

Sheboygan Area School District



Indoor Environmental Quality Management Plan

Date Adopted – January 22, 2013

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 Sheboygan Area 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 Sheboygan Area 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 practices, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by trained staff, appropriate training of staff, and communication.

2. Role of the IEQ Coordinator

The Sheboygan Area School District has identified the Coordinator of Facilities Services as the IEQ Coordinator for all facilities within the District. The coordinator will be assisted by the Principal of each school to ensure proper filing for an investigation.

The IEQ Coordinator's responsibilities will include:

- 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 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 Sheboygan Area School District's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status 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.

4. Reporting

The Sheboygan Area 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 Sheboygan Area School District procedures for the reporting of IEQ concerns are as follows:

- A. Fill out provided form available in the school office.
- B. Principal will review form for completeness and make initial review of the area of concern.
- C. If corrections can be made, they will be documented and form sent to IEQ.
- D. If problem is unresolved, form sent to IEQ.

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.

As described in Section 2 of this plan, 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 Sheboygan Area School District has developed, or will develop, formal district policies based on existing procedures and practice.

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

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 Sheboygan Area School District has developed, or will develop, written procedures for cleaning and for the handling of cleaning and chemical compounds.
- 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 Sheboygan Area School District ensures that all carpets are cleaned with hot water extraction at least once a year and are not cleaned during summer months unless drying within 24 hours can be assured. Wet and 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 Sheboygan Area School District has a preventative maintenance program in place to schedule, outline repair activities and track all work completed.

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 Sheboygan Area School District will manage microbial issues 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 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 Sheboygan Area 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, including the Wisconsin State Building Codes that can be found at <http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

9. Staff Responsibilities for Maintaining Good IEQ

All Sheboygan Area 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 using free or low cost online tools, materials, or webinars to the extent possible, with more specialized training secured for maintenance and/or buildings and grounds staff as funding permits.

- A. Teachers will help to maintain adequate airflow from ventilators by refraining from stacking books or other items on ventilators, or covering vents with posters, or turning off fans due to noise, and by removing clutter in their classrooms, properly disposing of hazardous waste, and enforcing the school's various IEQ policies in their classrooms.

- B. Administrators will communicate the school's activities to the school board, staff, students, and community and ensure that the school is implementing IEQ policies appropriately.
- C. Facility Operators will ensure that HVAC systems are operating properly and those buildings are maintained adequately and cleaned regularly.
- 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 will also look for signs of pest problems and inform the appropriate people of any issue.
- E. The School Board will approve and support the IEQ Management Plan.

10. Prevention of IEQ Problems

The Sheboygan Area School 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 walk-through inspections of the various district buildings, schedule regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walk-throughs in accordance with #5 in 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.

