

### Steilacoom Historical School District #1 I.A.Q Protocol

**Step One:** Begin documentation on first contact with site administration and those individuals effected by issue gathering background information.

**Step Two:** Start interviewing process using criteria questioning format and I.A.Q. preliminary information sheets for documentation.

**Step Three:** Survey and document all conditions of building and mechanical systems which could be a contributing factor to symptoms such as HVAC (heating/ventilation and exhaust), appliances, floors, walls, ceiling and any water leaks. For the generation of work orders to repairs as needed.

**Step Four:** Utilizing E.P.A. (Environmental Protection Agency) problem solving checklist format, where applicable physical sampling and lab testing for molds, testing for CO2 if survey warrants the need.

**Step Five:** Correct probable causes. Abatement in case of contaminated or damaged materials following NYC (New York City) remediation protocol procedures per scope of effected area, in mold, asbestos etc.

\*NOTE that closing or isolating a specific area should be based on potential of at risk persons and scope of effected area/levels of known contaminants.

**Step Six:** Cleaning.

**Step Seven:** Final inspection/ documentation/and conclusion.

Further, if problem cannot be resolved using steps 1-7, check other potential causes or seek added professional help to investigate and/or remediate.

### Questioning Format

- 1) Who is the initial contact person?
- 2) What is the specific circumstances surrounding the investigation.
- 3) Where is the location of the complaint or issue?
- 4) When was the symptom first noticed?
- 5) How many persons are effected (staff/students) and record names and symptoms.
- 6) Are the persons effected currently seeing a doctor for the conditions?
- 7) Are the symptoms apparent upon first arrival, do the symptoms "come and go"?
- 8) Are there associated times of the day, days of the week. Or particular weather conditions that effect the symptoms?



*The best education for every student.*

**STEILACOOM**  
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- 9) Has there or is there any different activities taken place recently such as school art projects, painting, custodial floor waxing or carpet cleaning.
- 10) Is there chemical products in use, if so itemize.
- 11) Are there animals or plants in the area?
- 12) Is there furniture in the location, which is not district property that may have not been properly cleaned and cataloged through the administration at the site?
- 13) Does the problem abate or cease, immediately or gradually when you leave the area, and does it reoccur when you return?
- 14) How long have you occupied the classroom or area?
- 15) Do you or have you been diagnosed with asthma/allergies?
- 16) Do you have pets at home?
- 17) Does anyone else in your home have similar symptoms?
- 18) Is there anyone else in the immediate area experiencing similar symptoms? (An affirmative reply may suggest either a common source or a communicable condition)

### *Definition*

The goal of REMEDIATION is to remove or clear contaminated materials in a way that prevents the emission of fungi and dust contaminated with fungi or other particulate matter from leaving a work area and entering an occupied or non-abated area, while protecting the health of the workers performing the abatement.