

# UNIFIED SCHOOL DISTRICT OF ANTIGO

## Indoor Environmental Quality Management Plan

November 12, 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 Unified School District of Antigo (thereafter, 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 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

The School District has identified the Supervisor of Buildings and Grounds as the IEQ Coordinator for all School District facilities. He/she will be assisted by each Building Principal and Custodian.

The IEQ Coordinator's responsibilities will and could include, but are not limited to the following:

- A. Serving as 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 School District's IEQ Management Plan;

9. Communicating with staff, parents, and other parties regarding IEQ;
10. Leading an IEQ team if the School 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; and
11. Working cooperatively with the School District's environmental safety consulting firm.

### **3. Communication**

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

- A. Annual publication of a notice to students, staff, and the community that the School District has an IEQ management plan in place, using the website, 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 School District's buildings that will be reviewed periodically along with other School District policies;
- D. Use of the School 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 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.

The School District's procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator. A form is provided for staff, students, parents or members of the public to report IEQ concerns in writing (See Appendix A). This form is electronically available on the School District's web site.

---

## 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 School District staff to identify and remediate it, the IEQ Coordinator will discuss the matter with the appropriate School 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. The IEQ Coordinator will develop and recommend specific policy changes for non-urgent issues that can be addressed by School 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 IEQ Plan is based on existing policies, plans and procedures which may include:

- A. Tobacco Free Schools (Policy #522.2)  
Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.
  - B. School Safety Plans (Policy #720)
  - C. Safe and Healthful Facilities (Policy #721)
  - D. Hazardous Communication Standard
  - E. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
  - F. Integrated Pest Management Program
  - G. Lead – Safe Work Practices
  - H. Monitoring
  - I. Additional policies and procedures will be developed as needed.
-

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

### **A. Cleaning and Chemicals**

Regular and thorough cleaning is an important means for the removal of air pollutant sources. The School District will develop written procedures for cleaning and for the handling of cleaning and chemical compounds. Cleaning procedures are managed by the custodial/maintenance department.

### **B. Flooring**

Regular and effective cleaning and maintenance of all floor coverings used in School District buildings is essential to keep floors dry and clean. The School District will maintain flooring as appropriate. The School District has developed floor cleaning procedures that ensure 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 will be 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. Air filters should be replaced three times during the school year.

### **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 will manage microbials by promptly investigating signs of water intrusion and/or microbial growth. Materials contaminated with microbials will be promptly cleaned or replaced. Mold growth will be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by School District staff will be contracted to appropriate professionals. Specific control and protection measures will be used as needed for large-scale remediation projects.

---

## **8. Construction and Renovation**

The School District will adhere to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects.

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.

## **9. 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 will be provided with information and training about IEQ as appropriate.

To the extent possible and as resources allow, the School 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 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.
-

## **10. 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 School 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 School 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 School District functions.

## **11. School Board**

The School Board will receive information and periodic updates regarding the implementation of 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes, <i>Date of follow-up</i>	