**WALWORTH JOINT SCHOOL DISTRICT**

**Indoor Environmental Quality Management Plan**



[**1. Introduction**](#_i9lkhmnv34p2) **1**

[**2. IEQ Coordinator**](#_vk7700cvf10s) **2**

[**3. Communication**](#_y0x8a3u3jyla) **2**

[**4. Reporting and Addressing the Findings**](#_batgpjmhanr8) **3**

[**5. Addressing IEQ Findings**](#_bv94217z8o36) **3**

[**6. Specific Areas of Care and Preventive Maintenance to be Monitored by IEQ Coordinator**](#_2rfvkbi9ccwc) **3**

[**7. Construction and Renovation**](#_bdwp8ycppaiu) **4**

[**8. Staff Responsibilities for Maintaining Good IEQ**](#_qs9yaewv6hte) **4**

[**9. Prevention of IEQ Problems**](#_vdototfh7qke) **5**

# 1. Introduction

 The District is aware of the responsibility to provide and sustain a physical learning environment for all students that is accessible, safe, clean, and in good repair.

(District Goal C 2018-2019)

School buildings 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 **Walworth Joint School District’s** designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the Walworth Joint School District #1 **will** maintain 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 and appropriate training of staff, and communication.

# 2. IEQ Coordinator

The Walworth Joint School District #1 **has** identified the following person as the IEQ (Indoor Environmental Quality) Coordinator for the District.

|  |  |
| --- | --- |
| **Jeff Wolski****Buildings and Grounds Supervisor** | **262-275-6896** **Extension 1214** |

 The IEQ Coordinator’s responsibilities will serve as the primary contact person for issues related to IEQ within the District’s building(s). The IEQ Coordinator will be responsible for:

1. Communicating with the administration about IEQ concerns that have been reported;

2. Determining if an investigation is necessary;

3. Communicating an anticipated timeline for completion of the investigation;

4. Sharing results of the investigation with administration;

5. Ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter;

6. Maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;

7. Advising the district administrator if updates and/or changes are necessary to the district’s IEQ management plan;

8. Maintaining operations manuals and maintenance records in close proximity to each major piece of equipment or system to ensure routine maintenance.

#

# 3. Communication

The Walworth Joint School District #1will communicateto staff, students, parents, and the public of the District’s indoor environmental quality (IEQ) status through:

1. Annual publication of a notice to students, staff, and the community that the district has an

 IEQ management plan in place;

2. Designation of contact persons for IEQ concerns and definition of responsibilities.

# 4. Reporting and Addressing the Findings

Indoor environmental concerns should be communicated in writing to the IEQ Coordinator as soon as possible. The IEQ Coordinator will follow the steps outlined above to resolve the issue. The District Administrator will be made aware of any concerns through communication with the IEQ and will follow up with the IEQ to assure that action has been taken in a timely manner.

The concern will also be shared with the Buildings and Grounds Committee at their next available meeting. In some extreme cases, an emergency Committee meeting may be held.

# 5. Addressing IEQ Findings

The IEQ Coordinator may 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 building’s IEQ Coordinator.

#

# 6. Specific Areas of Care and Preventive Maintenance to be Monitored by IEQ Coordinator

Care and 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 following activities are part of the preventive maintenance of the District's building and grounds:

1*.* Proper storage and use of cleaning products and other chemicals**;**

2.Regular floor maintenance (carpets, tile, hardwood, and other synthetic floor products);

3. Regular preventive maintenance and operations of building structures and systems (heating, ventilation, air conditioning systems; exhaust, and fresh air intakes);

4. Microbial Management (mold, bacteria, and viruses).

Care, maintenance and remediation projects that cannot be handled by District staff will be contracted to appropriate professionals. Specific control and protection measures will be used as needed for large-scale remediation projects.

#

# 7. Construction and Renovation

The Walworth Joint School District #1 adheres to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects, including the Wisconsin State Building Codes that can be found at<http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

# 8. Staff Responsibilities for Maintaining Good IEQ

 All Walworth Joint School District staff membersplay 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 will be provided with information and training about IEQ as needed and as appropriate.

Staff members will help to maintain and improve environmental quality by:

1. Refraining from stacking books or other items on ventilators, or covering vents with posters, or turning off fans;

2. Removing clutter in their classrooms, offices, or workstations and properly disposing of hazardous waste;

3. Refraining from using unauthorized cleaning supplies and unauthorized air freshening products;

4. Refraining from bringing in pets without authorization;

5. Custodians will 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.

 They will also look for signs of pest problems and inform the appropriate people of

any issues.

6. The school nurse will track illnesses, such as asthma, that may provide an early

warning of IEQ problems.

# 9. Prevention of IEQ Problems

TheWalworth School District #1 is committed to preventing IEQ problems. To reach this goal, the District will:

1. Take whatever actions are appropriate and possible given availability of budget and staffing;

2. 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 and grounds;

3. Evaluate building systems and conduct walkthroughs of the building, schedule

Regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walkthroughs;

4. Comply with all applicable codes and operate current systems based on how they were

designed to be used to ensure high quality facilities for all district functions.