



INDOOR AIR QUALITY (IAQ)

Reference Guide for
School-Based Employees

Tools for Schools - Indoor Air Quality (IAQ) Program: Promoting a Healthy & Positive Learning Environment

The Indoor Air Quality (IAQ) program is in place to maintain safe and healthy air quality standards endorsed by state and federal guidelines. The District program applies Environmental Protection Agency (EPA) policies.

**The comprehensive “Tools for Schools - IAQ”
Program Resource Guide is available at:**
www.broward.k12.fl.us/EHS/IAQGuide.pdf

Why is IAQ important?

Student achievement depends on safe and healthy school environments. Good IAQ is a very important component of a healthy environment, and can help schools reach their primary goal of educating students with a sense of comfort and well-being.

Who is responsible for maintaining IAQ?

The short answer is EVERYONE, beginning with the onsite administration and custodial team at each school. Each principal, teacher, clerical staff member and facilities service person is an essential part of maintaining a safe and sanitary environment for students and staff at every school. Providing good housekeeping and quick response/correction of IAQ issues at the school is key to success.

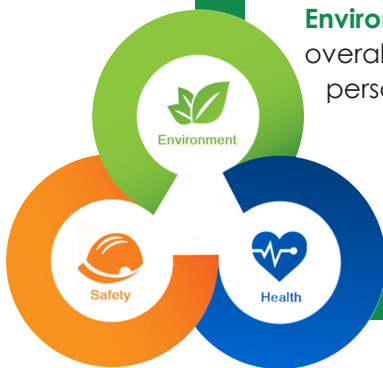


A TEAM EFFORT: In addition to onsite faculty/staff, **three District departments work collaboratively** as the Resolution Team to address IAQ concerns:

Head Facilities Service Persons (HFSP) are often the first responders to any air quality complaints. They are responsible for addressing minor repairs, like replacing damaged tile or cleaning HVAC filters.

Environmental Health & Safety (EH&S) is the department responsible for monitoring the overall IAQ process and for addressing issues that cannot be resolved by the facilities service persons. EH&S also provides a **Program Response Protocol** to ensure IAQ issues are resolved.

Physical Plant Operations (PPO) is the department responsible for generating and executing all repair work orders that cannot be handled by facilities service persons.



Onsite Roles & Responsibilities

Facilities Service Persons

- Remove any excess build-up of dust on a regular basis.
- Clean all surfaces, including flooring.
- Clean and properly install HVAC filters.
- Sanitize HVAC supply and return vents.
- Replace stained ceiling tiles.
- Ensure response protocol checklist for onsite resolution of IAQ Issues has been completed prior to request for IAQ assessment by EH&S.
- Initiate work orders.

Teachers & Administrative Staff

- Remove unauthorized chemicals, room deodorizers and air fresheners.
- Keep exterior windows and door closed.
- Ensure adjustments are made by qualified HVAC technicians.
- Remove all live plants, animals, food waste, clutter and trash regularly.

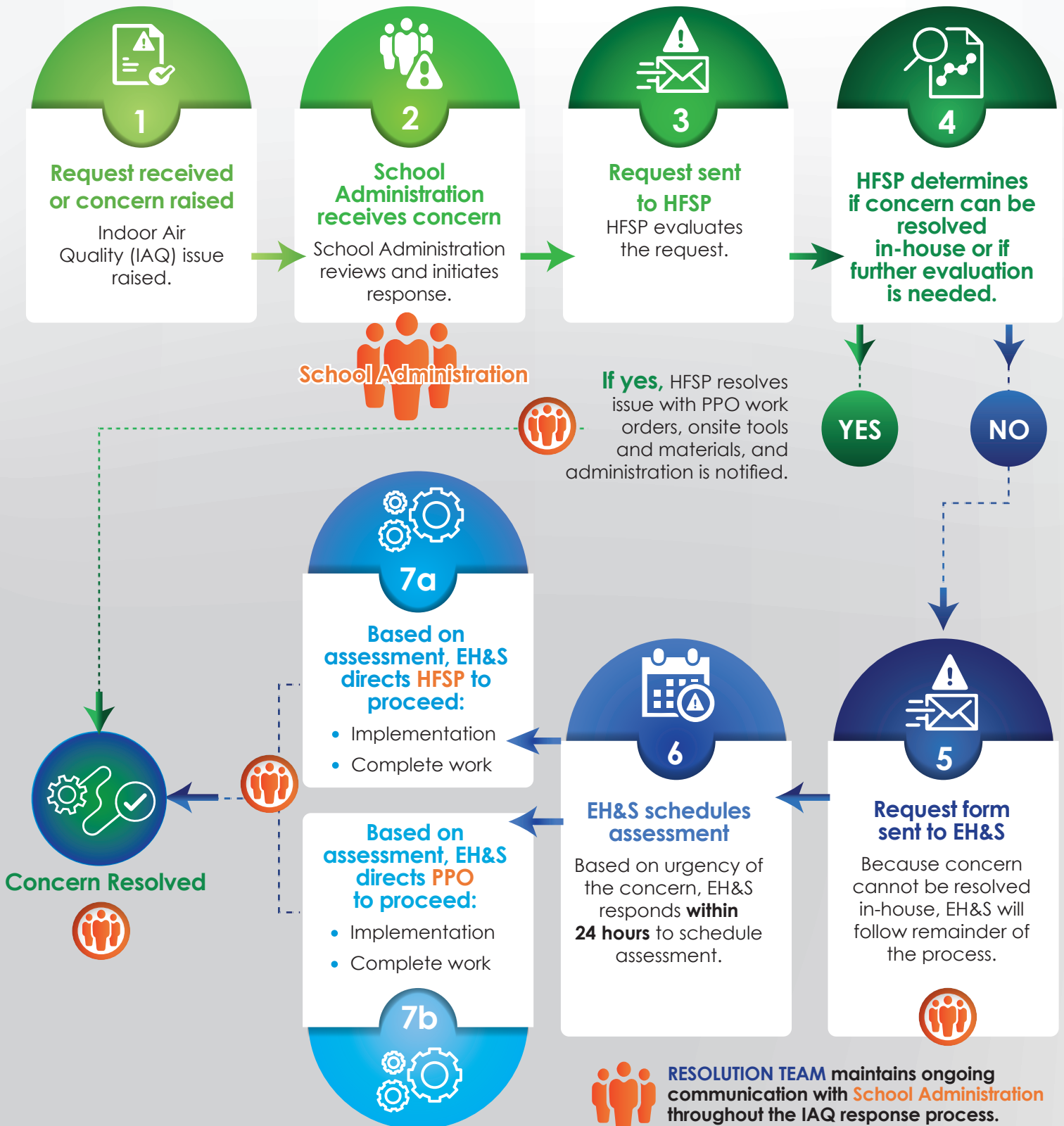
School Principals

- Initiate response to IAQ requests with IAQ program response protocol.
- Ensure Program Response Protocol Checklist for onsite resolution of IAQ issues has been completed prior to request for IAQ assessment by EH&S.
- Ensure recommendations for onsite staff responsibilities are completed.
- Ensure recommendations for PPO's work orders are completed.
- Notify requester and EH&S when IAQ recommendations are completed.

Indoor Air Quality Program Response Protocol

The District **Indoor Air Quality Program Response Protocol** is a comprehensive, step by step guide with a detailed checklist for troubleshooting concerns, including an overview of responsibilities for principals, teachers and facilities service persons.

A link to the response protocol is available at: www.broward.k12.fl.us/EHS/IAQProtocol.pdf





Benefits of Collaboration

With proper tools and collaboration, **many IAQ concerns can be easily resolved onsite** by following established protocols for each department.



Simple actions can often prevent IAQ problems in your school. For example:

- Call in work orders to address water intrusion before mold grows.
- Remove air fresheners and non-approved chemicals from the classrooms.
- Clean dust and allergens from surfaces.

Environmental Health & Safety (EH&S) staff will assist in mitigation actions and provide guidance and recommendations until requests have been successfully mitigated.

For any questions, please contact
Environmental Health & Safety:

754-321-4200