

## **SECTION ONE – GENERAL INFORMATION**

### **INTRODUCTION**

Fort Wayne Community Schools is committed as a district to provide a healthy, safe and comfortable learning environment for our students and staff. This handbook serves as guide to departments and district staff outlining expectations to support this district initiative. Adherence to items detailed herein support many of the district goals such as:

Goal 1: Achieve and Maintain Academic Excellence

*Eliminate the achievement gap among all groups of students by maximizing the achievement of all*

D. Safe and Supportive Schools

D.1. Maintain a physically and emotionally safe climate that supports student learning

Goal 3: Operate with Fiscal Responsibility, integrity and effectiveness

*Demonstrate effective and efficient use of taxpayer dollars by using best management practices and systematic long range planning*

D. Facilities

D.2. Provide effective facilities management and stewardship

This handbook combines several existing district policies and programs, operational guidelines and industry Best Practices related to facility management to comply with federal, state and local laws relating to fire and safety, indoor air quality, etc. This document should serve as a reference for all FWCS employees and must be reviewed by staff on an annual basis.

### **ANNUAL REVIEW**

The Facilities and Maintenance and Operations departments will perform an annual review of the Environmental Health and Safety Plan for Schools in order to make appropriate changes. An annual review is necessary because changes may occur that relate to Best Practices and changes in the law.

### **BUILDING EVALUATIONS**

Evaluations of all functional spaces in buildings that house administrative, support or educational operations are completed several times a year. These assessments cover housekeeping, fire and general safety concerns, integrated pest management, energy leadership, and indoor air quality concerns. Checks on School buildings' operational systems such as Heating Ventilation and Air-Conditioning (HVAC) systems are completed as part of the district's preventative maintenance program. Facilities are evaluated by surveying staff every year with checklists. This survey helps identify and evaluate potential safety or health issues that may be associated with a building's classroom or operation.

### **PLAN TO ADDRESS IDENTIFIED ISSUES**

Issues identified during the walkthrough inspections will be addressed by Facilities with the respective building's Unit Head. Issues relating to building operation's deficiencies are categorized and addressed through one or more the following methods:

- Completing one-time repairs (immediate or near future actions)
- Scheduling and executing mid to long-term projects

Issues relating to non-compliance with stated fire and general safety, IAQ and energy leadership items:

- Facilities will contact the Unit Head with any issues. Facilities will assist the Unit Head to remedy the issues to achieve compliance
- Facilities will support the Unit Head with training to staff as needed
- The Facilities department recognizes that an individual condition potentially exists that would allow for the issue identified to remain. Approval of such an exception must be granted and documented by the Unit Head and Facilities
- Follow-up audits will be conducted to remedy identified issues

## **SECTION TWO – INDOOR AIR QUALITY (IAQ)**

### **INTRODUCTION**

Indoor air quality (IAQ) is a critical component of providing a healthy and comfortable learning environment. FWCS IAQ goals are as follows:

- Minimize indoor air pollutants, which will reduce the likelihood of health problems, including asthma, respiratory infections, allergic reactions, and other health problems
- Control temperature, humidity, and ventilation associated problems, which will foster students' ability to concentrate and learn
- Prevent indoor air quality problems

FWCS has implemented an IAQ Management Plan that will monitor and improve the quality of air in school buildings. The objectives of the IAQ Plan are the following:

- Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific policies
- Provide and maintain adequate air exchanges by maintaining ventilation equipment
- Respond to IAQ-related concerns and problems in a thorough and prompt manner, through investigation, documentation, and effective communication

### **INDOOR AIR QUALITY (IAQ) COORDINATOR**

Fort Wayne Community Schools has identified Darren Hess, Director of Facilities as the Indoor Air Quality Coordinator and can be reached at (260) 467-2075. The IAQ Coordinator's responsibilities include the following:

- Answering basic questions from parents and staff about IAQ:
- Acting as the key contact person within the district authorized to respond to and address IAQ issues and concerns from parents, staff, or governmental agencies
- Acting as the lead staff person to develop and manage the district's IAQ Management Plan
- Responding to governmental requests for information
- Reviewing and approving renovation projects to determine whether they appropriately address IAQ concerns and are compliant with the IAQ Management Plan requirements

### **MERCURY**

Mercury can affect the brain and nervous system. It can be found in areas where previous spills occurred, in certain building materials, in certain instruments, or stored in old containers. In compliance with State Statute, elemental mercury and mercury-containing instruments are not permitted in schools. FWCS no longer purchases mercury containing instruments (such as thermometers, barometers, and the like).

- While mercury is prohibited in our schools, if you come across any in the building, or brought to school by a student, contact Maintenance and Operations at 467-2470 to have it removed
- If in the unlikely event there is a spill, school staffs must follow the procedure found in Attachment A, “Mercury Spill Procedure”

### **INTEGRATED PEST MANAGEMENT**

Integrated Pest Management (IPM) is an important strategy for maintaining IAQ because both pests (such as mice and cockroaches) and pesticides can cause health problems, such as allergy and asthma symptoms. The FWCS IPM program is a decision-making process that considers cultural, mechanical, biological and chemical controls.

- Do not store cardboard boxes on the floor. If storing items directly on the floor, use a durable plastic tote
- Store any food brought into the building in see-through, sealable containers such as Tupperware, Rubbermaid or Ziploc-type products
- Report to Sodexo any missing window insect screens or ones with holes in them
- Report to Sodexo any signs of rodents or rodent activity (droppings). This will be entered into the buildings IPM book under the “Pest Sighting Log” and a work ordered entered by Sodexo to Maintenance and Operations

### **HEATING VENTILATION AND AIR CONDITIONING (HVAC)**

Preventive maintenance means the routine inspection, cleaning, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC) and local exhaust ventilation. Preventive maintenance plays a major role in maintaining the quality of air, by assuring that the building systems are operating effectively and efficiently. Moreover, it helps to maintain a comfortable temperature and humidity in occupied spaces.

- Maintain a 24" clearance in front of all classroom unit ventilators (the return air path is typically on the face of the unit and near the floor)
- Keep the tops of all classroom unit ventilators clear; do not store or place anything on top. This is where the unit’s supply (fresh) air blows out
- Classroom unit ventilators should not be turned off except in an emergency. If a problem is perceived, the building engineer should be notified immediately. Ventilation of the classroom is mandatory to control acceptable CO2 levels in the space

### **MICROBIAL PREVENTION**

Microbial organisms, such as mold and bacteria, can cause illness (such as allergies, asthma, and respiratory symptoms), costly damage, and discomfort. Microbes need moisture, a food source (such as drywall) and other particular conditions to grow. Moisture control is emphasized to prevent and manage microbial growth, because it is the easiest way to control microbial growth.

- Do not store cardboard boxes on the floor. If storing items directly on the floor, use a durable plastic tote
- Materials damaged by water should be removed and discarded (e.g., ceiling tiles, boxes, books)
- Materials that cannot be replaced and must be kept (e.g., carpets, drywall, insulation, structural lumber, etc.) are dried, preferably within 24 hours, but no later than 48 hours
- When a water leak or intrusion is discovered, contact Sodexo immediately; corrective action should be taken within 48 hours
- Do not store paper products in a sink cabinet

## **ANIMALS AND PLANTS IN CLASSROOMS**

Animals and plants can be a source of allergens that cause allergy and asthma symptoms, microorganisms that can cause infectious diseases, and bites or stings. FWCS has adopted an animal and plant policy that strives to minimize animal and plant related health problems while recognizing the positive educational role animals and plants can have in schools. **Live animals (with the exception of fish in aquariums) and live plants are only to be in a school classroom for educational purposes.** If the Unit Head decides these animals or plants are a useful educational tool, and allow them in the school building, there are certain steps that must be taken to minimize students' risk of asthma, allergy attacks or exposure to pathogens.

- At no time will animals considered dangerous be brought into the classroom
- Notify parents of the plan to have an animal or plant in the classroom. Inquire if the animal or plant is an asthma or allergy trigger for their child. If any parent confirms this is an issue, do not allow the animal or plant in the classroom
- Keep animals in cages or localized areas as much as possible; do not let them roam
- Clean cages regularly. Consider using disposable gloves when cleaning. Cages shall be cleaned by the teacher in charge of the animal (not students) on a routine basis as to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed
- Locate animals and plants away from ventilation system vents to avoid circulating allergens throughout the room or building
- Locate sensitive students as far away from animals and habitats as possible
- Keep animals away from furniture, carpets, and other furnishings
- Do not use plants that are particularly subject to heavy debris. Use only pre-bagged, sterile potting soil. Dispose of dropped leaves and remove discolored leaves daily
- Examine plants for leaf fungus, insects, or any sudden deterioration in appearance. Plants that develop mold (on leaves, on soil, or pot) must be removed
- When appropriate, teachers may allow students to handle and/or feed the animals. Turtles should never be handled by students
- Service animals are exempt from this policy
- If after an animal or plant is brought into the classroom, the parent finds their student is allergic, the school will remove the animal or plant. The school will not reveal the name of the student with allergy issues to other students or parents
- Examples of educational purposes where animals or plants would be allowed in the classroom for an extended period are:
  - Animals used in health class to demonstrate effects of different diets
  - Animals used in biology to show developmental changes or diversity
  - Eggs incubated to show development
  - Seed growth
- Examples of educational purposes where animals are in the classroom for one day or less:
  - Animals brought into the classroom to allow students exposure to a variety of species
  - Animals used to demonstrate obedience training
- This is not a comprehensive list of appropriate uses. The Unit Head, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal or plant into the classroom
- Individualized plans (for each classroom) must be approved by the Unit Head indicating:
  - What animals or plants are allowed
  - When (specific dates) animals or plants are allowed in classrooms for educational purposes
  - The duration of the animal or plant's stay
  - Housekeeping requirements

- Use the provided form; see Attachment B, “Live Animals and Plants in Classrooms Approval Form”
- Post a copy of this approved form next to the cage or plant in the classroom

### **CLEANING AND CHEMICALS**

Regular and thorough cleaning is an important means for the removal of air pollutant sources; however, the cleaning products themselves release chemicals into the air. Keeping flooring and furniture clean can help to minimize dust, allergens, and the likelihood of mold growth (if the flooring becomes wet).

- Store custodial cleaning products only in a secure area. Keep these doors locked at all times
- Staff are not permitted to bring cleaning products from home. Use only cleaning products provided by FWCS and have a Safety Data Sheet (SDS) on file in the building
- Disinfectant wipes are allowable, use only the “unscented” type
- Take an inventory of all chemicals annually. Outdated material, non-functional aerosol, or hardened materials need to be discarded through the Maintenance and Operations Department
- Properly use cleaning and sanitizing agents. Misuse by frequency or using the incorrect concentration can lead to allergic reactions or other health concerns
- Use only liquid cleaning bottles that are properly labeled by the manufacturer for content
- Only purchase and store art supplies labeled with the statement “Conforms to ASTM D-4236” and that do not have any cautionary warnings on the label. Lists of approved products can be found on the Art and Creative Materials Institute website at [www.acminet.org](http://www.acminet.org)

### **FLOORING AND FURNISHINGS**

Furniture and flooring accumulate dust and allergens, which can be released into the air from time to time. If porous flooring or furniture becomes wet, they can develop mold growth.

- Staff are not allowed to bring personal furniture or area rugs to school. FWCS approves and purchases furniture that is used in schools
- All furniture and equipment used in the classroom will be durable and easy to clean (no upholstered furniture, pillows, stuffed animals). Exemptions include:
  - teacher’s desk chair in the classroom and
  - staff lounge, office, work room and media center furniture
- Teachers and other staff are encouraged to minimize clutter, to ensure rooms are easier to clean and to minimize dust collecting surfaces
- Do not use tape on carpet. Use Velcro-style fabric tape or sit spots.

### **ALLERGENS AND IRRITANTS**

Asthma is a disease that affects the lungs and makes it hard for people to breathe. Asthma is a chronic condition and a leading cause of school absenteeism. The following are not to be used in the **classroom**:

- Ozone generators sold as air purifiers are not to be used
- Air fresheners (sprays, candles, oils, gels, beads, and plug-ins) are irritants and should not be used
- Be aware that certain colognes and perfumes can act as an irritant and should be worn sparingly

## SECTION THREE – ENERGY LEADERSHIP

### INTRODUCTION

Numerous studies show a strong correlation between proper learning environment conditions and student performance and behavior. The following standards were developed to conserve energy, reduce utility costs and to enhance the learning environment in our schools. It is expected that all district employees will support the Energy Leadership program recognizing the district’s efforts to reduce utility costs through energy conservation and education initiatives prescribed within the program.

District employees are encouraged to seek additional energy conservation opportunities and share their own energy conservation ideas by reporting them to the Coordinator of Energy Management 467-2523 or by emailing them to: [energyideas@fwcs.k12.in.us](mailto:energyideas@fwcs.k12.in.us).

### HVAC SYSTEM OPERATION:

- Optimal Learning Environment set points will be utilized whenever the building or space is occupied by students
- Target set points are as follows:

**Cooling Season Occupied: 74 degrees**  
**Cooling Season Unoccupied: 80 degrees**  
**Heating Season Occupied: 70 degrees**  
**Heating Season Unoccupied: 62 degrees**  
**Relative Humidity: 50-60%**  
**CO2 Levels: Less than 1000ppm**

- When mechanical cooling is in operation, the occupied temperature setting shall be 74 degrees and the unoccupied temperature setting shall be 80 degrees
- All ventilation dampers shall be kept in the closed position, or if the system is an independent ventilation system it shall remain off, during unoccupied operation and during all unoccupied times
- When the mechanical heating system is in operation, the occupied temperature setting shall be 70 degrees and the unoccupied temperature setting shall be 62 degrees. All ventilation systems and controls shall be shut down during unoccupied operation
- A building, or area of a building, is considered “occupied” when there are students present for instruction and during teacher contracted work days. Therefore, the systems should go into unoccupied operation as soon as the students leave each day. It is assumed that the temperature in the classroom will be maintained long enough for the staff to complete their day
- All interior and exterior doors shall remain closed when the HVAC system is in occupied operation. Many doors separate conditioned spaces from unconditioned spaces, and if they are kept open the effectiveness of the HVAC system serving the conditioned space will be significantly reduced
- The building should be placed into occupied mode no more than 15 minutes prior to the arrival of students. During times of extreme outside conditions, the morning warm-up or cool-down modes shall be utilized if the system is equipped to do so. Proper warm-up and cool-down modes allow for the systems to start heating or cooling the building to the occupied set-point even though the system is still in unoccupied operation (IE: ventilation systems are closed or off)

- During the summer break when instruction will not be taking place in the schools and where the office has stand-alone cooling systems available, all central chillers and associated pumps will be shut down and turned off via manual disconnect switch and building automation system overrides
- Exhaust fans shall only operate during occupied times with the exception of restrooms which will operate 24/7

#### **LIGHTING SYSTEM OPERATION:**

- Lights should only be turned on when truly needed
- All lighting shall be turned off in unoccupied areas. Staff shall turn lights off whenever they are leaving an unoccupied classroom, office, or multiuse area
- The operation of gym lights should get specific attention based on the type and design of each particular gym's lighting system. Operation times and levels should be specifically selected for the type of gym use
- All lights should be turned off when the students and staff leave for the day
- Floor lamps and decorative lighting is not permitted whether plugged in or battery operated. Christmas lights are permissible between Thanksgiving and Winter Break only.

#### **EQUIPMENT OPERATION AND BUILDING USE:**

- All office and instructional equipment, except for fax machines, network copiers and network switches, should be turned off at the end of each day by the faculty and staff before they leave. This includes computers, individual printers, monitors, speakers, projectors, interactive white boards, etc.
- Shut down all District computers on Monday, Tuesday, Thursday and Friday. On Wednesday, "re-start" each computer at the end of the day
- All capable equipment should be set to utilize its energy saver mode
- Appliances, other than those operated by the food services, should be limited to approved staff lounges and break areas. Individual appliances such as refrigerators, microwaves, coffee makers, etc. in the classrooms and offices not only use a large amount of energy, but often present indoor air quality issues, sanitation issues, pest management issues and safety issues
- When replacing equipment, "Energy Star" rated equipment should be purchased

## **SECTION FOUR – FIRE AND GENERAL SAFETY**

### **INTRODUCTION**

Routine housekeeping and safety consciousness in the workplace can prevent accidents such as slips, trips and falls. Fire safety, electrical safety and an awareness of potential risks are important components in maintaining an illness and injury free work environment for staff and students.

## **FIRE SAFETY**

The following items reflect major concerns of the State and local Fire Marshals as well as keeping compliance with the National Fire Protection Agency (NFPA). While we have attempted to identify many of the important items, the best solution in most situations is still to use good “common sense”.

- Keep corridors and passages to all room exits free of all obstructions; this includes tables, chairs, AV equipment and power cords
- Keep the entire width of door (exit passage width) – jamb to jamb along the entire exit path clear of any obstructions
- Store flammable materials such as rubber cement, aerosol spray cans, etc in a metal cabinet
- Store gasoline and gasoline powered equipment in approved containers and locations. If storing more than 10 gallons, store in an approved yellow fire cabinet
- Do not store anything under stairs
- Maintain 12" clearance all around and down to the floor at all fire pull or fire extinguisher locations
- Maintain 12" clearance all around audio-visual fire alarm horns/strobes and “EXIT” signs
- Maintain 12" clearance all around and down to the floor at any kitchen hood fire suppression pull stations
- Post fire evacuation route / tornado route station posters at each exit and keep unobstructed
- Maintain 24" clearance above all horizontal surfaces (cabinets and shelves) to the bottom of all ceilings. Do not store anything on top of cabinets that are higher than six feet tall
- Power strips should always be plugged into the wall; never “piggy-backed” to another power strip
- Use only commercial/industrial rated extension cords, not light-weight, lamp-type extension cords
- Items should never be hung from the ceilings – at any height
- Ceiling tiles should not be painted (paint significantly reduces the flame-resistance properties of tiles)
- All area rugs must carry an approved fire-rating label (*Conforms to Class I Fire Rating*)
- All curtains, draperies and fabrics must carry an approved fire-rating label. Application of a fire-retardant spray will not be acceptable (*Conforms to NFPA 701*)
- Classroom doors that have door closures may not be propped open. Do not use wooden wedges or bricks to block them open
- Maintain 36" clearance around all electrical panels and kilns. Combustible materials should not be stored in the immediate area
- Maintain 36" clearance around all transformers, hot water heaters, boilers, air handling units and sprinkler riser piping
- No more than 20% of wall surfaces can be covered with combustible materials
- The use of portable space heaters in classrooms are not allowed
- Artwork and teaching materials attached to wall areas cannot exceed 20 percent of the wall area
- Teachers and other staff are encouraged to minimize clutter
- Desk lamps are only allowed if UL listed and intended on illuminating a desk surface- no other lamps allowed

## **GENERAL SAFETY**

- Only used FWCS provided step ladders when posting student work, creating billboards, etc. Never use desks, table, or chairs or hang anything from the ceiling
- Keep all storage, mechanical, electrical and custodial rooms closed and locked
- Keep all electrical panels locked. Maintain 36" clearance in front of panel at all times
- Maintain 12" clearance all around and down to the floor at any automated external defibrillator (AED) locations
- Maintain 12" clearance all around and down to the floor at any eye-wash or shower locations



- Equipment identified as defective should be taken out of use immediately and labelled accordingly. Unit Heads and/or Sodexo should be informed immediately in order that arrangements for repairs or replacement can be made swiftly
- Always keep mechanical safeguards and other safety devices attached to equipment such as paper cutters, saws, etc.
- All staff has a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. If in doubt, seek help
- When using file cabinets, file materials from the bottom to the top. Only open one file drawer at a time
- Properly store and handle any potentially hazardous chemicals
- Teachers and other staff are encouraged to minimize clutter
- Keep all classroom doors locked if possible
- Keep all vision glass in or adjacent to classroom doors unobstructed
- Close windows when leaving for the day
- Do not tape (or place clings) anything to the window blinds or windows. Do not place anything on the windowsill that would obstruct the operation of the blind in the case of a lockdown