

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

703-AR-0. INDOOR AIR QUALITY

The district recognizes that a safe and healthy school environment is important in contributing to the health of students and adults. Clean indoor air is essential to creating and maintaining an optimal, healthy learning environment for students.

The designated district staff will ensure maintenance of acceptable temperatures, relative humidity and adequate fresh air ventilation in all school buildings. All staff are encouraged to make efforts to maintain good air quality in all district buildings and facilities.

The district's goal is to improve indoor air quality during new construction and while making repairs, renovations and maintenance to existing facilities. When reviewing bids of this nature, consideration will be given to those contractors who incorporate good indoor air quality into their designs.

Indoor Air Quality Program

The Superintendent and/or designated administrator will implement an indoor air quality program that provides for ongoing maintenance and facility reviews necessary for the maintenance and improvement of the indoor air quality in all district buildings and facilities and that meet all state and local requirements.

The indoor air quality program will address the following issues:

1. Reduction of exposure to asthma triggers commonly found in school buildings.
2. Proper chemical purchasing, management, inventory, storage, labeling, use and disposal.
3. Strategies for mold prevention and management.
4. Monitoring of district buildings and facilities, reporting of indoor air problems, and resolution of existing problems.
5. Preventive maintenance measures.
6. Training for district and building staff, including online instruction.
7. Current indoor air quality issues and trends.

District staff may incorporate the U.S. Environmental Protection Agency's "Tools for Schools" Program into its indoor air quality program, including the specified standards for heating, ventilation and air conditioning systems such as Standards 62. District staff may also utilize as a resource The Healthy School Environments Assessment Tool (HealthySEAT) developed by the Environmental Protection Agency, as well as elements from "LEEDS – Leadership in Energy and Environmental Design" developed by the U.S. Green Building Council (USGBC).

The designated administrator is responsible to conduct an inspection and evaluation plan that includes, but is not limited to, the following areas:

1. Heating, ventilation and air conditioning (HVAC) systems.
2. Radon levels in the air and water.
3. Acceptable CO₂ levels in occupied classrooms.
4. Condition of roofs, ceilings, walls, floors, carpets, and porous materials such as drapes, furniture and partitions.
5. Potential for exposure to microbiological airborne particles, including fungi, mold and bacteria.
6. Chemical compounds of concern to indoor air quality, such as volatile organic compounds.
7. Pest infestation, including insects and rodents.
8. Pesticide usage.
9. Presence and plans for removal of certain hazardous substance identified under federal law.
10. Plumbing, including water distribution systems, drainage systems and fixtures.
11. Moisture incursion/leaks.
12. Overall cleanliness of buildings and facilities.
13. Building structural elements, including roofing, basements and slabs.
14. Use of space, particularly in areas designed to be unoccupied.
15. Provision of indoor air quality maintenance training for district and building staff.

The designated administrator will maintain and update written records on the inspection and maintenance of the district's heating, ventilation and air conditioning systems. The records will contain the name of the employee doing the inspection or maintenance, date of the inspection or maintenance, specific findings, and action taken.

Day-To-Day Cleaning

The designated administrator will be responsible to establish maintenance procedures and schedules for the day-to-day cleaning of classrooms, offices, common spaces, personal service rooms, and utility areas.

Cleaning will be conducted in accordance with the following considerations:

1. Wet or damp mopping is the ideal way to clean floors without increasing the amount of suspended particulate matter in the air.
2. Vacuuming is always preferable to dry sweeping and should be done using a high-efficiency particulate air (HEPA) filtration machine.
3. The choice of cleaning materials should take into consideration their toxicity and potential to cause respiratory problems.
4. Whenever possible, cleaning should be done when the area is not occupied.
5. Large cleaning projects should be done in areas that are sealed off from occupied areas.