INDOOR AIR QUALITY

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the School Corporation. The IAQ Coordinator contact information shall be available to all students, parents, employees, and visitors by publishing the information on the school corporation's website and in school handbooks. The school corporation shall also notify the Indiana State Department of Health (ISDH) of the IAQ Coordinator's name and contact information.

Each school facility is to meet the criteria established by the ISDH. During inspections by the ISDH, the inspector will investigate any condition that is or could be contributing to poor air quality, including but not limited to the following: carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust.

Criteria established by the ISDH are as follows:

A. Carbon dioxide levels shall never exceed 700 ppm over the outdoor carbon dioxide concentration.

B. Outdoor air shall be supplied to classrooms when occupied.

C. Heating facilities shall be capable of and set to operate during periods of student occupancy to maintain a temperature not less than sixty-eight (68) degrees Fahrenheit in all instructional rooms, offices, locker rooms, and cafeteria; sixty-five (65) degrees Fahrenheit in activity rooms and shops; and sixty (60) degrees Fahrenheit in interior toilet rooms.

D. When air conditioning is being provided, the system shall be capable of providing and set to operate during times of student occupancy to maintain a temperature not to exceed seventy-eight (78) degrees Fahrenheit and sixty-five percent (65%) relative humidity.

E. The school corporation shall establish and maintain a written procedure for routine maintenance of the heating, ventilating, and air conditioning system (HVAC). This procedure shall include the following items:

1. A schedule for inspecting the HVAC system, including annual inspection

2. Ensuring that all supply and return air pathways in the HVAC system are unobstructed and perform as required

3. A schedule for cleaning the HVAC coils at least annually

4. A schedule for inspecting and changing filters

This written procedure for routine maintenance, as well as a log verifying the maintenance, was completed promptly, including the logging of cleaning and filter changes of the HVAC system, and shall be made available for the State inspector's review and maintained for a minimum of three (3) years.

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi, on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

A. Roof leaks

B. structural defects in the building

C. improperly controlled humidity levels

D. faulty HVAC systems

As preventative measures, the Corporation shall do the following:

A. Address the prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination

   When a water leak or intrusion is discovered, corrective action shall begin within forty-eight (48) hours.

B. Maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards

C. Implement a preventative maintenance program for HVAC systems, which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment

D. Implement a system for ensuring materials used and purchased for use in the construction, furnishing, and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality hazards shall not be permitted.

E. When mold or mold-contaminated material is discovered, corrective action shall begin within forty-eight (48) hours

Further, the school corporation shall endeavor to reduce irritants by not allowing the use of ozone generators sold as air purifiers while students are present in the classroom. Scented candles and air fresheners are not to be used in the classrooms.

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

Board Adopted: May 9, 2022

Board Reviewed: January 12, 2026