

1 _____ **School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8131

4
5 Indoor Air Quality

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7 The District shall ensure ventilation systems operate properly and increase circulation of outdoor
8 air as much as possible. District ventilation systems shall undergo annual checks by the school
9 facility manager, superintendent or other staff approved by the superintendent to ensure
10 ventilation systems are operating within manufacturer parameters.

11
12 Air filters in the District shall have a minimum efficiency reporting value of between 8 and 13
13 as recommended by the National Air Filtration Association and the EPA unless other types of
14 non-MERV rated filters are used.

15
16 To the greatest extent possible during times of poor outdoor air quality, the District shall
17 change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The
18 District shall clean any electrostatic air filters according to manufacturer specifications.

19
20 The school facility manager, superintendent or other staff approved by the superintendent
21 shall complete annual indoor air quality inspections using the Walk-Through Inspection
22 Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved
23 inspection form.

24
25 The District shall maintain records of indoor air quality inspection on site for no less than
26 three years and the records shall be made available to the local health authority and DPHHS
27 upon request.

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30 Legal Reference: 37.111.826, ARM Indoor Air Quality

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34 Policy History:

35 Adopted on:

36 Reviewed on:

37 Revised on: