes, <i>Date of follow-up</i>	