

Indoor Air Quality (IAQ) Management in School District #204

Proactive Strategies

Cleaning

Buildings are cleaned using a weekly routine schedule for the majority of the year; and according to a site-based, project oriented plan in the summer, winter break, and spring break.

Preventive Maintenance

Preventive Maintenance is monitored using a computer generated plan based on an inventory of all district systems and equipment. It is continually updated to make it site specific and efficient. It directs head custodians and maintenance workers to perform specific maintenance tasks at regular intervals, based upon the needs of particular systems/equipment. When necessary, Preventive Maintenance is accomplished via private contractors.

Supervision and Training

Cleaning supervision and training are provided for both new and veteran employees. Night supervisors, the Custodial Managers and high school facility managers provide training and monitor quality.

Reactive Strategies

In spite of proactive strategies, IAQ concerns will be reported. Often, they are more difficult to react to than other maintenance issues. Sometimes you can't see or touch the problem, and variance of negative reaction to IAQ problems may be significant from one person to another. Concerns from students and staff are to be reported to the building principal who will then notify the Director of Building Operations. Those identified by custodians, maintenance persons or identified in building inspections are to be reported to the Director of Maintenance who will then notify the Director of Building Operations.

The common factor in any District 204 IAQ response is to make it a top maintenance priority. We take it seriously, assigning a maintenance site visit as soon as possible. Building administration is kept informed of findings. Within this general framework, each concern is evaluated on its individual circumstances. The Director of Building Operations supervises IAQ investigations assisted by the Director of Maintenance.

1. A maintenance person evaluates the area of concern using the IAQ Inspection – First Response checklist (attached).
 2. The maintenance person reports findings and any recommendations to the Director of Maintenance.
 3. The Director of Maintenance reviews the report findings and recommendations with the Director of Building Operations.
 4. Either the Director of Building Operations or Director of Maintenance reports to the principal and makes a recommendation for the next step. If a problem was identified and resolved, there is closure. If no problem was identified, the concern may be monitored; or if the principal in consultation with building staff feels immediate professional intervention is required, environmental specialists are retained. We currently utilize Environ International as our environmental consultant/specialist.
- Whatever the decision at this point, the principal updates appropriate staff and/or parents.

5. The Director of Building Operations and the environmental specialist plan the specifics of their intervention.
Services may include:
 - a thorough site inspection, including areas not typically accessible
 - interviews with building administration, custodians, teachers, and/or students
 - baseline and follow-up readings of temperature, humidity, CO2 level, and cubic feet per minute (CFM) turn-over rate
 - collecting air, carpet dust, cut-rug/mastic, or ceiling tile samples for testing
 - establishment of a data collection system in a building for future occurrences
6. Based on the findings of the environmental specialist, the Director of Building Operations reports back to the principal and the Director of Maintenance, making a recommendation for the next step. This may include one or more of the following:
 - a cleaning intervention, from a large-scale project to changing a small part of the daily custodial routine
 - a maintenance intervention such as changing preventative maintenance procedures or intervals, deep cleaning, extraction or replacement of carpet
 - roof, masonry, or HVAC repair
 - ceiling tile change-out or air duct modification
 - retaining an HVAC contractor to check carbon monoxide levels, and/or Nicor to check for natural gas
 - if a problem is not identified, a procedure is developed for building staff to log future occurrences
7. The environmental specialist prepares a written report of procedures, findings and lab results (if any) and follow-up recommendations. The Director of Building Operations meets with the principal, central office administration, the Director of Maintenance and the environmental specialist to review the report. Agreement is reached on the next step of the IAQ investigation. This may include:
 - results are inconclusive, further investigation is planned
 - results are conclusive, no cause is found for IAQ concern, monitor future concern
 - problem identified, plan remediation
 - The final step is communication of results with all appropriate parties, including: school board staff, parents and press.