

POLICY 3100

BUSINESS 3100

AIR QUALITY

ADMINISTRATIVE GUIDELINES

Environmental Issues

While indoor air quality is a significant issue, these regulations should apply to all environmental issues that affect the Manchester Public School environment.

At least one copy of "Tools for Schools" will be available in each school and overseen by the school nurse.

Each school must form a Safety Committee of no less than four individuals. As "resident" health professional, the school nurse will chair the committee. The committee should also be composed of the school principal, a member of the certified staff and one parent. When selecting members of the committee, individuals with scientific and/or analytical skills should be given consideration for the committee.

The role of the committee is to:

1. Investigate concerns raised by building occupants
2. Use "Tools for Schools" as the framework to determine if a specific cause is evident and can be addressed quickly
3. If the source of the problem is not identified easily, the checklists should be forwarded to the Coordinator of School Health Services, who will coordinate efforts for corrective action, using resources as listed.
4. Communicate reports, findings and issues with the complainant, committee members and others as appropriate. This communication is essential.
5. Keep minutes of meetings and findings from problem analysis at each school and keep with the Asbestos Management Plan.
6. Forward copies of minutes and findings to Coordinator of Health Services, Buildings & Grounds and the Business Office.

Should the committee be unable to identify the source of the problem, the following resources are available.

**Resources**

**Local**

Buildings & Grounds Staff

Head Nurse

Town Health Department

Town Building Department

**Federal**

Environmental Protection Agency

**State**

State Department of Health

State Department of Environmental Protection

University of Connecticut Center for Indoor Environments and Health

**AIR QUALITY - ADMINISTRATIVE GUIDELINES**

The School District has a method of prioritizing maintenance issues.

Health and Safety Issues are First Priority.

Program Support are classified Second Priority.

All other issues are classified Third Priority.

Identifiable environmental health issues will be classified as First Priority.

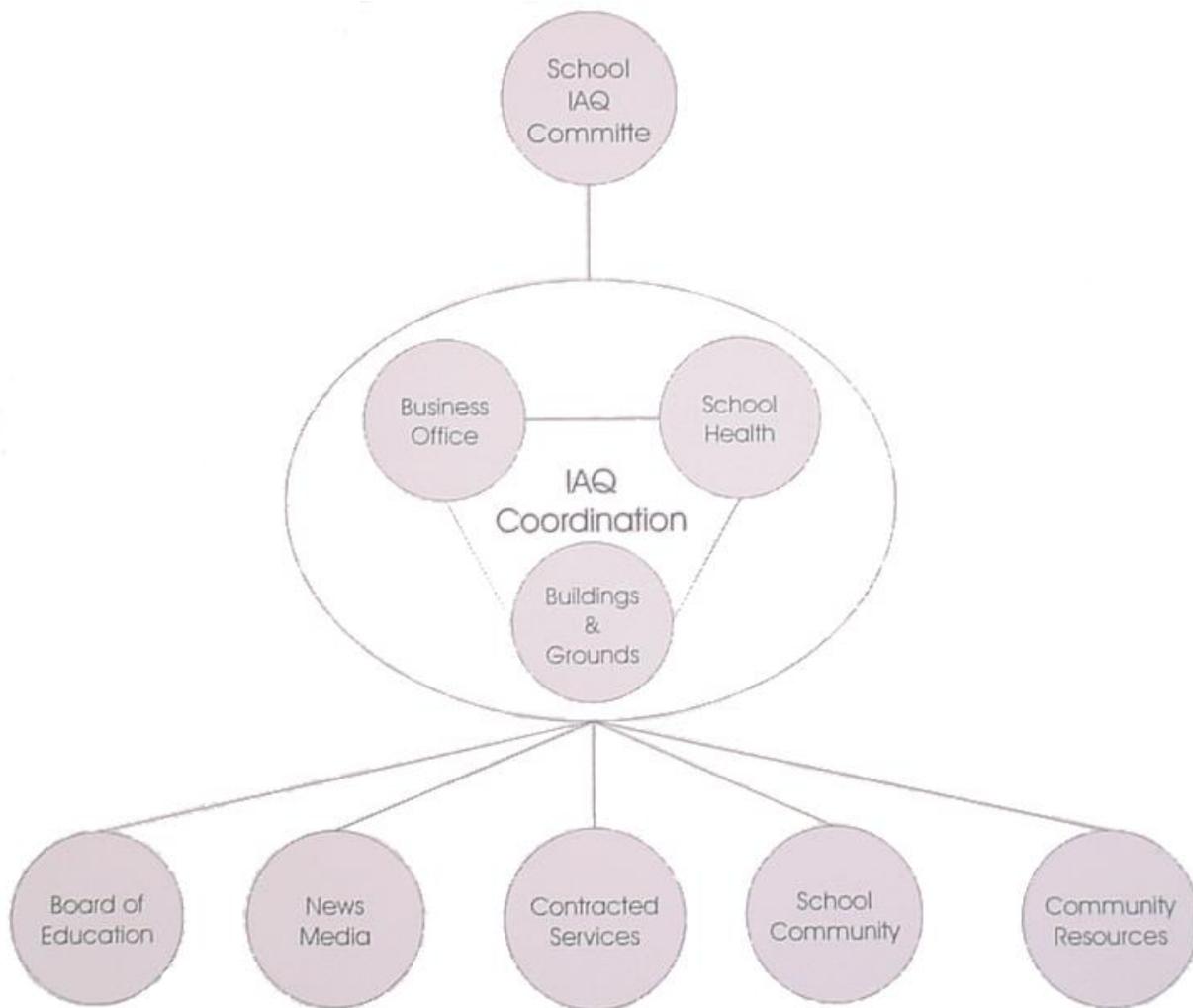
The Buildings and Grounds Department in conjunction with the Business Office and Head Nurse may obtain the assistance of an Industrial Hygienist or other consulting services as deemed appropriate.

Environmental Testing as outlined in Connecticut General Statutes Bill #6426 will become standard operating practice and carried out by the Buildings and Grounds Department.

As renovations to buildings occur, heavy emphasis should be placed on improving HVAC systems to meet current code. This improvement will include the use of technology to monitor and diagnose HVAC Systems and the installation of air conditioning where practical and appropriate.

All IAQ documents are open for public inspection, but the originals should not leave the building. The Buildings and Grounds Department in conjunction with the Business Office and Head Nurse may obtain the assistance of an Industrial Hygienist or other consulting services as deemed appropriate.

April 14, 2004



**TEACHER'S BRIEF  
IAQ CHECKLIST**

Teacher Name:		Date:		
Room #	School:			
Classroom area inspected	Good	Fair	Poor	Not working/ not in control
1. Temperature and humidity within room are acceptable range.				
2. Air flowing into and out of the room.				
3. Supply and exhaust vents are free from blockage or obstruction.				
4. No signs of unresolved or ongoing water damage, i.e. stained ceiling tiles.				
5. Area is generally clean and dust is under control.				
6. Area is free of evidence of pests.				
7. No condensation noted on windows, windowsills, etc.				
8. Any other concerns or problems, please note on back.				
9. Room is free of objectionable odors.				
10. No signs of mold or mildew growth.				
11. Pets, paper supplies and upholstered furniture are common sources for mold, dust and unsanitary conditions. Is your classroom free of these issues?				

**TEACHER'S BRIEF  
IAQ CHECKLIST**

Teacher Name:		Date:		
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5. Area is generally clean and dust is under control.				
6. Area is free of evidence of pests.				
7. No condensation noted on windows, windowsills, etc.				
8. Any other concerns or problems, please note on back.				
9. Room is free of objectionable odors.				
10. No signs of mold or mildew growth.				
11. Pets, paper supplies and upholstered furniture are common sources for mold, dust and unsanitary conditions. Is your classroom free of these issues?				



**IAQ TEAM MEETING MINUTES**

Date: \_\_\_\_\_

School: \_\_\_\_\_

Attendees:

_____	_____
_____	_____
_____	_____

Items discussed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions required:

Who will take this action?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date of next scheduled meeting: \_\_\_\_\_

\_\_\_\_\_  
(Signature) Secretary for the meeting

Copies of minutes to:  
Business Office  
Coordinator of School Health  
Buildings & Grounds

# MANCHESTER PUBLIC SCHOOLS SCHOOL INSPECTION CHECKLIST

School: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Head Custodian: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Time: \_\_\_\_\_

## R A T I N G

AREA INSPECTED	GOOD	FAIR	POOR
<b>EXTERIOR/GROUNDS &amp; BUILDING</b>			
1. Litter & debris removed			
2. Walks & driveways accessible & clean			
3. Lawns trimmed & picked up			
4. Graffiti removed from walls & structures			
5. Fencing in good shape & litter free			
6. Flag flying & pole in good shape			
7. Site lights operable & in good repair			
8. Windows & doors in good repair & clean			
9. Debris removed from roof & no leaks			
10. Roof top HVAC equipment operating & secure			
11. Air conditioners appropriately covered or uncovered (seasonal)			
12. Parking signs in good shape			
13. Trim and clean shrubs			
<b>INTERIOR OF BUILDING</b>			
14. Entrances & exits clean, clear and safe			
15. Hallways properly waxed and clear			
16. Stairways clean and litter free			
17. Elevators operable and clean			
18. Interior signage in good shape			
19. Hallway lights and exit sign lights operable			
20. Fire extinguishers in place and inspected			
21. Fire alarm system operable			
22. Public address system operable			
22a. First Floor			
22b. Second Floor			
23. Main office/Guidance office clean & organized			
24. Nurse's office clean & organized			
25. Cafeteria clean & litter free			
26. Auditorium clean & litter free			
27. Classrooms clean, dusted and litter free			
27a. Basement (locker rooms)			
27b. First Floor			
27c. Second Floor			
28. Lavatories clean and sanitized			
28a. Staff			
28b. Students			
29. Teacher rooms clean and organized			
30. Art rooms clean and dusted			
31. Music rooms clean and dusted			
32. Technology rooms clean and dusted			
33. Custodial closets clean and neat			
34. Room heating units clean and dust free			
35. Mechanical equipment operable			
36. Boiler room clean and organized			
37. Kitchen clean and organized			
38. Gymnasium clean and functioning			

AREA INSPECTED	GOOD	FAIR	POOR
39. Garage area clean and organized			
40. Store rooms neat and organized			
41. Ceiling tiles clean and in place			
42. Ceiling smoke detectors clean and dusted			
43. Interior classroom lights operable			
44. Floor Mats vacuumed			
<b>RECORDS</b>			
45. OSHA Right to Know on file			
46. Asbestos notification on file			
47. No Smoking signs posted			
48. A.D.A. Information on file			
49. Filters changed			
49a. Classroom (Dates)			
49b. Tech Rooms (Dates)			
49c. Cafeteria Kitchen (Dates)			
49d. Foods Lab Kitchen (Dates)			
50. Environmental studies (Asbestos, Lead, Radon)			

**OVERALL  
RATING**

Inspection Comments/Recommendations:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_