

INDOOR AIR QUALITY PROGRAM

The Ledyard Board of Education recognizes that having a comfortable and healthy physical environment within the facilities of Ledyard Public Schools is essential to providing an atmosphere conducive to learning. Maintaining proper indoor air quality, including an acceptable range of temperature and relative humidity and adequate fresh air ventilation, is one of the key elements in providing a comfortable learning and working environment for both staff and students.

Proper maintenance of school buildings and their mechanical systems, as well as the identification of other contributors to airborne pollutants, is critical to maintaining proper indoor air quality. Only through the continual efforts of all staff members in identifying factors that contribute to poor indoor air quality and supporting actions taken to remedy such problems will the maintenance of a healthy environment be possible within Ledyard Public School facilities.

Periodic School Facility Inspections

Prior to December 1, 2007, and every five years thereafter, every school building in the Ledyard Public Schools system that is or has been constructed, extended, renovated or replaced (as defined in Policy 7230.2) on or after January 1, 2003, shall be inspected with regard to proper indoor air quality using the Environmental Protection Agency's *Indoor Air Quality (IAQ) Tools for Schools (TFS) Program*. The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. Heating, ventilation and air conditioning systems;
2. Radon levels in the air;
3. Potential for exposure to microbiological airborne particles, including, but not limited to, fungi, mold and bacteria;
4. Chemical compounds of concern to indoor air quality including, but not limited to, volatile organic compounds;
5. Degree of pest infestation, including, but not limited to, insects and rodents;
6. Degree of pesticide usage;
7. Presence of and the plans for removal of any hazardous substances that are contained on the list prepared pursuant to Section 302 of the federal Emergency Planning and Community Right-to-Know Act, 42 USC 9601 et seq.;
8. Ventilation systems;
9. Plumbing, including water distribution systems, drainage systems and fixtures;
10. Moisture incursion;
11. Overall cleanliness of the facilities;
12. Building structural elements, including, but not limited to, roofing, basements or slabs;
13. Use of space, particularly areas that were designed to be unoccupied; and
14. Provision of indoor air quality maintenance training for building staff.

The results of the inspections and evaluations conducted pursuant to this policy and its attendant regulations shall be presented to the Board at a regularly scheduled Board of Education meeting during the month of December, or earlier, following completion of the inspection. Following presentation at the Board meeting, the inspection results shall be posted on the District website.

The report shall also include any actions taken to remedy indoor air quality problems as well as recommendations to remedy any remaining indoor air quality concerns.

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Certified School Indoor Air Quality Emergency

A "certified school indoor air quality emergency" is defined as the existence of a building condition determined by the Department of Public Health to present a substantial and imminent adverse health risk that requires remediation in an amount greater than one hundred thousand dollars (\$100,000.00).

If at any time a condition is identified in a facility under the cognizance of Ledyard Public Schools that is subsequently determined to be a certified school indoor air quality emergency, the Superintendent shall as soon as possible, but not later than seven (7) calendar days following the Department of Public Health's declaration of a certified school indoor air quality emergency, notify the Commissioner of Administrative Services in writing of the details of such condition in order to be eligible for a grant under Connecticut General Statute (CGS) 10-283. The Superintendent shall subsequently submit an application for a school building project grant to the commissioner not later than six (6) months following the written notification of the certified school indoor air quality emergency.

Facility Maintenance

Heating, ventilation and air conditioning systems within all facilities under the cognizance of the Board shall be:

1. Maintained and operated in accordance with the prevailing maintenance standards, such as the American Society of Heating, Ventilating and Air Conditioning Engineers Standard 62 entitled "Ventilation for Acceptable Indoor Air Quality", as referenced by the State Building Code adopted under CGS 29-252, at the time of installation or renovation of such system, and
2. Operated continuously during the hours in which students or school personnel occupy school facilities, except (A) during scheduled maintenance and emergency repairs, and (B) during periods for which it can be demonstrated to the Board's satisfaction that the quantity of outdoor air supplied by an air supply system that is not mechanically driven meets the Standard 62 requirements for air changes per hour.

The records of all maintenance performed on heating, ventilation and air conditioning systems within facilities under the cognizance of the Board shall be maintained for a period of five years.

Indoor Air Quality Committee

For each school building that houses students, an indoor air quality committee shall be established to increase staff and student awareness of the facets of the environment that affect the health of the occupants of school facilities including, but not limited to, air quality, water quality and the presence of radon. Additionally, each indoor air quality committee shall perform periodic facility inspections using the checklists in the *Tools for Schools Program*.

Each indoor air quality committee shall include, but not be limited to, at least one administrator, one maintenance staff member, one teacher, one school health staff member, one parent of a student, and two members-at-large from the school district.

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One member of each school indoor air quality committee shall serve as a representative to the District Healthy and Safe Schools Committee, which was established pursuant to CGS 10-220f, and shall provide information regarding the status of inspections and actions taken to remedy indoor air quality problems. The District Healthy and Safe Schools Committee may address indoor air quality issues that affect the health of occupants of school facilities, as the committee deems appropriate.

Responsibilities

The Superintendent, in conjunction with the Director of Maintenance, shall implement an indoor air quality program, in accordance with the guidance in this policy and applicable state laws, that provides for (1) proper routine and corrective maintenance of building systems that affect indoor air quality and (2) periodic reviews of school buildings and their associated mechanical systems in order to identify modifications and/or maintenance needed to improve indoor air quality.

The District Healthy and Safe Schools Committee shall report annually to the Board at a regularly scheduled Board of Education meeting in May or June regarding actions taken to improve indoor air quality within Ledyard Public School facilities.

On and after July 1, 2021, and every five (5) years thereafter, the Board shall report to the Commissioner of Administrative Services on the condition of its facilities and the action taken to implement its long-term school building program, indoor air quality program and green cleaning program.

Legal References:

Connecticut General Statutes (last amended by specified Public Act (PA))

- 10-220. Duties of boards of education. (PA 17-2, June Special Session (SS))
- 10-220f. Safety committee. (PA 98-252)
- 10-231e. Maintenance of heating, ventilation and air conditioning system. (PA 03-220)
- 10-231f. Indoor air quality committee. (PA 03-220)
- 10-282. Definitions. (PA 17-2, June SS)
- 10-283. Applications for grants for school building projects. (PA 17-2, June SS)

Public Act 03-220, An Act Concerning Indoor Air Quality in Schools.

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