

INDOOR AIR QUALITY PLAN BECKER PUBLIC SCHOOLS

PURPOSE

As indoor air quality issues increase, and the various recommendations and standards have been established, building owners have realized the importance of addressing this topic with seriousness and efficiency. Building owners need to rely on trained building personnel and/or professionals to maintain a quality indoor air environment.

PLAN

It is the goal of the Becker Public Schools to provide and maintain the best indoor air quality level in all district facilities. In order to meet this goal, the district has developed standard operating procedures to help maintain a working environment that has quality indoor air and implemented the “Tools For Schools” indoor air packet. These procedures and packet will not necessarily eliminate all indoor air quality problems, but it will assist the district in addressing problems in an efficient, effective manner. The district will follow the following guidelines and responsibilities:

- 1) Implementation of the “Tools For Schools” packet.
- 2) Annual building walkthroughs.
- 3) Establishing/maintaining an effective communication system, including proper forms to be filled out.
- 4) Any projects (renovation, remodeling) are reviewed with I.A.Q. effects discussed.
- 5) Training for all staff on the important role they play in having good indoor air quality for all building personnel. (ANNUAL)
- 6) Work with outside contractors and consultants whose activities may/can affect the indoor air quality of district buildings.

FUNDING

The Becker Public Schools will utilize approved use of L.T.F.M. (Long Term Facility Maintenance) funds along with any other funding sources made available for addressing eligible I.A.Q. projects.

TRAINING/COMMUNICATION

To ensure that proper and consistent inspections and maintenance are done, specific Becker Public Schools personnel will be trained in the recommendations and guidelines set forth by various agencies, as well as the effective handling of I.A.Q. issues when they arise. All documentation regarding I.A.Q. will be kept in the INDOOR AIR QUALITY file.

To ensure that I.A.Q. concerns are properly addressed, the Becker school district's Health and Safety committee members will annually review their responsibilities regarding the processes and procedures set forth in the I.A.Q. program.

All Becker Public schools district employees will receive a copy of the district's basic I.A.Q. plan and referral form at the beginning of each school year.

An I.A.Q. parent notification will be sent out at the beginning of each school year stating the name of the Indoor Air Quality coordinator (Rick Kraus) for Becker Public schools, goals, and assistance the school can provide for addressing I.A.Q. problems.

INSPECTIONS/O&M

Inspections are an important part of the Indoor Air Quality Plan at the Becker Public schools. To reduce/eliminate indoor air quality issues, the district will conduct annual inspections (more if necessary) and address any possible problems in a timely manner. If a staff member has a concern, they may be asked to do a diary recording the timing, frequency, etc. of the issue.

Operations and maintenance in the Becker Public schools include:

- 1) Carpets
 - A) Room carpets extracted 3x a year, more if necessary.
 - B) Spot cleaned when necessary.
 - C) Vacuumed daily, more if necessary.
 - D) Entry mats vacuumed daily, more in heavy traffic areas.
 - E) Entry mats extracted annually, more if needed.
- 2) Ventilation
 - A) The filters for the Air Handling units throughout the district will be changed as needed.
- 3) Tile
 - A) Scrubbed and waxed annually.
 - B) Swept daily, more if necessary.
 - C) Some high traffic areas are scrubbed and waxed semi-annually if possible.
 - D) The schools rotate stripping and waxing of the various rooms annually.
- 4) Chemicals used in cleaning are used properly, pose low health hazards, and environmentally friendly when possible.
- 5) Cleaning equipment is maintained in good and proper working order.
- 6) Cleaning equipment is used properly and is safe for custodial/maintenance staff use.

- 7) Stained and damaged ceiling tile is replaced in a timely manner.
- 8) Leaks in pipes and other lines are repaired as quickly as possible, and any other maintenance issues are dealt with efficiently.
- 9) If roof leaks occur, the district will repair them as soon as possible. If the district cannot do the repairs, an outside contractor will be contacted to do them. Proper steps will be taken to remediate/eliminate any I.A.Q. issues caused by the water intrusion.
- 10) If ventilation problems arise or are found to be inadequate, steps will be taken in attempt to meet the minimum recommendations of ASHRAE. (American Society of Heating, Refrigeration, and Air Conditioning Engineers)
- 11) Animals in the Classroom – Animals can be in the classroom as long as the teachers maintain them properly. If any I.A.Q. or health issues arise from the animals, they will be handled properly with the best interest of I.A.Q. in mind.
- 12) Pest Management in the Becker Public Schools is handled by Terminix. If any issues arise regarding pests, the district will contact and consult with Terminix.
- 13) Other issues (animals, renovation, cleaning, chemical use, etc.) will be handled by Rick Kraus, the building principals, and the Health and Safety committee as the need arises.
- 14) Indoor Air Quality concerns will be dealt with according to district policy.

PROCEDURES FOR HANDLING INDOOR AIR QUALITY ISSUES AT BECKER PUBLIC SCHOOLS

When a I.A.Q. concern arises, a work order is generated and addressed by custodial/maintenance.

- 1) Remediation or testing will take place dependent upon the results of the investigation.

**** All documentation will be kept in the INDOOR AIR QUALITY FILE.