



BARR-REEVE
COMMUNITY SCHOOLS
INDOOR AIR QUALITY
POLICY

****Updated January 2017**

IAQ COORDINATOR/COMMITTEE

Having an IAQ Coordinator and committee is a valuable resource for any school. These individuals can identify IAQ issues and help eliminate their sources before any complaints have been made to the school (or state).

Barr-Reeve Community School's Air Quality Co-coordinators will be the Superintendent of Schools and Head of the Maintenance Department. These individuals are to serve as the lead contact point for parents, staff, students, and state IAQ inspectors, when there is a concern regarding IAQ.

The Corporation's IAQ Committee will consist of the Building Principals, Assistant Principals, and the School Nurse.

Travis Madison, Superintendent	(812)486-3220	tmadison@barr.k12.in.us
Mark Yoder, Head of Maintenance	(812)486-3265	myoder@barr.k12.in.us
Dena Lengacher, Elementary Principal	(812)486-3224	dlegnacher@barr.k12.in.us
Tenley Lester, Elem Asst Principal	(812)486-3235	tlester@barr.k12.in.us
Jeff Doyle, MS/HS Principal	(812)486-3265	jdoyle@barr.k12.in.us
Aaron Ash, MS/HS Asst Principal	(812)486-3265	aash@barr.k12.in.us
Mandy Ash, Corporation Nurse	(812)486-3224	mash@barr.k12.in.us

IDLING VEHICLES

A: Purpose – This policy is to limit vehicle emissions that might be brought into school buildings as mandated by 410 IAC 33-4-3. This will improve the health of students and staff through reduced exposure to these emissions.

B: Applicability – This policy applies to all public and private vehicles on the school campus.

C: Idling

1. Posting

- The school shall post signs in areas where idling is prohibited.

2. Requirements

- Drivers of vehicles are to turn off the engine if the vehicle is to be stopped more than 5 minutes. (Engine cool down periods recommended by vehicle manufacturer may be followed)
- The employer of the bus driver shall inform the bus driver of these requirements.
- Teachers and school staff shall be informed of this policy at the start of each school year.
- During student / parent orientations, parents, and students over the age of 16, shall be informed of this policy.
- Any complaints of non-compliance are to be filed with the Superintendent's office.
- Any complaints of non-compliance will be reviewed and action taken as necessary.

D: Exemptions

1. Safety of Children or Emergencies

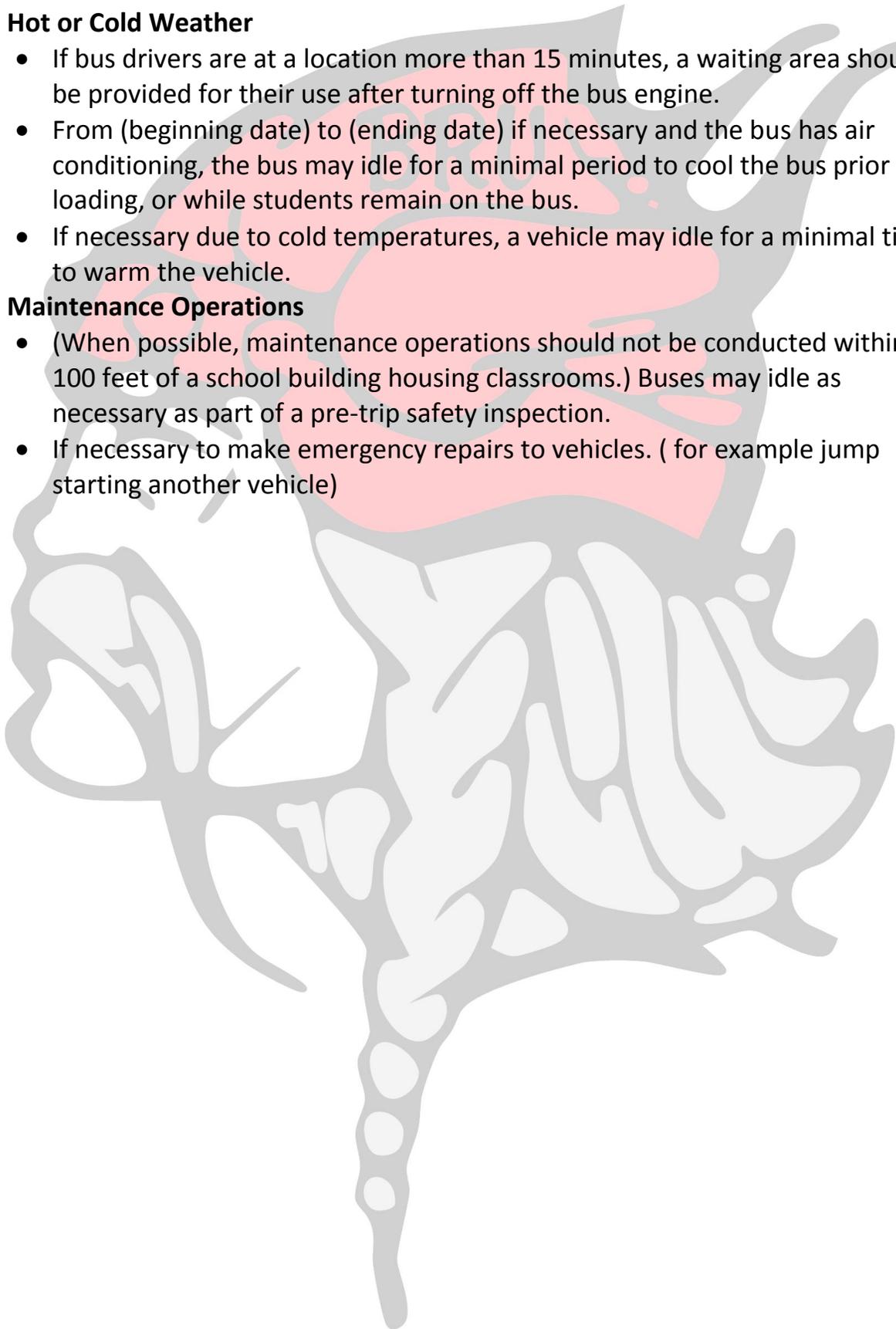
- Use of lift equipment during loading or unloading of individuals with special needs.
- Use of heater or air conditioning during loading or unloading of individuals with special needs.
- Use of defrosters, heaters, air conditioners, or any other equipment for health or safety concerns.
- Use of bus headlights or flasher warning lights for safety or visibility purposes.
- For other safety or emergency issues.

2. Hot or Cold Weather

- If bus drivers are at a location more than 15 minutes, a waiting area should be provided for their use after turning off the bus engine.
- From (beginning date) to (ending date) if necessary and the bus has air conditioning, the bus may idle for a minimal period to cool the bus prior to loading, or while students remain on the bus.
- If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle.

3. Maintenance Operations

- (When possible, maintenance operations should not be conducted within 100 feet of a school building housing classrooms.) Buses may idle as necessary as part of a pre-trip safety inspection.
- If necessary to make emergency repairs to vehicles. (for example jump starting another vehicle)



HVAC MAINTENANCE

BRCS will have a maintenance log book for HVAC systems.

HVAC systems check, cleaning and maintenance shall include:

- Filters replaced/fitted properly = every three months or as needed
- Fan/air flow direction = every three months
- Belt tension = annually
- Drain pans empty/clean = every three months (check condensation drain)
- Overall cleanliness of ducts and unit = annually
- 15-20% of air delivered is fresh = every two years
- Calibration of System = every two years
- Thermostats functional = every three months
- Cleaning of Heating coils = annually
- Cleaning of cooling coils = every six months
- Cleaning of drainage areas = every six months
- Cleaning of ductwork = as needed

Air Intake

- No obstruction = every three months
- Air flow into duct = every three months
- No pollutant sources nearby (garbage, idling vehicles, or exhaust) = every three months
- Dampers operational = every three months
- Motors operational = every three months

Local Exhaust Systems:

- Proper exhaust volume = annually
- Air direction correct = annually
- Fan functional = annually
- Outdoor vent checked/cleaned = annually

Other

- Sewage traps filled with water weekly = every three months
- Hazardous chemicals storage = every six months
- Walk off mat cleanliness = every three months
- Carpet cleanliness = every three months
- Check ceiling tiles for leaks, stains, moisture inspection = every three months
- Clean all classroom tables, diffusers, shelves = every three months or as needed
- Deep clean carpets, strip and wax floors = every six months or as needed
- Add reference for exhaust and intake locations with 18 inches without obstruction = as needed

LIVE ANIMALS

Live animals are not allowed in BRCS. If the school feels that the animals are useful for educational purposes, there are certain steps that will be followed:

- Parents will be notified in advance when and for how long animals will be present in order for them to notify school of any concerns.
- Administration and staff will address parent concerns prior to approving the animal visit.

Examples of animals allowed in schools:

- **Examples of educational purposes where animals would be in the classroom for an extended period are:**
 - Animals used in health class to demonstrate affects of different diets.
 - Animals used in biology to show developmental changes or diversity.
 - Eggs incubated to show development.
- **Examples of educational purposes where animals are in the classroom for one day or less:**
 - Pets/animals brought into the classroom to allow students exposure to a variety of species.
 - Pets/animals used to demonstrate obedience training.

HOUSEKEEPING

- Protect yourself and coworkers. Follow all safety instructions
- Choose the least hazardous chemical that safely performs the task
- Prepare solutions following manufacturer's instructions, never exceed maximum strength
- Never blend chemicals unless specifically allowed on the label
- Use chemical for purpose designed, i.e. never use a floor cleaner on a desk
- Properly label containers
- Store chemicals safely, following rules for compatibility, spill guards, temperature, and ventilation
- Purchase in smaller quantities to avoid storage of large volumes over extended periods
- Properly dispose of excess material that is outdated, no longer usable, or no longer needed

Trash

- Empty waste containers (both indoors and outdoors) in a timely manner to avoid attracting insects and rodents
- Locate away from air-intake valves, doors, and windows and change liners on a routine basis and whenever needed
- Recycle appropriate cleaned containers

Dusting and sweeping

- Airborne dust often carries allergens and can be an asthma trigger so use precautions if performing these operations when children are present
- Micro-fiber cloths are much better at trapping dust particles and reduce the particles release into the air

- Utilize separate cleaning cloth for each task (color-coded is recommended)

Mopping

- After mopping, dry and ventilate to avoid high humidity situations
- Any chemicals with warnings of respiratory hazards should not be used when children are present, and the area should be properly ventilated prior to reentry
- Color-coded cleaning materials to prevent cross contamination are recommended

Vacuuuming

- Vacuum should have proper filter system to avoid dust being released into the air
- Develop a vacuuming schedule that ensures carpets are kept clean

Carpet cleaning

- Spot clean spills as soon as possible to avoid mold growth
- Dry as quickly as possible, and ventilate to avoid high humidity
- Air conditioners are not dehumidifiers. They will remove some moisture by not large amounts. Remember colder is not always better
- Develop a schedule to keep carpets clean. High traffic areas may need more frequent cleaning
- Storage containers should be appropriate so as not to impede housekeeping and maintenance and fire-code
- Storage containers, file cabinets, and other furniture should be located three inches away from the wall. Check the TFS for these requirements
- Add lighting disposal and light cleaning to the SOP's

CHEMICALS

Chemical Policy

- The purpose of this policy is to reduce student staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.
- This policy applies to all chemicals purchased for use in child occupied school buildings
- Each year, the school corporation conducts a site-wide chemical inventory. During the inventory, expired and unwanted chemicals are identified for proper disposal. Compliance with this policy is reviewed.
- **Chemical purchases** shall adhere to the following protocol:
 - This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - First in first out policy is followed. (over purchasing and stock piling are not recommended)
 - The least toxic chemical that is still effective for the job is selected. (Material Safety Data Sheets are reviewed to make the determination). This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
 - BRCS will not purchase chemicals listed on the Banned Chemical List. (School – Please determine which chemicals you will not use. i.e. mercury or mercury containing products; consider lists of chemicals that may be too hazardous)
- **Material Safety Data Sheets** (MSDS will be available where chemicals are stored and accessed. The MSDS books are updated annually and as new chemicals are purchased.
- **Chemical Use**
 - Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirement for ventilation are to be followed.
 - When possible, use of cleaning products should be performed when students are not present
 - Areas where chemicals are being used will be properly ventilated

- Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators)
- Required notification procedures will be followed (i.e. pesticide notifications)
- **Storage**
 - Secondary container will not be used to store chemicals unless they are properly labeled and approved for such use
 - Storage areas will be properly ventilated
 - Storage areas will be compatible with the chemicals being stored in them
 - Reactive chemicals will not be stored near each other
 - Hazardous chemicals will be stored in locked areas at all times
 - All original container will be labeled with the date received
- **Disposal**
 - Unwanted, unused, and outdated chemicals should be identified as soon as possible and not less than annually. They should be marked for disposal
 - Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances
 - The school has a budget for proper disposal of hazardous waste
- **Spills, explosions, and accidents** (including inhalations, ingestion or direct contact)
 - School – outline steps staff should take in the event of one of these emergencies and include contact numbers **1) call 911 2) call Indiana Poison Center at 1.800.222.1222**
 - If staff, teachers, parents, and students donate chemical products, these must be routed through an appointed chemical manager or administration

FURNITURE AND APPLIANCES (AIR FRESHENERS/CANDLES)

The Indiana State Department of Health's "Sanitary Schoolhouse Rule" 410 IAX 6-5.1-5(N) states: All furniture and equipment used in any school building or a part of a building used for school purposes shall be durable and easily cleanable....In addition 410 IAC 33-4-9 states: furniture in classrooms shall be maintained so as to prevent the accumulation and/or growth of allergens.

- BRCS will remove any sofas or upholstered chairs from classrooms. Computer lab chairs and office furniture will be replaced with non-upholstered furniture the next time those items are purchased.
- BRSC will no longer accept donated used furniture for use in the school. These items could potentially harbor allergens and/or pests that could adversely affect the health of the school's occupants.
- 1) Air fresheners, Ozone generators sold as air fresheners and Scented Candles are prohibited in BRCS **pursuant to IAC 33-4-6(b)**.

PESTICIDES

- Pesticide application in schools is regulated by the Indiana Pesticide Review Board. To review the rule see: 357 IAC 1-19
- Schools should use integrated pest management to minimize pesticide use while still controlling pests.
- EPA's IPM taken from their website is as follows: "Integrated Pest Management (IPM is a safer and usually less costly option for effective pest management in the school community.
- A school IPM program employs commonsense strategies to reduce sources of food, water, and shelter for pests in your school buildings and grounds. IPM program take advantage of all pest management strategies, including judicious careful use of pesticides when necessary)
- To make sure that your school is really using IPM, use the following guide:
 - The problem or pest is identified before taking action
 - Cracks and crevices in walls, floors, and pavement are either sealed or eliminated
 - Lockers and desks are emptied and thoroughly cleaned at least twice yearly
 - Food-contaminated dishes, utensils, surfaces are cleaned by the end of each day
 - Garbage and dumpsters are cleaned regularly
 - Recycling is collected and disposed of properly at least once a week
 - Fertilizers should be applied several times (e.g., spring, summer, fall) during the year, rather than one heavy application
 - If pesticides are necessary, use spot treatments rather than area-wide applications
 - Food in classrooms/lounge stored in air-tight containers
 - Use most environmentally safe product that will get the job done.
 - Vegetation, shrubs and wood mulch should be kept at least one foot away from structures

EXAMPLES OF GOOD IAQ RESOURCES AND REFERENCES:

http://www.health.state.pa.us/pdf/hpa/epi/revised_indoorair.pdf

http://www.ctcase.org/summaries/iaq_sum.html

<http://www.miaqc.org/School%20IAQ%20Resources.htm>

<http://www.cdc.gov/niosh/docs/2004-101/chklists/6indoo~1.htm>

<http://www.odh.ohio.gov/rules/final/f3701-54.aspx>

<http://www.odh.ohio.gov/odhPrograms/eh/schooleh/tmpage.aspx>

