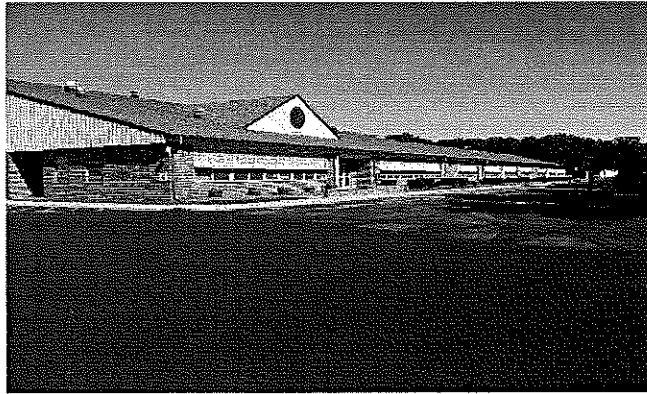


# **Downe Township Elementary School**

856-447-4673

[www.downeschool.org](http://www.downeschool.org)

## **Indoor Air Quality Plan**



**220 Main Street  
Newport, New Jersey 08345**

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## 1. Procedures and Administration

This notice is to inform employees that Downe Township School Board complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13).

The BOE recognizes that good indoor air quality is essential to employee's health and productivity. The School established the following procedures to promote good indoor air quality for employees in our building. These procedures follow the requirements established by the PEOSH IAQ Standard as it applies to our workplace. This Written Indoor Air Quality Program applies to the following school building/location:

**Downe Township Elementary School**  
**220 Main St.**  
**Newport, NJ 08345**

## 2. Designated Person

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for Down Township Board of Education's compliance with the standard. This person is:

**Designated Person: Ralph Gale**  
Email: [ralph@downschool.org](mailto:ralph@downschool.org)

Phone # (856)447-4673

The designated person is the person who has been trained and given the responsibility by The Downe Township Board of Education to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated person is also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and updates the written program annually.

## 3. Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems in this workplace. A copy of the preventive maintenance schedule is attached. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

Preventive maintenance means the routine inspection, adjustment and repair of building structures and systems, including the Heating, Ventilating and air conditioning system (HVAC), /Cooling Systems, exhaust, and fresh air intakes/ Air Handlers, Energy Recover Units, Building HVAC Controls, and Facility Management System.

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The Designated Person will perform a walkthrough inspection of the school building; there will be a walkthrough inspection checklist that will be use during the walkthrough inspection.

#### **4. Indoor Air Quality Procedures**

- Animals in Classroom

Animals can be a source of allergens and asthma triggers. Therefore, the Downe Twp. BOE has instituted an animal procedure based on IAQ concerns.

Animals should be isolated to the extent possible in cages or other appropriate containers and should be kept away from upholstered furniture, return air ducts and from students and staff with known allergy or asthma problems. Animals should not be allowed to roam the school building.

The Board also reserves the right to ban certain animals if they pose a threat to the health, and safety or comfort of students and staff.

- Food in Classrooms

Food should not be left in classrooms. When it is necessary to store food in classrooms it must be kept in airtight sealed containers to minimize the potential for pests, orders, and biological growth.

- Non-Smoking Policy

Downe Twp. BOE prohibits tobacco use in the school building and on school grounds. Information about smoking regulations can be located on the school website District Policy Code: .

- No-Idling- EPA and DEP

Downe Twp. BOE prohibits truck delivery, buses and car from idling while making deliveries; waiting to drop-off or picking-up students, to ensure that exhaust fumes do not enter the school building threwh the fresh air intakes. (This procedure is not in effect when temperatures fall below 32 degrees).

- Painting- EPA

Painting should only occur when the school building is unoccupied and properly ventilated. It is important to inform all effected staff and students before the painting job begins. The Downe Twp. BOE prohibits using paints that contain Mercury or Lead.

- Hazardous Materials- EPA

Hazardous materials are common in art and science classrooms, and with maintenance and cleaning staff. It is important to handle hazardous materials according to the manufacturer's guidelines, and should be stored in separate cabinets. All staff handling hazardous must attend Right-To-Known training.

- IPM – Integrated Pest Management Policy

Integrated Pest Management is a decision making process that combines practical pest management strategies to prevent or control pest in ways that reduce risks to health and the environment.

The district's IPM program aim is to reduce the frequency and magnitude of pest problems.

- Cleaning and Chemicals

Routine and thorough cleaning is important for good indoor air quality, and for removal of air pollutant sources. However, the use of cleaning products may also contribute to indoor air

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pollution. To ensure that cleaning practices remove pollutant sources while using cleaning products appropriately, guidelines are set.

- a. Custodial/Cleaning staff shall only use cleaning agents approved by the school building and grounds supervisor. All products must be clearly labeled and stored in a secure area. Bottles of cleaning agents must be tightly closed.
- b. A daily cleaning check list, and a summer cleaning check list schedule has been set up for the cleaning staff to follow.
- c. Most cleaning is completed during unoccupied hours.
- d. All custodial/cleaning staff must attend an annual Right-To-Known training.
- e. **It is important that no staff members bring any cleaning products, pesticides, paints, air fresheners or other chemicals from home into the school building.**

## **5. Recordkeeping**

Documentation of preventive maintenance and repairs to the ventilation system are retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
  - Checking and/or changing air filters
  - Checking and/or changing belts
  - Lubrication of equipment parts
  - Checking the functioning of motors
  - Confirming that equipment is in operating order
  - Checking for microbial growth in condensate pans or standing water

Documentation of preventive maintenance and work orders for repairs are maintained in the *Designated Person/Maintenance Office*.

## **6. Indoor Air Quality Compliance Documents**

Downe Twp. BOE will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be available to PEOSH during an inspection. The documents are maintained in the Designated Person Office. These documents include:

1. As-built construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. Operator training materials

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## **7. Investigating Complaints**

If employees begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify the Designated Person so that their concerns can be investigated.

The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the Designated Person.

## **8. Responding to Signed Employee Complaints to PEOSH**

If we receive a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the Designated Person.

## **9. Notification of Employees**

The Designated Person will notify employees at least 24 hours in advance or promptly in emergency situations, of work to be performed on a building that may introduce air contaminants into their work area. This notification will be in writing and will identify the planned project and the start date. The notification will also include information on how to access Material Safety Data Sheets (MSDS) or other hazard information. The Designated Person will maintain records of this notification for compliance recordkeeping purposes.

## **10. Controlling Microbial Contamination**

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify the Designated Person immediately if they observe evidence of water intrusion so that corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the Designated Person.

## **11. Controlling Air Contaminants**

### Outside air

The Designated Person will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the Designated Person will eliminate the contaminant source or make arrangements to relocate the intake.

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## Point Source Contaminants

The Designated Person will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

### **12. Response to Temperature and Carbon Dioxide**

#### Temperature

Where a mechanical ventilation system capable of regulating temperature is present, facilities personnel strive to maintain classrooms, and building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Designated Person should be contacted. The Designated Person will ascertain whether the HVAC system is operating properly. If not, the system must be repaired. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range.

#### Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the Designated Person should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO<sub>2</sub>) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the Designated Person will conduct an inspection to ensure that the mechanical HVAC system is operating properly.

### **13. Maintaining Indoor Air Quality During Renovation and Construction Projects**

Renovation work and/or new construction projects that have the potential to result in the diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into occupied areas in quantities hazardous to health will be controlled in order to minimize employee exposure. The Designated Person will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain MSDS for all products to be utilized on the project and maintain on-site throughout the duration of the project.
- Choose the least toxic product that is technically and economically feasible.
- Consider performing the renovation/construction project when building is least occupied.
- Consider temporarily relocating employees to an alternate worksite.
- Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.
- Isolate the work area from occupied areas.

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- Use mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the designated person will check product labels or seek and obtain information from the manufacturer of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance recordkeeping purposes.

Management and the Designated Person will consider the feasibility of conducting renovation/construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will not be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the Designated Person will maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard.

Employees who have special concerns about potential exposures during or after renovation/construction/repair work should consult with their supervisor. If despite these preventive actions, employees are exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related health symptoms to one person (e.g., the nurse, human resources, designated person) so that they can be accurately assessed and investigated when indicated. All exposures should also be reported to their supervisor and the designated person.

#### **14. Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)**

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards ([www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes), 609-984-7609)

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## 15. Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the Designated Person will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

## 16. Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (i.e. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, and visible mold) they should notify the designated person of the situation so that it can be addressed promptly.

**Designated Person: Ralph Gale**  
Email: [ralph@downschool.org](mailto:ralph@downschool.org)

**Phone : (856) 447-4673**


Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

## 17. Periodic Review and Update

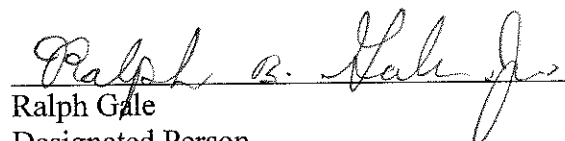
The Written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information.

## 18. Certifications:

Reviewed and Approved:

  
\_\_\_\_\_  
Business Administrator

9/12/18  
\_\_\_\_\_  
[Date]

  
\_\_\_\_\_  
Ralph Gale  
Designated Person

9-11-2018  
\_\_\_\_\_  
[Date]