

# Gresham-Barlow School District

## Building Environment Concerns

### Procedural Guidelines

The Gresham-Barlow School District believes that a healthy physical environment is essential in helping meet its educational goals. The District also believes that each District site should be proactive in providing its staff and students with healthy facilities. Therefore the district has developed plans and procedures based on federal and state agency (e.g. EPA, DEQ, OSHA) guidelines to minimize the effects of the building environment on the health of its occupants. Unfortunately despite best efforts buildings may occasionally develop conditions that are potentially detrimental to the health of the individuals occupying them. When this happens the district would like its staff members to know what procedures to follow in order to inform the appropriate district personnel. In addition, district staff should know what to expect in terms of follow through, once their concerns have been communicated.

Many building health concerns can be handled at the site level. This may simply be a staff member mentioning a concern to a custodian and the custodian then takes the necessary remedial action. If this process serves to allay individual concerns then no further action would be necessary.

Occasionally there may be situations that arise that a more formal process is necessary. Under these circumstances District staff members should utilize the following procedures to make their concern(s) known:

- Obtain and complete **Form-1 - Work Environment Concern Notification** and **Form-2 - Work Environment Questionnaire**. The completed forms should be submitted to a building staff administrator.
- Appropriate site building staff should review the completed forms to obtain information that may aid in a timely resolution of the complaint. The completed Work Environment Questionnaire may reveal conditions that can either be remedied immediately or would suggest a plan of attack for a quick, site-based resolution.
- Site staff should survey the site looking for clues to conditions that might explain the symptoms reported by the concerned staff member(s). **Form-3 - Ventilation Review and Checklist** as well as **Form-4 - Proactive/Reactive Walkthrough Checklist** should be utilized for this purpose. If the survey reveals a cause and there is an obvious immediate, simple, and attainable remedy then site staff should proceed with the remedy.
- If, after reviewing the information obtained from the concerned staff member, and the information received through the site survey, no cause or remedy can be determined, copies of all documents should be forwarded to the Facilities Department for their review. Regardless of the nature of the concern, Facilities staff will use the information it receives as the basis for a diagnosis and subsequent follow through. The follow through will be based upon the development of a hypothesis predicated on the information supplied. In cases where the building information is inadequate for a reasonable diagnosis, Facilities staff may conduct a more thorough investigation of the facility. This investigation may include interviewing staff members or even having staff members complete a diary. Once the Facilities Department has completed their investigation they will develop a hypothesis based on their evaluation of all pertinent data. Their response will be based on this hypothesis.
- If it is determined that action is necessary, site staff will be notified of the action as well as the basis for the action. If no action is deemed necessary at this point, site staff will be notified accordingly, and no further activity will take place. In either case, the matter will be considered closed and settled at this point.