

School District of Sevastopol

Indoor Environmental Quality Management Plan

Adopted December 21, 2012

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 School District of Sevastopol'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 School District of Sevastopol will maintain indoor environmental quality (IEQ) in schools as appropriate.

2. Role of the IEQ Coordinator

The School District of Sevastopol has identified the following person(s) as the IEQ Coordinators for specific buildings within the district. The IEQ Coordinator will work in collaboration with and the support of a contracted environmental consultant.

Roch Lautenbach	Sevastopol Elementary School and Pre-School
Roch Lautenbach	Sevastopol Middle School
Roch Lautenbach	Sevastopol High School
Roch Lautenbach	Sevastopol Administrative Building

The IEQ Coordinator's responsibilities will include:

- A. Serving as the primary contact person for issues related to IEQ within the 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 School District of Sevastopol'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; 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 School District of Sevastopol 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 School District of Sevastopol's 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 work in collaboration with a contracted environmental consultant and as directed by the division administrator and the school board.

When formal IEQ concern investigations result in the identification of specific IEQ issues, the issues will be dealt with as appropriate.

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 following IEQ Policies and procedures are in place:

- A. Use of Tobacco on School Premises (Policy 7434)
- B. Environmental Health and Safety Program (Policy 8405)
- C. Preparedness for Toxic Hazards (Policy 8431)
- D. Asbestos Management (Policy 8431.01)
- E. Pest Management procedures
- F. Lead procedures
- G. Radon Gas procedures
- H. Anti-Idling procedures

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 School District of Sevastopol 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 School District of Sevastopol 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 School District of Sevastopol 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 School District of Sevastopol will manage microbials as appropriate.

8. Construction and Renovation

The School District of Sevastopol 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 School District of Sevastopol will comply with all building codes.

9. Staff Responsibilities for Maintaining Good IEQ

All School District of Sevastopol 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. 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 School District of Sevastopol 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 walkthroughs of the district buildings, schedule regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walkthroughs 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.

Appendix A

**The School District of Sebastopol
IEQ Concern Report**

GENERAL INFORMATION		
Indoor Environmental Quality (IEQ) Concern Record		Date:
Name (First and Last)	Email Address	Phone Area Code/Number
Street Address City State ZIP		
Status in filing concern (Check one) <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Member of the public		

ENVIRONMENTAL QUALITY CONCERN

Building/location of concern

Describe IEQ concern (limit response to space provided)

IEQ COORDINATOR'S USE ONLY Attach all other pertinent information			
Date Recorded	Date investigation begun	Date investigation Completed	Person assigned to investigate
Result of investigation			
Clean-up, Remediation, or other work necessary <input type="checkbox"/> Yes <input type="checkbox"/> No		Person assigned	
Date work begun	Date Work Complete	Follow-up Contact Date	