



# BURLINGTON AREA SCHOOL DISTRICT

## Indoor Environmental Quality Management Plan

April 23, 2012

### 1. Mission Statement

The Burlington Area School District school buildings shall be 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 Burlington Area 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 Burlington Area 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 materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

### 2. District IEQ Coordinator

The IEQ Coordinator for the Burlington Area School District is Gary Olsen, Director of Building and Grounds who will act as directed by the school board.

The Burlington Area School District has identified the following persons as the IEQ building level operators for specific buildings within the district who report to the IEQ Coordinator.

Ray Fincutter	Cooper Elementary School
Ray Fincutter	Lyons Elementary School
Mike Wallace	Waller Elementary School
Ray Fincutter	Winkler Elementary School
Mike Wallace	Edward G. Dyer Intermediate School
Harvey Kandler	Nettie E. Karcher Middle School
Craig Steffen	Burlington High School
Harvey Kandler	209 Building
Gary Olsen	District Office

The IEQ Coordinator's responsibilities are:

- 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 Burlington Area School District's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status

- 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 Burlington Area 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 Burlington Area 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 for the Burlington Area School District will address all IEQ concerns by:

A. Will use a variety of tools, such as the *Tools for Schools Problem Solving Wheel*, *Problem Solving Checklist*, and Sections 4-6 of the *Tools for Schools Indoor Air Quality (IAQ) Reference Guide* to help identify IEQ problems and provide for appropriate resolution.

B. 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 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 Burlington Area School District will develop the following IEQ-related policy(s) as needed.

- 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 Burlington Area 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 Burlington Area School District ensures that all carpets are cleaned with hot water extraction at least once a year or as appropriate and are not cleaned during summer months unless drying within 24 hours can be assured. Wet and dry mops will be used on resilient floor coverings.

### **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 Burlington Area 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 Burlington Area 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 Burlington Area 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>.

## **9. Staff Responsibilities for Maintaining Good IEQ**

All Burlington Area 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 including the back ledge area, or covering vents with posters, placing furniture against ventilators blocking return air flow, 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 Burlington Area 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. evaluate building systems and conduct walkthroughs of the various 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

## 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	ZIP
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.*

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>	



**Appendix B**

**POLLUTANT & SOURCE INVENTORY**

Building: \_\_\_\_\_ Date: \_\_\_\_\_

Investigator: \_\_\_\_\_ Time: \_\_\_\_\_

Record any indications of contamination or suspected pollutants that may require investigation or treatment. Sources of contamination may be consistent or intermittent or may be linked to single, unrepeated events. For intermittent sources, try to indicate the time of peak activity or contamination production.

**SOURCES**

Source/Category	Action Required			Comments
	Yes	No	Intermittent Time	
Contaminated Air				
Pollen				
Dust				
Smoke outside				
Chemicals				
Vehicle exhaust				
Dumpsters				
Sewage/drains				
Pesticides				
Radon				
Cosmetics				
Cleaning chemicals				
Paint				
Caulk				
Adhesives				
Carpets				
Ceiling tiles				
Unit ventilators				
Dirty HVAC filters				
Air supply ducts				
Landscape bark				
Leaves/trees				
Cardboard				
Animals				
Mold				
Asbestos				
Other				

**Contractor or Industrial Hygienists**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_



**Appendix B**

**Action Taken**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:	Yes	No
Lab Tests	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>
Environmental	<input type="checkbox"/>	<input type="checkbox"/>
Photos	<input type="checkbox"/>	<input type="checkbox"/>

