

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 542

SUBJECT: INDOOR ENVIRONMENTAL QUALITY

Legal References: *Education Act: Section 265 Duties of Principal: Care of Pupils and Property; Section 286 Duties of Supervisory Officers: Supervise Buildings and Property*

Related References: *Administrative Procedure 170 School Emergency Procedures; AP 410 Environmental Health and Safety; AP 411 Unsafe or Unhealthy Conditions: Reporting of; AP 570 Maintenance, Repair and Care of Property*

1. Maintaining Indoor Environmental Quality

This administrative procedure provides a means for successful resolution of indoor environmental quality (IEQ) complaints, in which complaints are handled promptly, responsibilities are clearly defined, and lines of communication are maintained.

2. Administrative Procedures

2.1 **Stage 1:** is a **fact-finding exercise** to document the IEQ complaint.

2.1.1 All staff members should report any IEQ concerns to their principal/supervisor.

2.1.2 Upon receipt of any IEQ concern, the principal/supervisor shall conduct an initial assessment, as soon as possible.

Note: In the event of an emergency, revert to Administrative Procedure 177 School Emergency Procedures, which includes a discussion of evacuation of the building.

2.1.3 The principal/supervisor shall use Form 542A Indoor Environmental Quality: Request for Investigation, and may use Form 542B Indoor Environmental Quality: Optional Occupant Interview Form, to complete this assessment.

2.1.4 The principal shall rectify items within his/her ability to correct (i.e., administrative, custodial, maintenance requisition).

2.1.5 The principal/supervisor shall contact the environmental health and safety officer if the IEQ complaint is not resolved after the steps noted above.

2.2 **Stage 2:** is a **detailed assessment**. Air quality indicators and pollutant sources are investigated and measured. A visual inspection of the heating, ventilation and cooling (HVAC) system will be conducted.

2.2.1 The environmental health and safety officer shall initiate a detailed assessment upon receipt of Form 542A Indoor Environmental Quality: Request for Investigation.

2.2.2 The environmental health and safety officer shall provide the results of this assessment, in writing, to the principal/supervisor and regional facilities administrator.

2.2.3 Investigative results shall be made available to staff members, students and parents by posting the results on the Health and Safety Board in the school/board site.

2.3 **Stage 3**

- 2.3.1 Minor corrective measures that can be completed by school staff will be addressed by the principal/supervisor through consultation with the environmental health and safety officer.
- 2.3.2 Major corrective measures will be addressed by the regional facilities administrator through a maintenance request form initiated by the environmental health and safety officer through consultation with the principal/supervisor.
- 2.3.3 Other recommendations will be reviewed by the environmental health and safety officer and the facilities administrator and if approved the facilities administrator will have the recommendations carried out.