

Indoor Environmental Quality Management Plan

January 2013

This model management plan for indoor environmental quality (IEQ) in schools was prepared by the Department of Public Instruction (as directed by 2009 Wisconsin Act 96). The document is set up as a template that districts/schools may choose to use or adapt as their own. The section headings in the template reflect the recommendations of the IEQ Task Force and should be included in each plan. Each section provides options that the district/school may choose to use to describe how each IEQ topic will be addressed. Districts may use the template to create a very basic plan, a more descriptive plan using recommendations of the task force and including language from the EPA Tools for Schools materials, or to describe in more detail programs, processes, policies or activities that are already in place or are being developed to prevent or resolve concerns over indoor environmental quality.

The law does not require use of any particular template or format for an IEQ Management Plan. Districts and schools are free to develop their own plans, or to use existing plans, procedure handbooks, or policy documents to demonstrate compliance with the planning and implementation requirement. But again, the plan must address the following areas: mission statement, role of the IEQ coordinator, communication, reporting, addressing IEQ findings, IEQ policies, procedures for maintenance and facility operations, construction and renovation, staff responsibilities for maintaining good IEQ, and prevention of IEQ problems.

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 Blair-Taylor 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 Blair-Taylor School District will maintain indoor environmental quality (IEQ) in schools as appropriate.

2. Role of the IEQ Coordinator

The Blair-Taylor Schools District has identified the following persons as the IEQ Coordinators for specific buildings within the district.

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| Mike Thomley | Blair-Taylor Elementary School |
| Mike Thomley | SoSET Charter School |
| Jeff Eide | Blair-Taylor Middle School |
| Jeff Eide | Blair-Taylor High School |
| Dennis Dervetski | Blair-Taylor Superintendent |

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 Blair-Taylor'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;
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- 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; and
- E. accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. One or more contact persons will be identified to work with the media and update the community during a crisis.

4. Reporting

The Blair-Taylor 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 Blair-Taylor School District procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator identified in Section 2 of this plan. A form is provided for staff, students, parents or members of the public to report IEQ concerns in writing (See Appendix A).]

5. Addressing IEQ Findings

The IEQ Coordinator will refer the concern to a maintenance staff person or contractor to investigate as funding allows.

When formal IEQ concern investigations result in the identification of specific IEQ issues, the issues will be dealt with as appropriate and 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 Blair-Taylor School District has developed, or will develop, formal district policies based on existing procedures and practices.

A. Non-Smoking Policy

Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.

- B. Animals in the Classroom Policy
- C. Food in the Classroom Policy
- D. Painting Policy
- E. Hazardous Materials Policy
- F. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
- G. Integrated Pest Management Program
- H. Lead Policy
- I. Radon Gas Policy
- J. Anti-Idling Policy

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 Blair-Taylor 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 Blair-Taylor School District will maintain flooring as appropriate through the contracting of B-T Cleaning Services

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 Blair-Taylor School District will address preventive maintenance as appropriate.

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 Blair-Taylor School District will manage microbials 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 Blair-Taylor 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 Blair-Taylor School District will comply with all building codes, and consider IEQ when planning construction and renovation projects. The findings from walkthrough inspections and building systems evaluations will be considered when planning renovations.

9. Staff Responsibilities for Maintaining Good IEQ

All Blair-Taylor 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, and through online tools and materials identified in the recommendations of the [IEQ task force](#).

Information and training for all staff will be provided as needed, and 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 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. Health Officers/School Nurses 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.

10. Prevention of IEQ Problems

The Blair-Taylor 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.

- 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. 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.
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Appendix A

Indoor Environmental Quality (IEQ) Concern Record

Date *Mo./Day/Yr.*

GENERAL INFORMATION

| | | | |
|---|----------------------------------|---------------------------------|---|
| Name First, Last | Email Address | Phone Area Code/No. | |
| Street Address | City | State WI | ZIP 54616 |
| Status in Filing Concern <i>Check One</i> | | | |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Student | <input type="checkbox"/> Parent | <input type="checkbox"/> Member of Public |

ENVIRONMENTAL QUALITY CONCERN

District Building of Concern

Describe IEQ Concern *Limit response to space provided.*

IEQ COORDINATOR'S USE ONLY

Attach all other pertinent documentation.

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|--|--|--|--------------------------------|
| Date Recorded <i>Mo./Day/Yr.</i> | Date Investigation Begun <i>Mo./Day/Yr.</i> | Date Investigation Complete <i>Mo./Day/Yr.</i> | Person Assigned to Investigate |
| Result of Investigation | | | |
| Clean-up, Remediation, or Other Work Necessary <input type="checkbox"/> Yes <input type="checkbox"/> No | | Person Assigned First & Last Name | |
| Date Work Begun <i>Mo./Day/Yr.</i> | Date Work Complete <i>Mo./Day/Yr.</i> | Follow-Up Contact Made <input type="checkbox"/> No <input type="checkbox"/> Yes, <i>Date of follow-up</i> | |