

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 Workplace Hazard Notification and Investigation; 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 170 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 advisor 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 advisor may initiate a detailed assessment upon receipt of Form 542A Indoor Environmental Quality: Request for Investigation.
- 2.2.2 The environmental health and safety advisor shall provide the results of this assessment, in writing, to the principal/supervisor and facilities administrator.
- 2.2.3 Investigative results shall be posted 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 applicable facilities staff.
- 2.3.2 Major corrective measures will be addressed by the facilities management team in consultation with the principal/supervisor.