

Facility Services
Indoor Environmental Quality Management Plan
ISD-FS-IEQ-001

Scope

The health, comfort and learning environment of staff and students are important aspects of the Issaquah School District’s mission. An Indoor Environmental Quality (IEQ) Management Plan has been developed that will help monitor and improve the quality of the indoor environment in school buildings. The objectives of this IEQ Management Plan are:

- Reduce the level of indoor air pollutants through preventative measures such as routine maintenance activities, periodic informal building inspections, pollutant source control and other IEQ-specific or non-specific actions.
- Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy working and learning environment.
- Respond to IEQ concerns and problems in a prompt and thorough manner and provide timely progress reports to all interested parties.

Revision History

Revision Date	Description	Author
November 01, 2016	Policy drafted	Unkown
March 31, 2025	Policy updated and reformatted	Julius Carter
September 09, 2025	Policy reviewed and updated	Julius Carter

Roles and Responsibilities

A. The IEQ Coordinator

The Issaquah School District has identified the Director of Facility Services as the Indoor Environmental Quality Coordinator for the District. The IEQ Coordinator has the following responsibilities:

- Coordinating the development and management of the district’s IEQ Management Plan. This includes establishment and overseeing an IEQ Team.
- Coordinating the IEQ Team’s activities and meetings
- Coordinating the annual review of the Plan.
- Maintain IEQ Team meeting minutes, reports and other documents.
- Notify staff if construction will occur that disturbs asbestos or lead. The communication will include relevant dates and details including the certification of contractors.

B. Assistant IEQ Coordinators

The Issaquah School District has identified the Facility Services Maintenance Supervisor, Custodial Supervisors and the designated Capital Projects Coordinator as Assistant IEQ Coordinators.

- Act as primary contacts within the district to address and respond to IEQ issues and concerns.
- Assist with the management of the district’s IEQ Management Plan including coordinating building walkthrough inspections, coordinating the building system inspections, coordinating the investigations of reported IEQ issues and concerns, and modifying the IEQ Management Plan to fit the district’s specific needs and objectives.
- Respond to IEQ concerns and issues that are discussed or reported.

- Communicate with the building Principal regarding the progress made with the reported IEQ concerns.

C. The Indoor Environmental Quality (IEQ) Team

The District has identified an Indoor Environmental Quality Team to represent staff and students. The IEQ Team assists the district administration by reviewing IEQ-related information and making recommendations for maintaining and improving the health of our buildings.

- Support the IEQ Coordinators to ensure good IEQ in all facilities and areas.
- Participate in joint walk-through inspections using the Walkthrough Inspection Checklist.
- Contribute to the IEQ Management Plan review and implementation.
- Meet as necessary, but at least once every quarter, as agreed upon by the IEQ Team, during school session, to review and resolve IEQ issues and concerns, review the plan, conduct building walk-throughs, and review existing policies in the Management Plan.
- Meet to discuss actions taken in response to IEQ specific concerns that have been reported to the district.
- Review IEQ Team meeting minutes, reports, and other documents.
- The Team will consist of the IEQ Coordinator, Assistant IEQ Coordinators, members of the Issaquah Education Association (IEA) appointed by the IEA President and any other employee representative(s) elected or appointed by their organizations.

D. Maintenance Personnel

Maintenance personnel will utilize best available work practices that avoid releasing irritants and pollutants into the air. The primary responsibilities of maintenance personnel with respect to the indoor environment program include:

- Treat all formal IEQ concerns as legitimate and as their top priority.
- Treat all potential IEQ work orders as high priority and respond within 24 hours.
- Report any occurrence to the Assistant IEQ Coordinators, where irritants are released or disturbed.
- Utilize engineering controls and work practices that guard against release of irritants that could affect building occupants.
- Change HVAC filters, clean condenser coils, and perform and document equipment preventive maintenance as recommended by the equipment manufacturer.

E. Custodial Staff responsibilities include

Custodial staff shall employ cleaning procedures and cleaners/chemicals that protect and don't degrade the indoor environment. The primary responsibilities of the custodial staff with respect to the indoor environment program include:

- Immediately clean-up, report and submit work orders for water leaks/intrusions.
- Use cleaning procedures that control dust, mold and bacteria build-ups while not placing irritants and contaminants in the air.

- Submit work order if HVAC filters are dirty.
- Replace lights immediately as needed.
- Submit work orders to replace ballasts as needed.
- Submit work orders for any equipment repairs that affect the indoor environment.
- Follow prescribed cleaning procedures and correct solution mixture.
- The responsibilities of the custodial supervisors are to select cleaning chemicals that are appropriate for the job but present the lowest health and environmental hazard. Scented materials or those that contain volatile organic compounds (VOCs) shall not be used. Cleaning chemicals that are sustainable and certified as “green” shall be used whenever possible

IEQ Policies and Procedures

A. Animals on District Property – ISD Policy 2029 and 2029P

In order to maintain air quality; to provide a healthy, safe, respectful environment for all people who may use the public space; and to preserve the general cleanliness and condition of facilities, the Issaquah School District limits animal access to its buildings and property to the purposes specified in the ISD’s Animal Policy No. 2029 and 2029P. An “animal” is a living, non-human mammal, reptile, insect, bird, fish, or amphibian.

Animals are only permitted on District premises within the limitations specified in the ISD’s Animal Policy.

B. Idling Procedure

The Issaquah School District is committed to providing a healthy and productive environment for all persons using our schools. In light of the risk posed by school bus exhaust emissions, especially to children, the Issaquah School District has implemented the following no-idling procedure.

- When a school bus driver drops off students at schools, they are to turn off the bus’s engine. At pick-up, school bus drivers shall only turn on engines when all students are in the vehicle and there is a clear path to exit the pick-up area.
- In colder weather, if warmth of the bus is an issue, idling is to be kept at a minimum and will occur outside the pick-up/drop-off zone whenever possible. When warmed, the bus is to enter the school zone as close to pick-up/drop-off time as possible and shut down until all students are on or off the bus.
- At the bus garages, limited idling time during early morning warm-up, as recommended by the manufacturer, will be permitted. If block heaters are available, they will be used to help avoid starting difficulties and shorten warm-up times.

Reporting of Health and Comfort Concerns Process

Concerns can be classified into two categories: comfort concerns and health concerns. The Indoor Environmental Quality Concern Reporting and Indoor Environmental Quality Process flowcharts should be utilized when determining the correct process for submitting IEQ or comfort concerns.

A comfort concern can be defined by the temperature too warm, too cold or a room feels stuffy. These concerns should be reported to a custodian or building secretary, as applicable at each location, who will document the actual temperature and submit a work order if the temperature is above or below the designated temperature levels. Serious or potentially serious issues

should also be communicated with a phone call to the Facility Services Department at extension x5058. These will be handled as a priority.

- Health concerns, unlike comfort concerns, are situations in which someone suspects the conditions within the facility may cause illness. An IEQ Concern Form should be submitted for Health concerns. The process of addressing these concerns is as follows:
 - Any employee, student, or community member who has a concern about indoor environmental quality presents this issue to the school Lead Custodian or Secretary, as applicable, in writing on the designated reporting form. This form shall be available in each school office and on the District Intranet.
 - The custodian and/or secretary, as applicable, must enter a work order in FMX (district designated work order system) using “IEQ Concern” as the purpose code. The work order includes names of concerned parties, room/areas affected, description of concern(s), and a timeline that includes any history of the problem. In addition, the custodian or secretary, as applicable, must immediately make a phone call to the Facility Services Department, x5058, reporting that an Indoor Environment Quality Concern Form is being submitted.
 - The Facility Services Department will investigate and communicate with school Lead Custodian, Principal, IEQ Team, and the concerned party with status within one working day. All groups shall have access to the submitted concern form.
 - The Facility Services Department will develop an appropriate action plan and update all concerned parties, including the person who raised the issue and the IEQ Team everyone with the plan, status or resolution.
 - The IEQ Concern is closed upon completion and history of work performed is documented in FMX under the work request submitted.
 - The IEQ Team will review and monitor official concerns at their joint meetings.
 - If there is any concern that an IEQ concern has not been completed to satisfaction, it will remain open or be reopened if closed.

Mold Response and Control

- The key to mold control is moisture control. All confirmed moisture problems should attempt to be solved when they are identified and before they become mold problems.
- Fix leaky plumbing and leaks in the building as soon as possible. The goal is to fix the leaks and dry wet surfaces within 48 hours.
- Watch for condensation and wet spots. Attempt to fix the source of moisture within 48 hours.
- Prevent moisture due to condensation by increasing temperature or reducing the moisture level in air, as appropriate.
- Keep heating, ventilation and air conditioning drip pans clean, flowing properly, and unobstructed.
- Vent moisture-generating appliances, such as dryers, to the outside where possible.
- Maintain low indoor humidity, below 60% relative humidity (RH), ideally 30-50%, if possible.
- Perform regular building HVAC inspections and maintenance as recommended by the manufacturer and staff levels permit.
- Do not use humidifiers.
- The following information has been issued by the CDC. “CDC does not recommend routine sampling for molds. Generally, it is not necessary to identify the species of mold growing in a building. Measurements of mold in air are not reliable or representative. If mold is seen or smelled, there is a potential health risk; therefore, no matter what type of mold is present,

action should be taken for its removal. Furthermore, sampling for mold can be expensive, and standards for judging what is and what is not an acceptable or tolerable quantity of mold have not been established.”

Review of Health Concerns

Recognizing that it is not possible to ensure that the indoor environment at a given facility will always be acceptable to all occupants, the following procedure will be used to address the concerns of those individuals who cannot be accommodated at a given facility:

- Staff: The information gathered during the investigation will be sent to the Human Resources Department. The Executive Director of this department and/or designee will review the information and will make recommendations that could result in further accommodations and/or reassignment if practicable.
- Students: All appropriate information and records will be forwarded to the the Executive Director of Special Services. This office, upon review of the information, can direct further accommodation at the site or possible relocation if required.

Resolution of IEQ Conflicts

In order to minimize the impact that IEQ concerns may have on health, all IEQ concerns will be taken seriously and the District will do the following in an effort to solve IEQ issues:

- The District IEQ Coordinator, or designee, will notify all members of the IEQ committee upon receipt of an official Indoor Environmental Quality Concern Form.
- Within 24 hours of receipt of the formal IEQ concern, the District IEQ Coordinator or designee will visit the location to talk to the person who submitted the concern and to conduct an initial investigation to determine the scope of the problem. Sensitivity to the submitters’ concern is an important aspect of the response.
- The IEQ Coordinator or designee will promptly advise all members of the IEQ committee of the initial investigation findings and the proposed course of action, including a tentative plan for resolution if one can be determined. All subsequent questions should be directed to the IEQ Coordinator or designee for review and response.
- District maintenance personnel will first attempt to resolve all problems using District resources.
- If the situation is beyond the scope of the ability of Maintenance personnel, if satisfactory results are not attained or if District personnel cannot discover cause of the complaint, the Department of Facility Services will first seek professional industrial hygienist support from the PSED Worker’s Compensation Trust or other reliable qualified contractors in the field. Every reasonable effort shall be made to find contractors whose skills, training and business practices are acceptable to all members of the IEQ Team. If one is developed, contractors will be first selected from a list of industrial hygiene consulting vendors that are pre-approved by the IEQ Team. The contractors will conduct a formal investigation and written response. The investigation results and written response may be reviewed by the IEQ Team if desired. If the results of this independent contractor are not acceptable, the IEA may contract, at its expense, a vendor of its choice to conduct additional tests.
- All questions concerning the contractor’s response shall be referred to the IEQ Coordinator or designee for response. Only the IEQ Coordinator or designee will correspond with the contractors. Specific legitimate concerns about the qualifications of contractors should be addressed to the IEQ Coordinator.

- If this step does not result in an acceptable solution, the IEQ Team will convene to find a mutually-acceptable solution.
- The IEQ Coordinator or designee will provide regular updates on the IEQ progress.
- When the IEQ Coordinator or designee believes the concern is completed, the submitter will be contacted to determine if he or she believes the IEQ is complete. If everyone agrees the IEQ concern has been satisfactorily completed, it can be closed. All members of the IEQ Team will be notified when the IEQ is closed.
- The Facility Services Department will archive all IEQ records.

Staff Responsibilities for Maintaining IEQ

Maintenance and Housekeeping

- A. HVAC Systems Maintenance: HVAC systems maintenance is an integral part of eliminating problems. Routine preventive maintenance on HVAC systems will assure adequate delivery of ventilation air and thermal comfort to occupants while minimizing contaminant sources within the systems. The following items are recommended as a minimum for HVAC maintenance:
- Air filter change schedule will be developed by the HVAC Technicians based upon the manufacturer's recommendations and reviewed annually by the Maintenance Supervisor for adequacy. Filter changes shall occur during non-instructional times whenever possible, staffing levels permitting.
 - The coils and condensate drain pan will be cleaned regularly, staffing levels permitting. The condensate drain line of each unit should be checked during the cooling season to assure that it is not plugged, and that water is draining properly. Fan coil units, unit ventilators, and heat pump units should be inspected and cleaned at least annually. A record of inspection dates and results will be kept on file and available for review.
 - The interior surfaces of air handling units will be inspected at each filter change. Where visible microbiological growth is evident, the contamination should be removed and/or cleaned with appropriately designated cleaners. A record of inspection dates and results will be kept on file and available for review.
 - The mechanical integrity of control sensors, motors, and dampers will be checked annually, staffing levels permitting. A record of inspection dates and results will be kept on file and available for review.
- B. Pesticide applications:
- May only be done in by licensed technicians in accordance with the current Pesticide Notification Posting and Record Keeping Plan 6512 and 6512P and RCW 17.21.415.
 - Use only pesticides which degrade relatively quickly and avoid the use of products that have extended residual times.
 - Use pesticides in their proper dilution.
 - Preference should be given to pesticides that have low odor formulations.
 - Wherever possible, pesticides should be applied after normal work hours and ventilation systems should be in operation for at least one hour before the first occupants arrive to work the following day.
 - The responsible Landscape Technician will post the required notices of planned pesticide application at the front of the school 48 hours before the scheduled application. The

responsible Pest Control Technician will post the required notices of planned pesticide application at each interior site location 48 hours before the scheduled application.

- All staff members that have indicated they want to be notified before any pesticides are applied will be notified as directed in accordance with the current Issaquah School District policy.
- Pesticides should be applied in their minimum effective dose.

C. General Housekeeping: General housekeeping is everyone's responsibility. The General Checklist is provided as a general source of good information that can be used by anyone. The Teacher's Classroom Checklist may be used by teachers to provide information on their classroom.

- Housekeeping tasks performed by the custodial staff, such as vacuuming, floor stripping and polishing, carpet cleaning, dusting, and use of odorous cleaning agents should be done after normal work hours, as much as practical and staffing levels permit.
- Preference should be given to the use of cleaning agents that contain the lowest concentrations of toxic or irritating chemicals.
- Care should be taken to assure that cleaning agents are properly diluted before use.
- Candles and plug-in air fresheners present a fire and/or electrical safety hazard and are prohibited.
- Do not use chemical products such as disinfecting sprays, "air Fresheners," potpourri or additional cleaning products or chemicals beyond what the District purchases.
- Follow directions when using District provided cleaners.
- Keep all air vents (supply and exhaust) and heating elements clear at all times. Make sure that flags, banners, plants, garbage cans, containers, shelving, piles of papers/books, visual aids, beanbags etc., do not block them.
- Never adjust the heating/cooling/ventilation system on your own. Ask for assistance from the custodian or the maintenance personnel. Classrooms/offices are typically part of the building's HVAC system and any change needs to be carefully considered and monitored to make sure that the whole system stays balanced and functions at optimum level. It is usually permissible to open doors or windows if you need more fresh air.
- When you open doors or windows for fresh air consider the following:
 - Are flowering trees and plants in the immediate area that might cause allergies;
 - Are vehicles idling nearby;
 - Is any landscaping activity in progress that might produce allergens.
- Reduce clutter and the amount of posted materials in the room by storing non-essential items in plastic containers with a lid. It is much easier to wipe dust off a lid than to clean each item separately.
- Create a rotating art exhibit of the students' work. Take old items down and gently wipe off the accumulated dust, preferably outside. Store the art and craft items in transparent plastic containers with lids. Wipe the wall surfaces clean before arranging the next exhibit. The custodians do not clean or dust personal belongings or student work.
- Do not store and pile non-essential papers on desktops or other surfaces. Not only do they attract dust, but paper also decomposes with time, creating small particles of cellulose that become airborne which can cause respiratory irritation. Cellulose can also serve as a food source for mold.

- Clean dusty surfaces on a regular basis, preferably by damp wiping with clean water. Take care not to raise the dust, but gently collect and eliminate it. There is usually no need for special cleaners when dusting and cleaning surfaces.
- Be aware of the wet cloths, rags or sponges used for cleaning. If not washed regularly in hot water, they can quickly become infected with mold. This is especially true for sponges used to clean desks or tables after lunch, since they pick up small pieces of food. Store sponges in a closed plastic container and wash them with hot water in a washer or dishwasher. You can also heat them in the microwave on high for a few minutes although this may create an unpleasant smell in the room.
- Keep the rooms “custodian friendly” by clearing desk surfaces and stacking chairs so the custodians can maximize productivity with their very short cleaning time in each room.
- Clean up small water spills immediately and report large spills and leaks.
- Classrooms and offices are business locations. Do not have excessive or unnecessary personal belongings, decorations or soft materials in the room, including sofas, stuffed chairs, pillows, cushions, area rugs, and stuffed animals. They tend to collect dust, dust mites and smells. If you choose to keep soft materials in the classroom, the property owner needs to properly wash and/or clean them on a regular schedule. Stuffed animals should be dusted outside and placed in plastic bags in the freezer to kill dust mites. The custodians are not responsible for cleaning or dusting personal belongings or any items not purchased with District funds.
- Limit the use of scented markers, paints, and markers that have a strong smell. Regardless of what the manufacturer claims, most of these emit some solvents and may contribute to the discomfort of sensitive individuals. Choose water-based markers and art materials.
- Select your art materials carefully. Some materials that are acceptable for use by adult artists in their own studio and at their own risk may not be appropriate for students. Some examples of potentially hazardous art materials are oil-based paints, solvents, turpentine, spray paint, lacquers, pottery clay, glazes and rubber cement.
- Be aware that science experiments may require hazardous chemicals or biologically active materials. Choose your projects carefully and never assume that consumer products sold in stores will not be hazardous or detrimental to health. Questions should be addressed to the building administrator, school’s Chemical Hygiene Officer (CHO), or the science TOSA.
- Science teachers, science TOSAs and school Chemical Hygiene officers are responsible for the proper and safe usage, storage and disposal of chemicals used in their classrooms.
- Live plants may improve indoor air; however, dust collects on the leaves and mold may grow on the plants, in the soil and on the pots. Choose easy to clean plants with large leaves and use plastic containers with a drip base. If water regularly gets on the carpet, it may create a mold problem. Promptly prune or remove dead or dying plants. Custodians are not responsible for cleaning the leaves of plants.

General Checklist

PREVENT MOLD & MILDEW

Mold can trigger asthma and lead to other health problems; dampness leads to mold growth

- Check for mold and mildew, especially water-damaged materials
- Check for persistent dampness; musty or earthy smells
- Check for leaks (plumbing, roofs, windows)
- Report and fix leaks promptly

CONTROL DUST

Dust may contain heavy metals and other potentially harmful toxins. Dust mites can trigger asthma and allergy attacks

- Use approved and designated cloths and mops to clean surfaces;
- Remove excessive personal items and classroom clutter; store projects in clear containers with tight-fitting lids
- Use walk-off floor mats at all entrances to trap dirt and toxins
- Leave classrooms ready-to-clean at the end of the day

ENSURE FRESH AIR FLOW & EFFECTIVE VENTILATION

Poor ventilation allows pollutants to accumulate indoors

- Check for odd, unpleasant odors; “clean doesn’t have a smell”
- Clean air supply vents regularly
- Keep air flow pathways clear - remove plants, flags, banners, books, papers, and student projects from areas in front of vents; windows may be opened if designed to be opened
- Use local or hooded exhaust fans for water-intensive areas (lavatories, kitchens, gyms) and pollution-generating areas (chemistry, art, science labs, copier rooms, vocational education classrooms, etc.)

PREVENT TOXIC FUMES/REDUCE CHEMICAL EXPOSURES

Many conventional products contain respiratory irritants and other hazards

- Inventory and properly dispose of outdated hazardous and/or flammable chemicals
- Buy and use non-toxic products, computers, interior paints, furnishings and art supplies
- Use certified green cleaning products screened by an independent third party (Green Seal or Eco Logo); these are cost-neutral and effective
- Air fresheners and room deodorizers are not authorized
- Use disinfectants only as required and in targeted areas

PREVENT PESTS AND PESTICIDES, INDOORS AND OUT

Pests, such as cockroaches and mice, can trigger asthma and spread disease. Pesticides kill living organisms and can spread through the air, seep into soil and water, and tracked into schools.

- Keep plants properly trimmed away from buildings
- Move dumpsters away from buildings, keep lids closed and secured, and place on a concrete slab

- Seal cracks and crevices and other pest entry points. Make sure window screens are in good repair and that door sweeps are installed on outside doors
- Clean up spills and crumbs quickly; store food in containers with tight fitting lids
- Remove clutter, and other pest hiding and nesting areas
- Properly identify pests, and use preventative measures as a first line of defense. Regularly monitor and report any pest sightings to the appropriate person
- Adopt least toxic pest control practices and protocols such as those outlined in an integrated pest management (IPM) program; notify in advance of pesticide applications

REMAIN VIGILANT

- Watch for children whose health worsens throughout the school day
- Use a suggestion box for people to submit observations and concerns
- Fix small problems before they become big, expensive problems