



SOUTH BEND COMMUNITY SCHOOL CORPORATION

215 SOUTH ST. JOSEPH STREET SOUTH BEND, INDIANA 46601
TELEPHONE (574) 283-8000

18 April 2012
South Bend Community School Corporation
Facilities Management Directive #2

INDOOR AIR QUALITY

Purpose: To provide the administrative procedures, specific operational guidance, and overall direction pertaining to the implementation of the South Bend Community School Corporation's (SBCSC) policy regarding Indoor Air Quality (IAQ).

Background: Effective 01 May 2011, the Indiana State Department of Health passed 410 IAC 33. This Administrative Code requires each corporation to establish an indoor air quality coordinator, outlines the responsibility of the coordinator, and details other actions that are needed for the School Corporation to comply with this rule.

Action:

1. **IAQ Coordination:** The Superintendent shall appoint a person to serve as the IAQ Coordinator (COORDINATOR) for the SBCSC. The name of the COORDINATOR shall be provided to the Indiana State Department of Health (ISDH) and shall be published such that students, parents, employees, and visitors have access to this information.
2. **Responsibility:** The COORDINATOR shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the SBCSC. The COORDINATOR shall establish and maintain a written procedure for routine maintenance of the heating, ventilation, and air conditioning (HVAC) systems serving SBCSC facilities and shall include the following items:
 - A. A schedule for inspecting the HVAC system, on at least an annual basis. The verification that all supply and return air pathways are unobstructed and perform as required will be an integral component of this verification process.
 - B. Provide for the annual cleaning of HVAC coils.
 - C. A schedule for the inspection and changing of air filters.
 - D. A log verifying that maintenance was completed in a timely manner including the logging of cleaning and filter changes of the HVAC system. These logs shall be maintained for a minimum of three years and shall be made available for review by state inspectors.

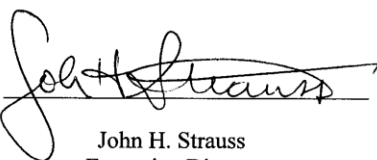
In addition, the COORDINATOR shall ensure that appropriate monitoring equipment is available to measure the performance criteria of the HVAC systems.

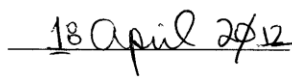
3. HVAC Performance Criteria: In order to maintain good indoor air quality each SBCSC facility shall meet criteria established by the ISDH. The State of Indiana authorizes inspectors to enter SBCSC facilities to inspect facilities, records, investigate complaints, collect samples, and investigate any condition that is reasonably suspected of contribution to poor indoor air quality. The following measurements and standards will serve as indicators of system performance:
 - A. Carbon dioxide levels shall never exceed seven hundred (700) ppm over the outdoor carbon dioxide concentrations.
 - B. Outdoor air shall be supplied to classrooms when occupied.
 - C. Heating systems shall be capable of and operated during periods of student occupancy to maintain a temperature not less than sixty eight (68) degrees Fahrenheit (F) in all instructional rooms, offices, locker rooms, and cafeterias; sixty-five (65) degrees F in activity rooms and vocational shops, and sixty (60) degrees F in interior toilet rooms.
 - D. When air conditioning is being provided the cooling system shall be capable of providing and operated during times of student occupancy to maintain a temperature not to exceed seventy-eight (78) degrees F with relative humidity not to exceed sixty-five percent (65%).

4. Excessive moisture: It is recognized that excessive moisture levels within school buildings can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. These contaminants can be harmful on contact with respiratory tissue, and if they are suspected of existing, they must be eliminated as a matter of top priority.
 - A. Contributing factors to excessive moisture levels include:
 1. Roof leaks
 2. Piping leaks
 3. Structural defects in the building
 4. Improperly controlled humidity levels
 5. Faulty HVAC systems.
 - B. As preventive measures, the SBCSC shall do the following:
 1. Prevention of water intrusion shall be addressed as a priority IAQ issue. When a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours.
 2. Implement preventive maintenance measures, discussed earlier in these guidelines.
 3. Ensure that materials used and purchased for use in the construction, cleaning, furnishing and maintenance do not contribute to health hazards to employees and students be degrading the quality of indoor air.
 4. Forbid activities that create indoor air quality health hazards.
 5. If the presence of mold and/or fungi is suspected, the services of a qualified professional engineer and/or a certified industrial hygienist will be solicited to inspect the area, meet with staff members, and establish the nature of any problem. A formal written evaluation will be

in a timely manner. A copy of the formal evaluation will be provided to the Building Principal/Administrator, who will be responsible for informing the facility staff members. Copies of these formal evaluations shall be maintained for five (5) years.

6. When mold or mold contaminated material is discovered, corrective action shall be taken within forty eight (48) hours, and class scheduling will be modified to minimize exposure to the confirmed contamination.
 7. Scented candles and air fresheners shall not be used in classrooms.
 8. Ozone generators sold as purifiers are not to be used in offices while employees are present.
5. Posting of Reports: Should a SBCSC facility be inspected by an inspector from the State of Indiana, the following actions shall be taken for transparency purposes:
- A. Within five (5) working days following receipt of the inspector's report, post the report. The post shall remain posted for fourteen (14) consecutive days.
 - B. The school shall post, within five (5) working days, its response to the inspector's report. The response shall remain posted for fourteen (14) consecutive days.
 - C. Items listed above must be posted in a conspicuous location to include
 1. The SBCSC's website
 2. At a location in the school building that is accessible to all students, parents, and employees.
6. Future actions: Procurement and budgeting activity will be taken to provide carpet vacuums that meet HEPA filtration levels by January 1, 2015.

Approved: 
John H. Strauss
Executive Director
Facilities Management


Date

Reference: State of Indiana Administrative Code, 410 IAC, Article 33