

Cambridge School District

Indoor Environmental Quality Management Plan

June 18, 2012

1. Mission Statement

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 Cambridge 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 District 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 by maintenance personnel, appropriate training of staff, and communication.

2. Role of the IEQ Coordinator

Building and Grounds Director, Randy Staubli, will serve as the IEQ Coordinator for the District's facilities. The District has also hired Advanced Health and Safety, LLC. of Madison, WI to oversee the IEQ plan for the District.

The IEQ Coordinator's responsibilities will:

- A. The primary contact person for issues related to IEQ within a specific school building. 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 about IEQ concerns that have been reported;
 3. determining if an investigation is necessary and assigning an appropriate individual to investigate the concern;
 4. communicating an anticipated timeline for completion of the investigation;
 5. sharing results of the investigation with the concerned person, administration and school board;
 6. ensuring that proper follow-up, remediation, and clean-up 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 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.

3. Communication

The District's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) 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.

4. Reporting

The 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.

The District procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator. This form is electronically available to anyone wanting one on the school district website or may be obtained by contacting the District Office. (See Appendix A)

5. 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 building's IEQ Coordinator. 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 school board for review and adoption. New or revised policies will be added to this IEQ Management Plan.

6. IEQ Policies

The District has adopted the following as its IEQ Policies:

- A. Non-Smoking Policy
Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.
- B. Animals in the Classroom Policy
- C. Hazardous Materials Policy
- D. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
- E. Integrated Pest Management Program
- F. Lead Policy
- G. Radon Gas Policy

7. Procedures for Maintenance and Facility Operations

To the extent possible, the 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 District will address cleaning and chemical handling issues as appropriate.

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 District will maintain flooring as appropriate.

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 District will address preventive maintenance as appropriate.

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 District will manage microbials as appropriate.

8. Construction and Renovation

The District will adhere 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>.

The District will consider IEQ when planning construction and renovation projects. The findings from walkthrough inspections and building systems evaluations will be considered when planning construction and renovation projects.

9. Staff Responsibilities for Maintaining Good IEQ

All 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 will be provided with information and training about IEQ as appropriate.

To the extent possible information and training for all staff will be provided

- A. Train maintenance and custodial personnel annually in general concepts of the IEQ including indoor air quality, integrated pest management, microbial identification and cleaning, etc. as part of annual training processes.
- B. Instruct custodians to follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuum and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They also look for sign of pest problems and inform the appropriate party of any issues.
- C. Inform general staff members as needed through email communication, personal communication and/or all staff briefings.
- D. 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 regularly. They also look for signs of pest problems and inform the appropriate people of any issues.
- E. Health Officers/School Nurses will track illnesses, such as asthma, that may provide an early warning of IEQ problems.
- F. The School Board will approve and support the IEQ Management Plan.

10. Prevention of IEQ Problems

The District is committed to preventing IEQ problems. To reach this goal, 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
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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 based on how they were designed to be used to ensure high quality facilities for all district functions.



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 *Check One*

☐

Staff

☐

Student

☐

Parent

☐

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
Mo./Day/Yr.

Date Investigation Begun
Mo./Day/Yr.

Date Investigation Complete
Mo./Day/Yr.

Person Assigned to Investigate

Result of Investigation

Clean-up, Remediation, or Other Work Necessary

☐

Yes

☐

No

Person Assigned First & Last Name

Date Work Begun *Mo./Day/Yr.*

Date Work Complete *Mo./Day/Yr.*

Follow-Up Contact Made

☐

No

☐

Yes, *Date of follow-up*