

North Daviess R-III Indoor Air Quality & Environmental Health School Board Policy

Policy Title: Indoor Air Quality (IAQ) and Environmental Health Policy

1. Purpose

The Board recognizes that good indoor air quality (IAQ) is fundamental to the health, well-being, attendance, and academic performance of students, staff, and visitors. The purpose of this policy is to ensure that the School District proactively manages indoor air quality and environmental health, prevents and addresses pollutants, and responds promptly to concerns.

2. Scope

This policy applies to all school district facilities (classrooms, common areas, offices, gyms, cafeterias, etc.) and all persons (students, staff, visitors) occupying or using those facilities during school hours, extracurricular activities, or maintenance/cleaning.

3. Definitions

- Indoor Air Quality (IAQ): The condition of air inside school buildings, including ventilation rates, presence of pollutants (mold, dust, chemicals), temperature, humidity, and overall environmental health.
- IAQ Coordinator: A staff member or designee responsible for overseeing IAQ implementation, monitoring, and response.
- IAQ Complaint: Any report of a concern relating to indoor air — e.g., odors, mold, poor ventilation, unusual humidity/temperature, sick-building symptoms, etc.

4. IAQ Management Plan & Standards

- The District shall maintain a written IAQ Management Plan, consistent with best practices such as those in the EPA's "Tools for Schools" Framework.
- The Plan shall address: ventilation (adequate outdoor air exchange), filtration and air cleaning, temperature and humidity control, cleaning and maintenance practices, pest control and integrated pest management, use of low-toxicity cleaning/maintenance products, and prevention of mold, dust, and other pollutants.

- Maintenance records (e.g., HVAC maintenance, filter changes, inspections) must be kept for at least five years.

5. Assignment of Responsibility

- The Board appoints an IAQ Coordinator (e.g., Facilities Manager, Maintenance Supervisor, or Environmental Services staff) to implement this policy, coordinate inspections and responses, maintain records, and report to the Board annually.
- The IAQ Coordinator shall ensure that key personnel (e.g., facilities staff, custodians, health staff, administrators) receive appropriate training on IAQ management, ventilation, maintenance, and response to IAQ concerns.

6. Monitoring, Inspection & Reporting

- The District shall conduct regular inspections and monitoring of indoor air quality (e.g., HVAC system performance, ventilation rates, humidity/temperature, air filtration, building envelope integrity). Such inspections should occur at least annually, and also after major maintenance, renovations, or when occupants report IAQ concerns. This aligns with recognized IAQ management frameworks.
- The District shall maintain records of IAQ-related inspections, maintenance, repairs, and complaints. Reports must be available for review by the Board, staff, and as appropriate, the school community (parents, guardians).
- Annually (or at intervals determined by the Board) the IAQ Coordinator shall submit a summary report to the Board, covering IAQ status, any complaints received, corrective actions taken, maintenance performed, and recommended improvements.

7. Response to IAQ Complaints

- All complaints regarding air quality (e.g., odors, mold, humidity, ventilation) shall be submitted via a designated reporting system (e.g., electronic work orders, hotline, maintenance request).
- The IAQ Coordinator (or designated staff) shall respond to any verified complaint as soon as practical — ideally within 24 hours for initial assessment, and no later than the next business day.
- If initial inspection suggests potential hazards (e.g., mold, moisture intrusion, HVAC malfunction), the District will engage a qualified third-party (e.g., certified industrial hygienist) to conduct a full IAQ assessment, including air sampling if appropriate, and to

recommend remediation measures. This process should follow industry standards for sampling and response.

- The District shall implement corrective actions in a timely manner and communicate with affected parties (staff, students, families) about findings and remediation plans.

8. Preventive Maintenance & Proactive Measures

- The District shall implement preventive maintenance of HVAC and ventilation systems — including regular filter changes, cleaning of ducts and vents, verification of ventilation rates, control of humidity, and ensuring fresh outdoor air intake.
- During renovations, remodeling, or construction, the District shall ensure preventive measures to minimize disruption of IAQ — including containment and proper ventilation during construction, use of low-emitting materials, and post-construction IAQ verification.

9. Community Engagement & Transparency

- The District will engage stakeholders (staff, parents/guardians, students, community) in IAQ planning and policy review. Feedback mechanisms shall be provided for IAQ concerns.
- The District will communicate annually (e.g., via school website, newsletter, Board report) IAQ monitoring results, status of IAQ management, improvements implemented, and any planned upgrades or remediation.

10. Integration with Energy Efficiency & Environmental Goals

- Consistent with the GGI grant objectives, the IAQ policy also supports energy-efficient building operations — improving ventilation and filtration in ways that balance health with energy use and greenhouse gas reduction.
- The District should evaluate opportunities (when buildings are upgraded or replaced) for more efficient HVAC systems, improved ventilation design, and other sustainable building/infrastructure improvements that support long-term IAQ and environmental health.

11. Periodic Review of Policy

- This policy shall be reviewed by the Board at least every three years (or sooner if required by changes in building use, regulations, or after significant IAQ incidents) to ensure relevance and effectiveness.
- Updates may be made to reflect new guidance (e.g., from EPA, GGI, public-health authorities) or improvements in science, technology, or district facilities.