

# IAQ Management Plan

## Trinity Christian School

### 1. MISSION STATEMENT

The health, comfort, and learning environment of students and staff are important aspects of Trinity's mission. Working with EPA and their IAQ Tools for Schools Program, we developed an IAQ Management Plan that will help monitor and improve the quality of air in the school building. The EPA's "Tools for Schools" information can be found at; <http://www.epa.gov/iag/schools/>

The objectives of this IAQ Management plan are:

- Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific policies.
- Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy learning and working environment.
- Respond to IAQ-related concerns and problems in a prompt and thorough manner, and effectively communicate the progress of investigations and their resolution to all interested parties.

### 2. ROLE OF THE IAQ COORDINATOR AND IAQ TEAM

#### IAQ Coordinator

Trinity has identified Brenda Combs as the IAQ Coordinator for the School. Brenda Combs is the lead contact person for staff, the Indiana State Department of Health, The Marion County Public Health Department, ext., for all indoor air quality related matters. The school administration and school board is committed to providing the necessary support to meet the schools' IAQ Management Plan objectives.

The IAQ Coordinator's responsibilities include:

- Acting as the key contact person within the school to respond to and address IAQ issues and concerns.
- Coordinating the development and management of the School's IAQ Management Plan. This includes establishing and overseeing an IAQ Team, coordinating building walkthrough inspections, coordinating the building system evaluations, coordinating the investigations of reported IAQ issues and concerns, and modifying the IAQ Management Plan to fit Trinity's specific needs and objectives.
- Responding to IAQ CONCERNS AND ISSUES THAT ARE DISCUSSED OR REPORTED.
- Coordinating the IAQ Team's activities and meetings, including distribution of the IAQ checklists.
- Communicating with staff, parents, and other parties regarding the progress made with the plan and the process of reporting IAQ concerns.

- Coordinating the annual review of the Plan, which involves building walkthrough inspections, building systems evaluations, and revising the Plan to include new information
- Obtaining school board approval of the IAQ Management Plan after every major revision.

## IAQ Team

Trinity has established an IAQ Team to represent (staff, students, and parents.) The IAQ Team assists the school’s administration by reviewing IAQ-related information and recommending IAQ policies to maintain and improve the air quality within district facilities and school buildings.

Led by the IAQ Coordinator, the IAQ Team is involved in the following efforts.

- Supporting the IAQ Coordinator to ensure good IAQ in all facilities and areas.
- Contributing to the IAQ Management Plan creation and implementations. The members distribute the IAQ checklists and the IAQ Backgrounder to the appropriate staff members.
- Meeting (quarterly) to review and resolve IAQ issues.
- Meeting ( before school starts, Christmas Break, & when school ends) to review the IAQ Management Plan, which includes the completion of walkthrough inspections of the school building, key building systems evaluations, and the review of existing policies in the IAQ Management Plan.
- Meeting to evaluate and respond to IAQ concerns that have been reported to Mrs. Combs. The team takes steps or recommends measures to resolve to the reported concern.
- Maintaining IAQ Team meeting minutes, reports, and other documents in the IAQ Management Plan.

The following individuals are members of the IAQ Team:

<u>Name</u>	<u>Position</u>	<u>Contact Information</u>	<u>Specific Duties</u>
Ronald Ragan	Administrator	ext. 224	Conduct Facility walkthroughs And ensure that ventilation Systems are operating properly. Track health symptoms on a School map.
Kenny Wheeler	Facilities Manager	ext. 225	Conduct Facility walkthroughs And ensure that ventilation Systems are operating properly. Fix any problems that may Occur with the ventilation System.
Brenda Combs	IAQ Coordinator	ext. 225	

### **3. Background and IAQ findings**

Indoor air quality (IAQ) is critical component of providing a healthy and comfortable learning environment. Indoor air pollutants may cause or contribute to short- and long-term health problems including asthma, respiratory tract infection and disease, allergic reactions, headaches, nasal congestion, eye and skin irritations, coughing, sneezing, fatigue, dizziness, and nausea. In addition, indoor air pollutants and extremes in temperature and humidity may cause discomfort, which can affect students' ability to concentrate and learn.

IAQ problems can hasten building deterioration, contribute to the closing of schools, create liability problems and strain relationships among parents, teacher, school staff, and the school administration.

IAQ team and Mrs. Combs will research IAQ issues affecting the school. For example, schools' histories related to radon, pests, lead, and other IAQ issues are investigated and documented.

During the walkthrough inspections and building systems evaluations, the IAQ Team identifies IAQ and problems and issues. The issues are prioritized from most important the least important. Urgent or simple issues are addressed first and issues that require continual attention are scheduled appropriately.

Problems are reported to Mrs. Combs, who documents all IAQ concerns, performs an initial investigation, and documents and communicates the resolution to all interested parties. Many issues are resolved using the in-house staff; however, professionals, experts, and other outside personnel may be brought in to deal with specific issues.

The IAQ Coordinator (or Team) uses (a variety of tools, such as the Problem Solving Wheel, Problem Solving Checklist, & IAQ REFERENCE GUIDE) to help identify IAQ problems. If the problem cannot be identified or persists despite the schools' efforts to identify and remediate it, the IAQ Coordinator discusses the matter with the appropriate school official(s) in order to determine whether a contracted service provider is needed.

When a problem has been identified, the IAQ Coordinator coordinates a response, communicates with the relevant parties, document actions taken, and keeps copies of all documents. When the problem is not urgent but requires a policy change, the IAQ Coordinator organizes a meeting with the IAQ Team to develop and recommend specific policy changes. These policy changes are presented to the appropriate school officials for review and adoption. All new or revised policies are added to the existing IAQ Management Plan. All interested parties are informed about the measures taken to resolve the problem and all policy changes.

For a copy of our policies please send your request to [Brenda.combs@trinitychristianschool.cc](mailto:Brenda.combs@trinitychristianschool.cc)  
Or feel free to call Brenda Combs at 631-3194 ext. 225

