

LEARN INDOOR AIR QUALITY PROGRAM

A healthy environment for our students and staff is a goal in our learning community. Good indoor air quality is a necessary component to achieving this objective. Therefore, LEARN has implemented an Indoor Air Quality Program in our Magnet Schools.

The following objectives of the program are:

- 1) Early diagnosis of issues with air quality through periodic inspections
- 2) Provide an Air Quality Complaint Form to staff members to report air quality concerns
- 3) Provide a process for complaints to be entered into the school systems' work order system for resolution
- 4) Provide air quality testing when deemed necessary from an independent contractor
- 5) Determine the best method to resolve the complaint
- 6) Communicate the resolution to the complainant
- 7) File copies of the complaint form, testing results and any other related documents
- 8) Maintain an Air Quality Log

Early Diagnosis

The Facilities Director will oversee the periodic inspection of the schools for signs potential problems that may eventually contribute to poor air quality. Periodic inspections will be performed at least annually, but may require more frequent inspections depending on the nature of the potential problem. Inspection will include but not be limited to:

- Roof and flashing detail
- Roof penetrations
- Exterior brick and windows
- Unit Ventilators
- Roof-top units
- Air handling ductwork
- Plumbing supply fixtures and drains
- Lavatory rooms and fixtures
- Custodial Closets
- Chemicals used in the school
- Radon testing

The inspection will also consider temperature, humidity and air movement as factors that could affect air quality.

Air Quality Complaint Form

This procedure applies to any individual wishing to make a complaint to the Facilities Director concerning the quality of indoor air at LEARN magnet schools.

The person making the complaint concerning the quality of indoor air is required to complete the top section of the Indoor Air Quality Complaint Form, and log the entry into the building's Indoor Air Quality Log.

The form is to be submitted to the building secretary who will enter the complaint into the work order system.

Upon completion of the entry, the building secretary will log the work order number assigned onto the complaint form and the log and fax the complaint form to the Maintenance Department.

The work order is reviewed by the Facilities Director for review and action.

Air Quality Testing

Depending on the circumstances, the Facilities Director may require air testing by a certified industrial hygienist. Currently LEARN uses Mystic Air Quality to perform this analysis. The results of the testing will determine what, if any further steps need to be accomplished.

Air Quality Log

An Air Quality Log must be maintained at each building at the school office. The log should be available to any staff member who wishes to see it. The log will include the date of incident, location of area complained about and the name of the person making the complaint. Annual Air Quality Inspection Reports and completed complaint forms also must be placed in the log.

Resolution of Complaint

After the complaint has been resolved, the Facilities Director will complete the Indoor Air Quality Complaint and Site Inspection Report Form and forward a copy of the form back to the school office to file with the Air Quality Log. The original complaint form, testing data, and any other related documents will be filed in the Facilities Director's office for a period of five years.