

**Title: Indoor Environment Procedure**  
**System: Facilities and Maintenance**  
**Process: Indoor Environment Safety and Health**

**Issue Date:**

**Issue Number:**

**Approved by:**

**Phone Number:**

**Document author: (Operations Director)**

**Phone Number:**

## **1. Purpose**

Describe the procedure for maintaining a safe and healthy indoor environment in all District buildings.

## **2. Scope**

This procedure applies to all District buildings and all District employees.

## **3. Definition of Terms**

*IAQ* – Indoor Air Quality

*MSDS* – Material Safety Data Sheets

*SchoolDude Maintenance System* – On-line program which provides district wide access to a work request system

## **4. Responsibilities**

**Director of Operations** – As the Indoor Environment Manager, administer of the (School District's) indoor environmental program

**Manager of Facilities and Maintenance** – As the Assistant Indoor Environment Manager, assist the Director of Operations in administering the (School District's) indoor environment program; supervise the district's maintenance personnel

**Manager of Custodial Services** – Ensure all custodial services safeguard the quality of the indoor environment

**Site Administrator/Building Principal** – Oversee any health concerns related to indoor environment at the facility, and ensure any concerns are promptly reported in accordance with this procedure

**Maintenance and Custodial Personnel** – Employ proper work practices that protect the indoor environment

**(School District) Facility Occupants** – Report any indoor environment concerns in accordance with this procedure

## **5. References**

(School District) Indoor Environment Manual

## **6. Procedure**

### **6.1 Specific Duties and Responsibilities**

#### **6.1.1 Director of Operations:**

- 6.1.1.1 Serve as the Indoor Environment Manager
- 6.1.1.2 Establish and maintain a system to document building occupant concerns
- 6.1.1.3 Coordinate response actions to building occupant concerns
- 6.1.1.4 Schedule periodic surveillance monitoring of District facilities
- 6.1.1.5 Provide training for personnel as required
- 6.1.1.6 Oversee work practices for cleaning and maintenance activities

#### **6.1.2 Manager of Facilities and Maintenance**

- 6.1.2.1 Serve as the Assistant Indoor Environment Manager
- 6.1.2.2 Manage daily operations of maintenance personnel, using the (School District's) Indoor Environment Manual as a reference
- 6.1.2.3 Inform the Indoor Environment Manager and building administrators of building occupants' indoor environment concerns
- 6.1.2.4 Review occupants' concerns and work requests and, if required, issue work orders to maintain the indoor environment
- 6.1.2.5 Review chemicals and cleaners used by maintenance personnel to ensure proper indoor environment quality
- 6.1.2.6 Coordinate and schedule environment-specific work requests with other routine maintenance and cleaning operations
- 6.1.2.7 Assure that Material Safety Data Sheets (MSDS) are on file at every site for products used in the facility
- 6.1.2.8 Approve all products used at every site to assure against contamination of the indoor environment
- 6.1.2.9 Ensure all pesticide applications in or around District facilities follow the guidance in the (School District's) Indoor Environment Manual, as well as all applicable District policies and procedures
- 6.1.2.10 Test IAQ for District facilities in accordance with the schedule provided in the (School District's) Indoor Environment Manual

#### **6.1.3 Manager of Custodial Services**

- 6.1.3.1 Manage the daily operations of custodial personnel, using the (School District's) Indoor Environment Manual as a reference
- 6.1.3.2 Develop and supervise cleaning standards

- 6.1.3.3 Review chemicals and cleaners used by custodial personnel to ensure proper indoor environment quality
- 6.1.3.4 Ensure that Material Safety Data Sheets (MSDS) are on file at every site for cleaning products used in the facility
- 6.1.3.5 Ensure that all cleaning products used at every site will not contaminate the indoor environment

#### **6.1.4 Site Administrator/Building Principal**

- 6.1.4.1 Review health concerns related to indoor environment at the facility
- 6.1.4.2 Meet and confer with staff, students and/or parents on matters pertaining to the site's indoor environment
- 6.1.4.3 Using the appropriate steps in this procedure, inform the Indoor Environment Manager or the Assistant Indoor Environment Manager of any indoor environment concerns

#### **6.1.5 Maintenance Personnel**

- 6.1.5.1 Utilizing the (School District's) Indoor Environment Manual as a reference, follow engineering controls and work practices that avoid releasing irritants into the air
- 6.1.5.2 At least quarterly, review the MSDS for all products used at the facility, to ensure against contaminants entering the environment
- 6.1.5.3 Report any occurrence, to the Assistant Indoor Environment Manager, where irritants are released to the indoor environment
- 6.1.5.4 Maintain the comfort zone for the building occupants (temperature)
- 6.1.5.5 Monitor and change air filters
- 6.1.5.6 Replace lights as required.

#### **6.1.6 Custodial Personnel**

- 6.1.6.1 Employ cleaning procedures and cleaners/chemicals that protect the indoor environment
- 6.1.6.2 Use cleaning procedures that control dust, mold and bacteria build ups while not placing irritants in the air

### **6.2 Reporting Indoor Environment Concerns**

#### **6.2.1 Concerns not related to health**

- 6.2.1.1 When an occupant feels discomfort in the environment but is not experiencing a health related concern (e.g., thermal adjustment, room feels stuffy, lighting burned out, noise from ventilation equipment, etc.), the occupant shall submit the concern on a work request using the SchoolDude Maintenance system. Submission shall follow the process established by the individual Site Administrator/Building Principal.

- 6.2.1.2 Maintenance personnel shall review and investigate the request within 24 hours, and any corrective action (if appropriate) shall be documented with a response using the same SchoolDude system
- 6.2.1.3 The Manager of Facilities and Maintenance shall notify the originator, the Site Administrator/Building Principal, and the site Building Engineer via e-mail when the corrective action and the work order for the indoor environmental concern is completed

## **6.2.2 Concerns related to health**

- 6.2.2.1 When a building occupant is experiencing health symptoms possibly related to the indoor environment at a District facility, An Indoor Environment Health Concern Form shall be completed and submitted to the Site Administrator/Building Principal. (Note: The Site Administrator or nurse will prepare the form for students.)
- 6.2.2.2 The Site Administrator/Building Principal shall confer with the Indoor Environment Manager or the Assistant Indoor Environment Manager regarding the symptoms. Following this discussion, the Indoor Environment Manager shall ensure an investigation is conducted.
- 6.2.2.3 Upon completion of the investigation the results shall be provided to the Site Administrator/Building Principal.
- 6.2.2.4 If possible, the Indoor Environment Manager shall initiate corrective action immediately. If the situation requires long-term corrective action, the options and the plan of action shall be addressed in accordance with standard District facility improvement policies and procedures, keeping the Site Administrator/Building Principal advised at all times.
- 6.2.2.5 When sufficient information is available, the Site Administrator/Building Principal shall meet with the building occupant who filed the concern to communicate the results of the investigation and whether any corrective action has been taken or is planned.
- 6.2.2.6 Recognizing that it is not possible to ensure that the indoor environment at a given facility will always be acceptable to all occupants, the following steps address those individuals who possibly cannot be accommodated at a given facility:
  - 6.2.2.6.1 Staff: The information gathered during the investigation shall be sent to the Assistant Superintendent of Administrative Services. The Administrative Services department shall review the information and may recommend further accommodations and/or reassignment if required.
  - 6.2.2.6.2 Students: All information and records shall be forwarded to the Assistant Superintendent of Administrative Services. The Administrative Services department, upon review of the information, may direct further accommodation at the site or possible relocation if required.

### **6.2.3 Urgent concerns related to health**

- 6.2.3.1** When a building occupant is experiencing serious discomfort that appears to be related to the indoor environment at a District facility, particularly with breathing, all occupants of the involved space or areas shall be evacuated immediately.
- 6.2.3.2** The Site Administrator/Building Principal shall notify either the Indoor Environment Manager or the Assistant Indoor Environment Manager by the most expeditious means possible.
- 6.2.3.3** The Indoor Environment Manager shall immediately initiate an investigation of the applicable space or areas.
- 6.2.3.4** The Indoor Environment Manager shall immediately initiate whatever short-term action is necessary to mitigate the situation.
- 6.2.3.5** As soon as the immediate actions are underway, the Indoor Environment Manager or the Assistant Indoor Environment Manager shall confer with the Site Administrator/Building Principal regarding the symptoms and the circumstances and shall assist with the preparation of the Indoor Environment Health Concern Form. Following this discussion, the Indoor Environment Manager shall initiate an investigation into the root cause of the problem.
- 6.2.3.6** As a result of the “root cause” investigation, the options for long-term corrective actions and the plan of action shall be addressed in accordance with standard District facility improvement policies and procedures, keeping the Site Administrator/Building Principal advised at all times.

## **7. Records**

Indoor Environment Health Concern Form  
Investigation reports on Indoor Environment health concerns