

Indoor Air Quality (IAQ)

Occupant Complaint:

- 1. Interview**
 - Interview the occupant (treat all complaints seriously) and address immediately.
- 2. Complete Forms**
 - Complete an IAQ Complaint Response Form to properly document the complaint and to determine if there is an emergency situation.
 - Have the occupant complete an IAQ Occupant Concern Form to properly document their concerns and/or symptoms.
- 3. Investigate**
 - Conduct an immediate preliminary investigation for any obvious problems. Visually inspect the occupant's area and HVAC. Look for obvious chemical irritants, visible mold and/or signs of obvious water damage.
- 4. Repair/Clean**
 - Repair and/or clean any minor problems found.
- 5. Contact**
 - Contact EMC if larger or more complex issues are involved to aid in determining a proper course of action or if further investigation, evaluation and/or IAQ sampling is necessary.
- 6. Communication**
 - Communicate selected course of action to affected personnel.

Water Incursion Event:

- 1. Immediate Action**
 - Take immediate action to repair/stop the water incursion.
 - Take immediate action to properly and thoroughly dry any/all affected building materials.
- 2. Complete Forms**
 - Complete a Water Incursion/IAQ Incident Reporting Form to properly document the incident as well as what corrective actions were taken.
- 3. Remove**
 - Removal of building materials may be necessary if drying cannot be completed within 24-48 hours. If any signs of visible suspect mold growth appear on water damaged materials, professional mold remediation may be necessary. Contact EMC to aid with these determinations.

Visible Mold:

- 1. Immediate Action**
 - Take immediate action to repair/stop whatever water incursion is causing the mold growth.
 - Take immediate action to minimize potential occupant exposure to mold, which could potentially cause irritations, allergic reactions, exacerbate asthma, etc.
 - Actions may include isolating the area or moving personnel.
- 2. Complete Forms**
 - Complete a Water Incursion/IAQ Incident Reporting Form to properly document the incident as well as what corrective actions were taken.
- 3. Assess Extent**
 - Assess extent of suspect visible mold. In cases of areas greater than 10 square feet, further professional assessment and/or professional remediation may be advisable. Contact EMC to aid with this determination.

Small Mold Clean-Up (<10 sq. ft.)

- Minor areas of suspect visible mold may be addressed by properly trained staff members. EPA guidelines should be followed. Contact EMC for more details.
- Mold awareness training
- Select PPE including N-95 respirator (provide Appendix D), protective eyewear and gloves
- **Porous Materials** (ie. ceiling tiles, wallboard, paper, etc.): Isolate area, then carefully wrap and remove material. After sealing in plastic, discard material directly into dumpster and clean work area immediately with disinfectant.
- **Non-Porous Surfaces** (ie. concrete, ceramic, hard surfaces, etc.): Can be carefully cleaned with disinfectant.
- **Other Materials** (ie. furniture, carpet, books, etc.): Seek advice from EMC.

Proactive IAQ activities to be conducted:

1. Notification

- Annual notification of Proactive IAQ Program to School District personnel.

2. Inspections

- Routine inspections of buildings for water incursions and potential problems that could occur in known “vulnerable” areas.
- Periodic inspections of HVAC systems and unit ventilators.

3. Cleaning

- Ongoing filter changes within HVAC units and unit ventilators.
- Periodic cleaning of air conditioning drain/drip pans.
- Periodic cleaning of outside air intakes.
- Occasional cleaning of supply/return air ducts and HVAC units.

Communication:

Good communication is key in many areas of IAQ. Effective communication can help:

- Prevent major IAQ issues
- Calm unnecessary fears
- Provide accurate information
- Minimize rumors and confusion
- Interpret technical information
- Develop trust and credibility
- Provide a group forum for discussion