

Beloit Turner School District

Indoor Environmental Quality Management Plan

Date Adopted May 1, 2012

1. Mission Statement

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the Beloit Turner School District's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the Beloit Turner School District will maintain indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.]

2. Role of the IEQ Coordinator

The Beloit Turner School District has identified the following persons as the IEQ Coordinators for specific buildings within the district.

| | |
|------------------------------|----------------------------|
| Mike Broll, MEI Account Mgr. | Turner High School |
| Mike Broll, MEI Account Mgr. | Turner Middle School |
| Mike Broll, MEI Account Mgr. | Townview Elementary School |
| Mike Broll, MEI Account Mgr. | Powers Elementary |

The IEQ Coordinator's responsibilities will include:

- A. Serving as the primary contact person for issues related to IEQ within a specific school building. The Coordinator will be responsible for:
 - 1. collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s);
 - 2. communicating with the administration and the school board about IEQ concerns that have been reported;
 - 3. determining if an investigation is necessary and assigning an appropriate individual to investigate the concern;
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4. communicating an anticipated timeline for completion of the investigation;
5. sharing results of the investigation with the concerned person, administration and school board;
6. ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter;
7. maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
8. advising the school board if updates and/or changes are necessary to the district's IEQ management plan;
9. communicating with staff, parents, and other parties regarding IEQ; and
10. leading an IEQ team if the district determines that a team is necessary to assist the IEQ Coordinator(s) with policy revisions, review of building concerns, communications, or other tasks as necessary.]

3. Communication

The Beloit Turner School District's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status includes the following:

- A. annual publication of a notice to students, staff, and the community that the district has an IEQ management plan in place, using the website, student handbook, the local newspaper, or other appropriate means;
- B. designation of contact persons for IEQ concerns and definition of responsibilities;
- C. development of policies related to IEQ of the district's buildings that will be reviewed periodically along with other district policies;
- D. use of the district's current procedures to provide information to the media regarding non-emergency situations; and
- E. accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. One or more contact persons will be identified to work with the media and update the community during a crisis.]

4. Reporting

The Beloit Turner School District encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors and avoid unnecessary costs related to the neglect of IEQ issues.

The Beloit Turner School District procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator identified in Section 2 of this plan. A form is provided for staff, students, parents or members of the public to report IEQ concerns in writing (See Appendix A).]

5. Addressing IEQ Findings

The IEQ Coordinator will use a variety of tools, such as the *Tools for Schools Problem Solving Wheel*, *Problem Solving Checklist*, and Sections 4-6 of the *Tools for Schools Indoor Air Quality (IAQ) Reference Guide* to help identify IEQ problems and provide for appropriate resolution.]

When formal IEQ concern investigations result in the identification of specific IEQ issues, the issues will be as described in Section 2 of this plan, the IEQ Coordinator will ensure that results from the official IEQ concern investigation are recorded, actions taken are documented, a response is coordinated, and communication is made with all relevant parties. Copies of all documents will be kept by the building's IEQ Coordinator. The IEQ Coordinator will develop and recommend specific policy changes for non-urgent issues that can be addressed by district policies and present the recommendations to the school board for review and adoption. New or revised policies will be added to this IEQ Management Plan.]

6. IEQ Policies

The Beloit Turner School District has adopted the following as its IEQ Policies:

A. Non-Smoking Policy:

Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.

B. Animals in the Classroom Policy:

Animals may be allowed in classrooms as long as they are not contributing to a decline in indoor air quality. Areas where live animals are kept should be kept clean and free of debris. These animals should receive all appropriate veterinary treatments to minimize disease transmission. Any animal that elicits an allergic reaction in any person who will regularly come into contact with the animal, should be prohibited. Any embalmed animal being used for scientific purposes, should be stored in a sanitary manner. Measures should be taken to properly dispose of remaining bio-hazardous waste, and proper body substance isolation equipment (PPE) should be used when handling remains.

C. Food in the Classroom Policy:

Food is allowed in the classroom at the discretion of the teacher, unless prohibited by the rules of the school district. If food is kept or eaten in the classroom, ensure that the waste is disposed of daily, or stored in a refrigerator. Misplaced food will mold very quickly and can cause a drop in indoor air quality. MEI reminds the district that some people experience severe allergic reactions to certain foods. These foods should be prohibited when they may trigger a known allergy.

D. Painting Policy:

Anytime painting is done in schools, proper ventilation must be used. Selection of paints should be limited to 100% acrylic paint and paints containing low-VOC emissions. Paints containing styrene-butadiene latex combinations, enamels, strippers and paint thinners can produce an unsafe level of vapor, and their use should be avoided or minimized.

E. Hazardous Materials Policy- already covered under current management plan provided by MacNeil Environmental.

F. Asbestos Hazard Emergency Response Act (AHERA) Management Plan:

Already covered under current management plan provided by MacNeil Environmental.

G. Integrated Pest Management Program:

Already covered under current management plan provided by MacNeil Environmental.

H. Lead Policy:

Already covered under current management plan provided by MacNeil Environmental.

I. Radon Gas Policy:

Already covered under current management plan provided by MacNeil Environmental.

J. Anti-Idling Policy:

Vehicles should limit the amount of time spent idling outside of school facilities. In addition, MEI recommends school facilities limit or prohibit vehicles from idling in front of air intakes, loading docks, or entryways. Whenever possible, while idling, vehicles should position themselves downwind of air intakes, loading docks, and entryways.

7. Procedures for Maintenance and Facility Operations

A. Cleaning and Chemicals

Regular and thorough cleaning is an important means for the removal of air pollutant sources. The Beloit Turner School District will address cleaning and chemical handling issues as appropriate.

B. Flooring

Regular and effective cleaning and maintenance of all floor coverings used in district buildings is essential to keep floors dry and clean. The Beloit Turner School District has developed, or will develop, written floor cleaning procedures.

C. Preventive Maintenance and Operations

Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently to maintain comfortable temperatures and humidity in occupied spaces. The Beloit Turner School District will address preventive maintenance by providing operations manuals and maintenance records in close proximity to each major piece of equipment or system to ensure routine maintenance.

D. Microbial Management

Microbials such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort for building occupants. Moisture control is the most effective way to control microbial growth. The Beloit Turner School District will manage microbials by promptly investigating signs of water intrusion and/or microbial growth. Materials contaminated with microbials will be promptly cleaned or replaced. Mold growth will be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by district staff will be contracted to appropriate professionals. Specific control and protection measures will be used as needed for large-scale remediation projects.]

8. Construction and Renovation

The Beloit Turner School District will adhere to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects, including the Wisconsin State Building Codes that can be found at <http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

The **Beloit Turner School District** will consider IEQ when planning construction and renovation projects. The findings from walkthrough inspections and building systems evaluations will be considered when planning renovations.

9. Staff Responsibilities for Maintaining Good IEQ

All Beloit Turner School District staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees will be provided with information and training about IEQ through online tools and materials identified in the recommendations of the IEQ task force.

Information and training for all staff will be provided using free or low cost online tools, materials, or webinars to the extent possible, with more specialized training secured for maintenance and/or buildings and grounds staff as funding permits.

- A. Teachers will help to maintain adequate airflow from ventilators by refraining from stacking books or other items on ventilators, or covering vents with posters, or turning off fans due to noise, and by removing clutter in their classrooms, properly disposing of hazardous waste, and enforcing the school's various IEQ policies in their classrooms.
- B. Administrators will communicate the school's activities to the school board, staff, students, and community and ensure that the school is implementing IEQ policies appropriately.
- C. Facility Operators will ensure that HVAC systems are operating properly and those buildings are maintained adequately and cleaned regularly.
- D. Custodians will follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They also look for signs of pest problems and inform the appropriate people of any issues.
- E. Health Officers/School Nurses will track illnesses, such as asthma, that may provide an early warning of IEQ problems.
- F. The School Board will approve and support the IEQ Management Plan.

10. Prevention of IEQ Problems

The Beloit Turner School District is committed to preventing IEQ problems. To reach this goal, the district will:

- A. keep equipment and operating systems in good working condition and make every effort to best accommodate the needs and comfort of students, staff, and other users of the school building;
 - B. evaluate building systems and conduct walkthroughs of the various district buildings, schedule regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walkthroughs in accordance with #5 in this plan; and
 - C. comply with all applicable codes and operate current systems based on how they were designed to be used to ensure high quality facilities for all district functions.]
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Appendix A

Indoor Environmental Quality (IEQ) Concern Record

Date Mo./Day/Yr.

GENERAL INFORMATION

| | | | |
|---|----------------------------------|---------------------------------|---|
| Name First, Last | Email Address | Phone Area Code/No. | |
| Street Address | City | State | ZIP |
| Status in Filing Concern <i>Check One</i> | | | |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Student | <input type="checkbox"/> Parent | <input type="checkbox"/> Member of Public |

ENVIRONMENTAL QUALITY CONCERN

District Building of Concern

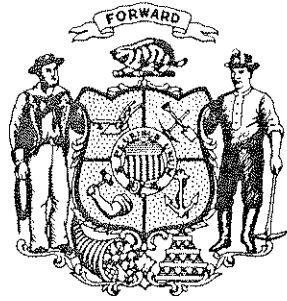
Describe IEQ Concern *Limit response to space provided.*

IEQ COORDINATOR'S USE ONLY

Attach all other pertinent documentation.

| | | | |
|--|---|---|--------------------------------|
| Date Recorded Mo./Day/Yr. | Date Investigation Begun Mo./Day/Yr. | Date Investigation Complete Mo./Day/Yr. | Person Assigned to Investigate |
| Result of Investigation | | | |
| Clean-up, Remediation, or Other Work Necessary <input type="checkbox"/> Yes <input type="checkbox"/> No | | Person Assigned First & Last Name | |
| Date Work Begun Mo./Day/Yr. | Date Work Complete Mo./Day/Yr. | Follow-Up Contact Made <input type="checkbox"/> No <input type="checkbox"/> Yes, Date of follow-up | |

State of Wisconsin



2009 Senate Bill 41

Date of enactment: December 10, 2009
Date of publication*: December 28, 2009

2009 WISCONSIN ACT 96

AN ACT *to amend* 119.04 (1); and *to create* 118.075 and 119.23 (7) (g) of the statutes; **relating to:** indoor environmental quality in public and private schools.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 118.075 of the statutes is created to read:

118.075 Indoor environmental quality in schools.

(1) DEFINITION. In this section, "task force" means the indoor environmental quality in schools task force established under sub. (2).

(2) TASK FORCE. (a) The state superintendent shall establish a special committee under s. 15.04 (1) (c) called the indoor environmental quality in schools task force. The task force shall consist of the following members:

1. The state superintendent or his or her designee.
2. The secretary of commerce or his or her designee.
3. The secretary of health services or his or her designee.
4. One member who is a representative of the Wisconsin Association of School Boards.
5. One member who is a representative of the Wisconsin Association of School District Administrators.
6. Three members who are representatives of the Wisconsin Association of School Business Officials and who have expertise in indoor environmental quality in schools.
7. One member who is a representative of the Wisconsin Council of Religious and Independent Schools.
8. One member who is a representative of the Wisconsin Association of School Nurses.

9. One member who is a representative of the largest statewide labor organization representing teachers.

10. One member who is a representative of the largest statewide organization representing parents of pupils.

11. One member who is an occupational health physician or allergist and who has expertise in indoor environmental quality in schools.

12. One member who is registered as an architect under ch. 443 and who has expertise in school design and construction.

13. One member who is registered as a professional engineer under ch. 443 and who has expertise in the design of mechanical systems for schools.

14. Two members who are industrial hygienists certified by the American Board of Industrial Hygiene and who have expertise in indoor environmental quality in schools.

(b) The state superintendent shall appoint the members of the task force specified in par. (a) 4. to 14., shall appoint or determine the method of appointment of the officers of the task force, and shall call the first meeting of the task force.

(c) The department shall provide administrative support services to the task force. The task force may call upon any state agency or officer to assist the task force, and those agencies or officers shall cooperate with the task force to the fullest extent possible. The department may contract with professionals who are knowledgeable

* Section 991.11. WISCONSIN STATUTES 2007-08 : Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication as designated" by the secretary of state [the date of publication may not be more than 10 working days after the date of enactment].

and experienced in indoor environmental quality management in schools to assist the task force in making its recommendations under par. (e) 1.

(d) The department of administration shall reimburse members of the task force for their actual and necessary expenses incurred in carrying out their functions from the appropriation account under s. 20.505 (1) (ka).

(e) The task force shall do all of the following:

1. Make recommendations to the department for the development of a model management plan for maintaining indoor environmental quality in public and private schools that reflects best management practices. The task force shall consider including in its recommendations all of the following components:

a. Designating a school district or private school employee as the indoor environmental quality contact for the school district or private school.

b. Establishing an indoor environmental quality committee composed of school administrators, teachers, educational support professionals, and custodial and maintenance staff.

c. Developing a plan for communicating with school district or private school employees, pupils, and parents and guardians of pupils about indoor environmental quality problems, including test results, and proposed schedules for remediation.

d. Identifying procedures for handling complaints about indoor environmental quality.

e. Acknowledging that the school district or private school will continue to meet all health and safety laws or codes that apply to the school district or private school.

f. Developing a plan for addressing indoor environmental quality issues noted during an evaluation of building systems performed in accordance with department rules on safe and healthful facilities.

g. Providing for an annual review of the management plan by the indoor environmental quality contact and the school board or private school governing board.

2. Recommend indoor environmental quality training requirements for school district or private employees who are responsible for the operation and maintenance of schools.

3. Recommend educational materials relating to indoor environmental quality in schools.

4. Recommend model specifications for the design and construction of school facilities and for additions and structural alterations to school facilities that promote indoor environmental quality and that ensure that the building's systems are planned, designed, installed, tested, operated, and maintained to perform efficiently and to meet the school district's or private school's needs.

(f) Upon completing its duties under par. (e), the task force shall report its findings and recommendations to the appropriate standing committees of the legislature under s. 13.172 (3) and to the governor. The task force shall

cease to exist on the date on which the department issues its model management plan under sub. (3).

(3) INDOOR ENVIRONMENTAL QUALITY IN SCHOOLS MODEL MANAGEMENT PLAN. By the first day of the 12th month beginning after the month in which the task force submits its report under sub. (2) (f), the department shall establish a model management plan and practices for maintaining indoor environmental quality in public and private schools. In developing the plan and practices, the department shall consider the recommendations of the task force.

(4) SCHOOL DISTRICT PLANS. (a) By the first day of the 3rd month beginning after the month in which the department establishes the model management plan and practices under sub. (3), each school board shall provide for the development of a plan for maintaining indoor environmental quality in its schools.

(b) By the first day of the 12th month beginning after the month in which the department establishes the model management plan and practices under sub. (3), each school board shall implement a plan for maintaining indoor environmental quality in its schools.

(c) Each school board shall provide a copy of the plan implemented under par. (b) to any person upon request.

SECTION 2. 119.04 (1) of the statutes is amended to read:

119.04 (1) Subchapters IV, V and VII of ch. 115, ch. 121 and ss. 66.0235 (3) (c), 66.0603 (1m) to (3), 115.01 (1) and (2), 115.28, 115.31, 115.33, 115.34, 115.343, 115.345, 115.361, 115.365 (3), 115.38 (2), 115.445, ~~115.445~~, 115.45, 118.001 to 118.04, 118.045, 118.06, 118.07, 118.075, 118.10, 118.12, 118.125 to 118.14, 118.145 (4), 118.15, 118.153, 118.16, 118.162, 118.163, 118.164, 118.18, 118.19, 118.20, 118.24 (1), (2) (c) to (f), (6) and (8), 118.245, 118.255, 118.258, 118.291, 118.30 to 118.43, 118.51, 118.52, 118.55, 120.12 (5) and (15) to (26), 120.125, 120.13 (1), (2) (b) to (g), (3), (14), (17) to (19), (26), (34), (35), (37), (37m), and (38), 120.14, 120.21 (3), and 120.25 are applicable to a 1st class city school district and board.

SECTION 3. 119.23 (7) (g) of the statutes is created to read:

119.23 (7) (g) 1. By the first day of the 3rd month beginning after the month in which the department establishes the model management plan and practices for maintaining indoor environmental quality in public and private schools under s. 118.075 (3), or by October 1 of a private school's first school year of participation in the program under this section, whichever is later, the private school shall provide for the development of a plan for maintaining indoor environmental quality in the private school.

2. By the first day of the 12th month beginning after the month in which the department establishes the model management plan and practices for maintaining indoor

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environmental quality in public and private schools under s. 118.075 (3), or by the beginning of the 2nd school year of participation in the program under this section, whichever is later, the private school shall implement a plan for maintaining indoor environmental quality in the private school.

3. Each private school participating in the program
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under this section shall provide a copy of the plan implemented under subd. 2. to any person upon request.

SECTION 4. Effective date.

(1) INDOOR ENVIRONMENTAL QUALITY IN SCHOOLS. This act takes effect on the first day of the 2nd month beginning after publication.

April 9, 2012

Dear Mr. McCarthy:

Attached you will find the IEQ Management Plan for the Beloit Turner School District. This management plan is in compliance with the WI Act 96 requirements for indoor environmental quality standards.

Please look this plan over and if you have any questions, or corrections, please do not hesitate to call either myself at 612-360-3459, or Carol Sertich in our Grand Rapids office 1-800-642-6730.

If this plan is satisfactory, you should have it approved by your school board, if necessary. We will begin the implementation of this program in the coming months, but no later than February 1, 2013. This program will be updated annually with any needed changes required.

We appreciate your business and look forward to helping you with any health and safety issues in the future.

Anders Hultstrom
Ahultstrom@mac-env.com
MacNeil Environmental