



## **INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN**

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 Royall 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 Royall 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 material selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

### **1. Role of the IEQ Coordinator**

The Royall School District has identified the Director of Buildings and Grounds as the IEQ Coordinator for the district.

The IEQ Coordinator's responsibilities will be:

1. Serving as the primary contact person for issues related to IEQ.
2. Collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s).
3. Communicating with the administration and the school board about IEQ concerns that have been reported.
4. Determining if an investigation is necessary.
5. Communicating an anticipated timeline for completion of the investigation.
6. Sharing results of the investigation with the concerned person, administration and school board.
7. Ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter.
8. Maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
9. Advising the school board if updates and/or changes are necessary to the district's IEQ management plan.
10. Communicating with staff, parents, and other parties regarding IEQ.
11. 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.

### **2. Communication**

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

- 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.

Catalog #: 724.00

- 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.
- E. Accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. (The Superintendent will be the only person in contact with the media during any crisis.)

### 3. Reporting

The Royall 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 Royall School District's procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator identified in Section 2 of this plan.

### 4. Addressing IEQ Findings

When formal IEQ investigations result in the identification of specific IEQ issues, the issues will be brought to the attention of the administrative team. If the source of a problem cannot be identified or the problem persists despite initial efforts to identify and remediate it, the IEQ Coordinator and the administrative team will 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 in the district office.

### 5. IEQ Policies

The Royall School District has a Non-Smoking Policy as governed by Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities. It will also address all potential risks as they arise.

### 6. 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 Royall School District will address cleaning and chemical handling issues as appropriate.

#### 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 Royall School District will maintain flooring as appropriate.

#### 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 Royall School District will address preventive maintenance by providing operations manuals and maintenance records in close proximity to each major piece of equipment or system to ensure routine maintenance.

## 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 Royall School District will manage microbial 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.

## 7. Construction and Renovation

The Royall 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>. The Royall School District will comply with all building codes.

## 8. Staff Responsibilities for Maintaining Good IEQ

All Royall 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. Information and training for all staff will be provided as needed.

- 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. The Buildings and Grounds Director will ensure that HVAC systems are operating properly and that 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 also look for signs of pest problems and inform the appropriate people of any issues.
- E. The School Nurse will track illnesses, such as asthma, that may provide an early warning of IEQ problems.
- F. The School Board will approve and support the IEQ Management Plan.

## 9. Prevention of IEQ Problems

The Royall School District is committed to preventing IEQ problems. To reach this goal, the district will take whatever actions are appropriate and possible given availability of budget and staffing.

Ref: Wisconsin Statutes 120.12 (5) and 121.02 (1) (i)

Wisconsin Administrative Code PI 8.01

Introduced: 1/28/13

Adopted: 2/25/13