

Section 11

Training, Education & Information

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A. Employee Annual Training Plan

Employee	TR 1	TR 2	TR 3	TR 4
Board/Superintendent/Executive Staff	✓			
Principals	✓	✓		
IAQ Committee Members				✓
Maintenance Operation Coordinator			✓	✓
Custodial/Maintenance Staff		✓	✓	✓
School Nurses/Health Assistants		✓		

TR 1—Executive IAQ Briefing (1 hour)

The following training will provide a broad overview of IAQ and its impact on occupant's health. This presentation will also discuss Mounds View's plan to manage IAQ in the proactive manner.

TR 2—IAQ Basic Course (4 hours)

This course will provide information related to the specific contaminants in indoor air and will also discuss the working of HVAC systems. Information will also be presented on how building occupants themselves can help improve IAQ.

TR 3—IAQ In-Depth Course (4 hours in addition to Basic Course)

This program will expand further on the Basic Course and will discuss the ten major IAQ problems in schools, how to investigate them, evaluate them and remediate them. Also, hands-on demonstrations will be conducted in the use of testing equipment (TSI Q-trak, cleaning equipment and HVAC system evaluation).

TR 4—IAQ Plan Implementation (4 hours)

This training will specifically review the IAQ management plan, the impact of the plan on building occupants and the process and individual responsibilities for its implementation.

