

Adopted: 2001

Revised: 2004, 2007, 2010, 2013

815 INDOOR AIR QUALITY

I. PURPOSE

The purpose of this policy is to provide guidelines for the District in carrying out the provisions of the Statutes of the State of Minnesota, the Environmental Protection Agency (EPA), MN Department of Health, and the Occupational Safety and Health Administration regulations for providing positive indoor air quality.

II. GENERAL STATEMENT OF POLICY

It is the policy of Hutchinson School District 423 to continually strive for facilities that are clean, safe, and promote healthy environments in which students, faculty, and visitors can work and learn.

III. IAQ COORDINATOR

The Director of Buildings and Grounds serves as the District's IAQ Coordinator. The coordinator serves as the focal point for communication of all IAQ matters. Specific duties of the coordinator are as follows:

1. Administer the elements of the District's IAQ Management Plan.
2. Remain current on IAQ certifications and "best practice" knowledge.
3. Act as the focal point for answering IAQ questions for the District.
4. Assess status of the District's IAQ.

IV. IAQ MANAGEMENT PLAN

The IAQ Coordinator is responsible for the implementation and maintenance of an IAQ Management Plan. At a minimum, the plan shall cover the following items:

1. Training - Train the District staff to recognize, prevent, and resolve IAQ problems.
2. Communication – Define goals and objectives of the IAQ Management Plan and communication channels with the District's staff and parents.
3. Complaint Response – Provide written procedure to document and respond to IAQ concerns.
4. Record Keeping – Define method to record stated problems and findings.
5. Medical Information – Define method to record private medical information.
6. Maintenance and Operations – Provide IAQ preventive maintenance and housekeeping procedures to ensure maximum effectiveness and life for mechanical systems.

7. Classroom Environments – Provide list of acceptable items and equipment in the school to promote healthy air quality.
8. Implementation Schedule – Provide timelines assigned for each element of the IAQ Management Plan.
9. Plan Review – Establish method for annual review and update of the IAQ Management Plan.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)

Cross References: