

*Adopted:* February 13, 2001

*Revised:* 2004, 2007, 2010, 2013

## **815P INDOOR AIR QUALITY PROCEDURE**

### **I. PURPOSE**

The purpose of this procedure is to define acceptable products, equipment, and conditions within the District to promote healthy indoor air quality (IAQ).

### **II. GENERAL STATEMENT ON IAQ**

Indoor air quality has a wide-ranging impact upon occupants and each person reacts differently when exposed to different environmental factors. What we are exposed to and breathe in within our buildings is extremely important.

### **III. STEPS TO IMPROVE IAQ**

#### **A. Floor Covering**

To make its facilities healthier and simpler to maintain, the District will adhere to the following when installing new floor covering in new buildings, major remodeling, or when replacing coverings due to wear:

1. Solid, hard surface floors (terrazzo, concrete, stone, ceramic tile, etc.) or vinyl tile will be used in entrance areas, hallways, cafeterias, locker rooms, and lavatories.
2. Carpeting may be used in classrooms, offices, music/band rooms, auditoriums, and media centers. During remodeling or renovation projects, carpet products such as vinyl cushioned tufted textile (VCTT) that have a impermeable backing will be specified. Traditional carpets with a porous backing will not be installed.

#### **B. Animals in Classrooms**

While the District realizes the educational benefits that children derive from having animals in classrooms, for the health and safety of all, the District is limiting their presence.

##### **Elementary Classrooms**

To help children and adults who suffer from allergies and asthma and to improve quality of the indoor air and cleanliness of the classrooms, faculty, staff, and students will not bring or keep animals, fish, reptiles, or birds into District facilities during school or non-school hours.

With the exceptions outlined below, laboratory animals (mammals, fish, reptiles, and birds) that are part of a curriculum project may be brought into a classroom for the duration of the project, but they must be kept in appropriate, properly maintained cages/containers.

Before bringing a laboratory animal, teachers will inform parents that the animal will be in the classroom. If there are concerns about allergies, asthma, or other related health issues, the animal will not be brought into the school buildings.

### **Middle and Senior High Classrooms**

To help children and adults who suffer from allergies and asthma and to improve quality of the indoor air and cleanliness of the classrooms, teachers, before bringing an animal into the classroom, will ask about health issues. If there are health issues, teachers will take the following steps to minimize the impact:

1. Animals brought in for demonstration projects will be kept in an area away from students/faculty with health issues, and the animal will be removed as quickly as possible.
2. Animals in for curriculum purposes will be segregated from students/faculty with health concerns. If the health issue is significant, the teacher will develop an alternative lesson for the class and not bring the animal into the classroom.
3. Non-allergenic (reptiles, amphibians, most insects, crabs, and fish) will be used whenever possible as an alternative to birds and animals.

### **C. Use of Space**

To ensure the health and safety of staff and students, the District will adhere to the following when it reconfigures or changes the use of space within a building.

1. Whenever possible, teach students in classrooms with windows and/or proper ventilation systems.
2. Before beginning construction on any reconfigured space that will be used for faculty and/or students, test the air for humidity, temperature, carbon monoxide, and carbon dioxide.
3. After construction and prior to inhabitation, test the air quality of space that has been modified to ensure that the quality of the air is within accepted guidelines for each element tested.
4. For the space to be used for faculty and/or students, test results must fall within accepted guidelines for each element tested, and the space must meet fire code.
5. If the indoor air quality in the space does not or cannot meet the accepted guidelines, people cannot occupy the space. If overcrowding is the issue, a sufficient number of people need to be removed until the accepted indoor air quality guidelines are met.

#### **D. New Construction and Remodeling**

When the District builds a new school or remodels an existing structure, indoor air quality concerns will be incorporated as a priority issue in the design, construction, and usage of the building.

1. Indoor air quality expertise will be included on the design team to raise indoor air quality implications and provide state-of-the-art assistance on technical issues.
2. The siting, design, construction, and commissioning of the building will include indoor air quality-related issues.
3. All District indoor air quality-related procedures will be incorporated in the planning of the school or other District building.

#### **E. Housekeeping**

All students, faculty, and staff share in the responsibility with the custodial staff to make our facilities safe and healthy.

To keep the District a clean and healthy environment, students, faculty, and staff will on a daily basis:

1. Gather their things and store them properly in lockers, cabinets, desks, tables, closets, or storerooms. Books, papers, and curriculum materials are not to be stacked on the floor.
2. Do not stack books and papers on the top of tall (six feet or more) bookcases, file drawers, or storage cabinets.
3. Straighten the classrooms and place all empty cardboard boxes, trash, and other items they want discarded near the classroom door for the custodial staff to easily locate.
4. Configure the tables/desks and chairs in their classrooms in any manner that makes learning more effective.

#### **F. Upholstered Furniture in Facilities**

Students and faculty will use District facilities with care and remember that they belong to the community. Used furniture can carry animal dander and animal hair as well as have stuffing that contains allergens.

1. To improve the appearance, cleanliness, and IAQ of the facilities in addition to reducing the amount of flammable materials, faculty and students may not bring upholstered furniture into District facilities.
3. Upholstered furniture for faculty lounges and offices is acceptable. No upholstered furniture will be purchased for classrooms except that required to meet special educational needs.

#### **G. Humidifiers in Facilities**

To reduce the risk to airborne bacteria and fungi, staff will not bring humidifiers

in to District facilities.

1. Cool mist and ultrasonic humidifiers will not be allowed in the District. These types of humidifiers can become indoor sources of bacteria even with regular cleaning and disinfecting.
2. Evaporative humidifiers will be allowed for individuals that have a physician's prescription for a humidifier after consultation with the school nurse and maintenance staff. These humidifiers reduce the risk of exposure to bacteria during operation because no mist is put into the air. While the unit is being cleaned, there may be exposure to bacteria or fungi.

## **H. Chemicals in Classrooms**

Since chemical usage is not restricted to science classrooms where there are special ventilation systems, we must recognize the possible health effects of all chemicals used by the building occupants. Each chemical used must have a Material Safety Data Sheet (MSDS) on file. All chemicals that are to be used must be done so in accordance with the MSDS. It is the responsibility of the person who purchases or brings a chemical into the District to obtain an MSDS from the supplier and forward a copy to the Director of Buildings and Grounds to file in the District's master set of MSDS.

## **I. Ozone Generators**

Ozone can be produced directly by ozone generators and indirectly by ion generators, some laser printers, copiers, and electronic air cleaners. Ozone is a potent lung irritant and an indoor air pollutant. Air cleaners that produce ozone are not to be used in occupied areas.

***Legal References:***

***Cross References:***