

Indoor Environmental Quality Management Plan

1. Mission Statement

The South Shore School District school buildings shall be kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the South Shore School District's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the South Shore School District will maintain indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

2. District IEQ Coordinator

The IEQ Coordinator for the South Shore School District is Clendon Gustafson, District Administrator who will act as directed by the school board.

The South Shore School District has identified Daniel Kavajecz as the IEQ building level operator for specific buildings within the district who reports to the IEQ Coordinator.

Daniel Kavajecz – South Shore Elementary School
Daniel Kavajecz – South Shore Jr-Sr High School

The IEQ Coordinator's responsibilities are:

- A. Serving as the primary contact person for issues related to IEQ within a specific school building. The Coordinator will be responsible for:
 1. collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s);
 2. communicating with the administration and the school board about IEQ concerns that have been reported;
 3. determining if an investigation is necessary and assigning an appropriate individual to investigate the concern;
 4. communicating an anticipated timeline for completion of the investigation;

5. sharing results of the investigation with the concerned person, administration and school board;
6. ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter;
7. maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
8. advising the school board if updates and/or changes are necessary to the district's IEQ management plan;
9. communicating with staff, parents, and other parties regarding IEQ; and
10. leading an IEQ team if the district determines that a team is necessary to assist the IEQ Coordinator(s) with policy revisions, review of building concerns, communications, or other tasks as necessary.

3. Communication

The South Shore School District's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status

- A. annual publication of a notice to students, staff, and the community that the district has an IEQ management plan in place, using the website, student handbook, the local newspaper, or other appropriate means;
- B. designation of contact persons for IEQ concerns and definition of responsibilities;
- C. development of policies related to IEQ of the district's buildings that will be reviewed periodically along with other district policies;
- D. use of the district's current procedures to provide information to the media regarding nonemergency situations; and
- E. accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. One or more contact persons will be identified to work with the media and update the community during a crisis.

4. Reporting

The South Shore School District encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors and avoid unnecessary costs related to the neglect of IEQ issues.

The South Shore School District procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator identified in Section 2 of this plan. A form is provided for staff, students, parents or members of the public to report IEQ concerns in writing (See Appendix A).

5. Addressing IEQ Findings

The IEQ Coordinator for the South Shore School District will address all IEQ concerns by:

- A. Will use a variety of tools, such as the *Tools for Schools Problem Solving Wheel*, *Problem Solving Checklist*, and Sections 4-6 of the *Tools for Schools Indoor Air Quality (IAQ) Reference Guide* to help identify IEQ problems and provide for appropriate resolution.
- B. Will refer the concern to a maintenance staff person or contractor to investigate as funding allows.

When formal IEQ concern investigations result in the identification of specific IEQ issues, the issues will be prioritized from most to least critical, ensuring that urgent or simple issues are addressed promptly and issues that require continual attention are scheduled for regular review as appropriate. If the source of a problem cannot be identified or the problem persists despite the initial efforts by district staff to identify and remediate it, the IEQ Coordinator will discuss the matter with the appropriate district official(s) in order to determine whether a contract with professionals, experts, and other outside personnel may be needed.

As described in Section 2 of this plan, the IEQ Coordinator will ensure that results from the official IEQ concern investigation are recorded, actions taken are documented, a response is coordinated, and communication is made with all relevant parties. Copies of all documents will be kept by the building's IEQ Coordinator. The IEQ Coordinator will develop and recommend specific policy changes for non-urgent issues that can be addressed by district policies and present the recommendations to the school board for review and adoption. New or revised policies will be added to this IEQ Management Plan.

6. IEQ Policies

The South Shore School District will develop the following IEQ-related policy(s) as needed.

- A. Food in the Classroom Policy
- B. Painting Policy
- C. Hazardous Materials Policy
- D. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
- E. Integrated Pest Management Program
- F. Lead Policy
- G. Radon Gas Policy
- H. Anti-Idling Policy

7. Procedures for Maintenance and Facility Operations

A. Cleaning and Chemicals

Regular and thorough cleaning is an important means for the removal of air pollutants sources. The South Shore School District will address cleaning and chemical handling issues as appropriate.

B. Flooring

Regular and effective cleaning and maintenance of all floor coverings used in district buildings is essential to keep floors dry and clean. The South Shore School District ensures that all carpets are cleaned with hot water extraction at least once a year or as appropriate and are not cleaned during summer months unless drying within 24 hours can be assured. Wet and dry mops will be used on resilient floor coverings.

C. Preventive Maintenance and Operations

Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently to maintain comfortable temperatures and humidity in occupied spaces. The South Shore School District will address preventive maintenance by providing operations manuals and maintenance records in close proximity to each major piece of equipment or system to ensure routine maintenance.

D. Microbial Management

Microbials such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort for building occupants. Moisture control is the most effective way to control microbial growth. The South Shore School District will manage microbials by promptly investigating signs of water intrusion and/or microbial growth.

Materials contaminated with microbials will be promptly cleaned or replaced. Mold growth will be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by district staff will be contracted to appropriate professionals. Specific control and protection measures will be used as needed for large-scale remediation projects.

8. Construction and Renovation

The South Shore School District will adhere to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing

construction and/or renovation projects, including the Wisconsin State Building Codes that can be found at <http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

Consider IEQ when planning construction and renovation projects. The findings from walkthrough inspections and building systems evaluations will be considered when planning renovations.

9. Staff Responsibilities for Maintaining Good IEQ

All South Shore School District staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees will be provided with information and training about IEQ as appropriate.

Information and training for all staff will be provided as needed.

- A. Teachers will help to maintain adequate airflow from ventilators by refraining from stacking books or other items on ventilators including the back ledge area, or covering vents with posters, placing furniture against ventilators blocking return air flow, or turning off fans due to noise, and by removing clutter in their classrooms, properly disposing of hazardous waste, and enforcing the school's various IEQ policies in their classrooms.
- B. Administrators will communicate the school's activities to the school board, staff, students, and community and ensure that the school is implementing IEQ policies appropriately.
- C. Facility Operators will ensure that HVAC systems are operating properly and that buildings are maintained adequately and cleaned regularly.
- D. Custodians will follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They also look for signs of pest problems and inform the appropriate people of any issues.
- E. Health Officers/School Nurses will track illnesses, such as asthma, that may provide an early warning of IEQ problems.
- F. The School Board will approve and support the IEQ Management Plan.

10. Prevention of IEQ Problems

The South Shore School District is committed to preventing IEQ problems. To reach this goal, the district will take whatever actions are appropriate and possible given availability of budget and staffing.

- A. Keep equipment and operating systems in good working condition and make every effort to best accommodate the needs and comfort of

- students, staff, and other users of the school building;
- B. Evaluate building systems and conduct walkthroughs of the various district buildings, schedule regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walkthroughs in accordance with #5 in this plan; and
- C. Comply with all applicable codes and operate current systems based on how they were designed to be used to ensure high quality facilities for all district functions.

CROSS REF.: 411 Equal Educational Opportunities
420 School Admissions

LEGAL REF.: 443.3 Tobacco Use by Students
552.2 Tobacco Use on School Premises by School Employees
831 Tobacco Use on School Premises by the Public

Section 118.13 Wisconsin Statutes
PI-9, Wisconsin Administrative Code
Title IX, Education Amendment of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
American with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991
McKinney-Vento Homeless Education
Assistance Act

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