

Section 9

IAQ Complaint Resolution System

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A. Purpose/Scope

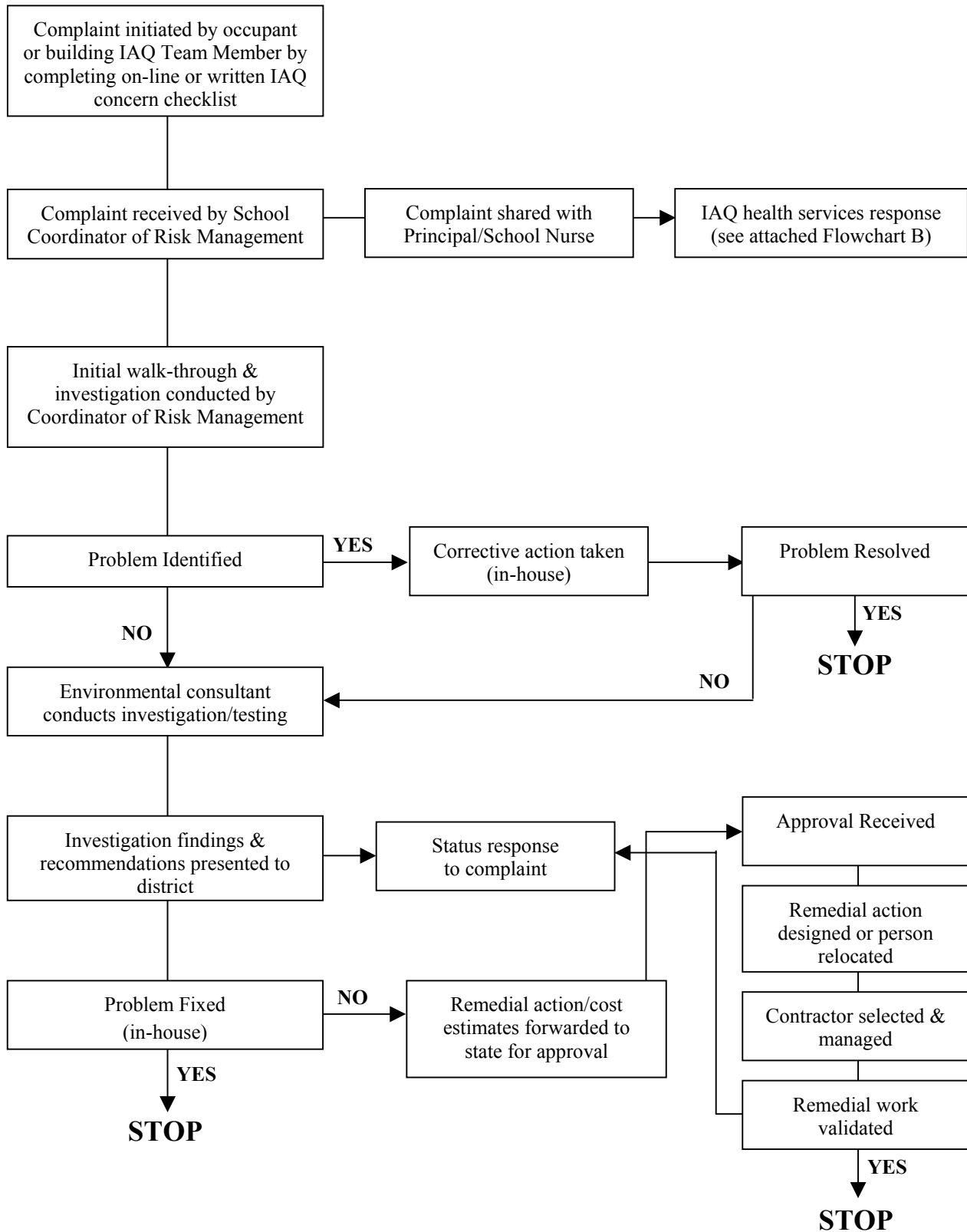
The purpose of the IAQ Complaint Resolution System is to investigate and attempt to resolve IAQ issues within Mounds View school buildings in a responsive manner.

B. The Process

The following describes the process to be implemented if a building occupant is concerned about IAQ.

1. A person who has concerns about indoor air quality should complete the on-line IAQ Concern Checklist located @ www.moundsvIEWSchools.org (click - “About the District” tab, click – “District Depts.”, click – “Risk Management”, click – “Indoor Air Quality”) This form will be sent to Jamison Harrell-Latham along with the site school principal. Completion of the form will facilitate follow-up with a walk-through and investigation. This form is also found in Attachment A.
2. The Coordinator of Risk Management will conduct an investigation and try to resolve the problem internally. If the concern cannot be alleviated, the Coordinator of Risk Management will contact an outside consultant to investigate/remediate the problem.
3. If remediation can be conducted by District employees, it will be done. If an outside contractor is necessary, IAQ coordinator will contact the Department of Children, Family and Learning for approval and funding before proceeding.
 - When remediation is completed, or is ongoing, the Coordinator of Risk Management will communicate the status of remediation to the initiating party.
- 4) If a problem is not isolated after appropriate testing and investigation, the person may need to be moved to a different space based on availability.
- 5) Simultaneous to the building evaluation, the school nurse will also conduct a health review.

A. Indoor Air Quality – Complaint Resolution Process



B. Indoor Air Quality Concern – Health Services Response

