STAFFORD COUNTY PUBLIC SCHOOLS

INDOOR AIR QUALITY MANAGEMENT PLAN

2021 (Comprehensive Revision – 2026 Integration)
Incorporating Statutory Mandates of Virginia House Bill 2618 (HB 2618 / Chapter 668)

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1. Introduction

The Stafford County Public School (SCPS) Indoor Air Quality (IAQ) Management Plan provides uniform procedures and practices to be implemented consistently throughout the school division to improve and maintain safe and healthy indoor air quality. Working with the Environmental Protection Agency (EPA) and their IAQ Tools for Schools program, as well as incorporating applicable Commonwealth of Virginia statutory directives, SCPS has structured an IAQ Management Plan that assists in monitoring, evaluating, and improving the quality of air in school buildings.
Safe and healthy indoor air quality contributes to a favorable learning environment for students, productivity for teachers and staff, and a sense of comfort, health, and well-being for all school occupants and community visitors. These combine to assist a school and our other facilities in its core mission: educating children.

2. Program History & Revision Summary

Stafford County Public Schools maintains an Indoor Air Quality (IAQ) Management Plan, initially

established in February 2006, outlining routine operating procedures, technical guidelines, and institutional duties. The school division conducts ongoing reviews and periodic modifications to maintain full alignment with current industry standards and statutory guidelines.This plan updates and expands previous revisions by incorporating statutory requirements enacted under Virginia House Bill 2618 (HB 2618 / Chapter 668, 2025 Reconvened Session), codified in Code of Virginia §§ 22.1-141.3 through 22.1-141.5.

Legislative Addition (HB 2618 Integration): Effective pursuant to Chapter 668 (Approved April 2, 2025), SCPS establishes quadrennial (4-year) industry-recognized uniform inspections and evaluations of HVAC systems across all public school buildings by certified personnel, mandatory written corrective action reporting, public disclosure at school board meetings and division websites, and dedicated technical testing parameters.

3. Why Is IAQ Important?

IAQ is a critical component of providing a healthy and comfortable learning environment. Indoor air pollutants may cause or contribute to short- and long-term health problems including asthma, respiratory tract infection and disease, allergic reactions, headaches, nasal congestion, eye and skin irritations, coughing, sneezing, fatigue, dizziness, and nausea. In addition, indoor air pollutants and extremes in temperature and humidity may cause discomfort, which can affect students' ability to concentrate and learn.

IAQ problems can hasten building deterioration, contribute to the closing of schools, create liability problems, and strain relationships among parents, teachers, school staff, unions, and the school administration.

4. Goals & Objectives

SCPS IAQ Management Plan goals and objectives are to:

- Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations, and inspections, and provide IAQ-specific policies.
- Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, promoting a comfortable and healthy learning and working environment.
- Execute quadrennial industry-recognized uniform HVAC inspections and evaluations in accordance with HB 2618 parameters across all division facilities.
- Respond to IAQ-related concerns and problems in a prompt and thorough manner, and effectively communicate the progress of investigations and their resolution to all interested parties.
- Educate facility occupants on IAQ, the SCPS IAQ Management Plan, and its IAQ reporting procedures.

5. Policy Framework

SCPS maintains two School Board policies that provide oversight and direction for the Division's IAQ program: Policy 8201 (Facility Operation & Maintenance) and Policy 8203 (Indoor Air Quality). Both policies were adopted in June 2008 and are reviewed annually by Facilities Services.

Policy 8201 – Facility Operation & Maintenance: Establishes a Facility Operation &

Maintenance program to include all buildings, equipment, and associated infrastructure supporting the Division's physical plant (preventive maintenance, repair, emergency response, energy conservation, equipment replacement, coatings, custodial operations, snow/ice removal, roofing, asphalt, and IAQ).
Policy 8203 – Indoor Air Quality: Establishes a program that manages air quality inside new and existing facilities, including pollution caused by smoke, dust, mold, mites, radon, gases, and chemicals. Requires the development and continuous maintenance of an IAQ Management Plan.
The SCPS IAQ Management Plan operates in conjunction with the following specific policies and operational guidelines:

- **Animals in the Classroom Policy:** Animals can be a source of allergens, asthma triggers, and microorganisms. Animals must be isolated to the extent possible, kept away from carpets, upholstered furniture, and stuffed toys, and placed away from return air ducts. Specific animals may be restricted if concerns are expressed.
- **Food in the Classroom Policy:** Food should not be left in classrooms. When storage is necessary, food must be kept in airtight, sealed containers to minimize potential for pests, odors, and biological growth.
- **Paint Policy:** Schools must use latex, water-based paints. Paints containing mercury or lead are strictly prohibited. Painting and drying should only occur when the building area is unoccupied and properly ventilated. Affected staff and students must be notified prior to painting.
- **Hazardous Materials Policy:** Materials must be handled according to manufacturer guidelines and Safety Data Sheets (SDS). Hazardous waste must be stored separately from regular waste in appropriate containers. Staff receive annual "Employee Right to Know" training.
- **Asbestos Emergency Response Act (AHERA) Management Plan:** Federal law mandate describing location and condition of asbestos-containing building materials, removal/repairs, 6-month periodic surveillance, and 3-year reinspections.
- **Integrated Pest Management (IPM) Program:** Comprehensive strategy to control pests, pest-generated allergens, and pesticides, reducing pesticide frequency and magnitude.
- **Lead Policy:** Minimizes occupant exposure to airborne lead-based paint particles during renovation procedures on existing coatings.
- **Anti-Idling Policy:** Delivery and bus pickup/drop-off zones must be located away from building outdoor air intakes. Buses and cars are prohibited from idling while waiting for students (buses idle only as required to reach operating temperature and defrost windows). This policy is relaxed when ambient temperature falls below 32°F.

6. Coordinator Duties

The Operation & Maintenance Department of Facilities Services is the lead School Division department responsible for executing the IAQ program. The IAQ Coordinator, a designated member of the Operation & Maintenance Department, has the following responsibilities:

- Act as the primary contact person within the school district to respond to and address IAQ issues and concerns.
- Coordinate the development, management, and annual review of the IAQ Management Plan.
- Coordinate building walkthrough inspections, semi-annual inspections, and statutory HB

2618 quadrennial HVAC uniform evaluations.
- Coordinate investigations of reported IAQ issues and oversee checklist distributions.
- Communicate progress and resolutions to staff, parents, media, and school board authorities.

7. HB 2618 Uniform HVAC Inspection & Evaluation Framework

Pursuant to Code of Virginia §§ 22.1-141.3, 22.1-141.4, and 22.1-141.5 (HB 2618 / Chapter 668, Approved April 2, 2025), SCPS integrates the following standardized statutory requirements into its facility evaluation program:

A. Scope & Statutory Exemption (§ 22.1-141.3, § 22.1-141.5.D)

Applicability: Applies to indoor air quality in all public school buildings occupied by school board employees and students during regular work and school hours.
Exemption: Uniform inspection and evaluation is not required for any school building that will cease to be used as a school within one (1) year of a planned inspection.

B. Quadrennial Frequency & Certified Technician Qualifications (§ 22.1-141.4, § 22.1-141.5.A)

At least once every four (4) years, each public school building's HVAC system must undergo an industry-recognized uniform inspection and evaluation performed by one of the following certified professionals:

- **Certified Testing, Adjusting, and Balancing (TAB) Technician:** Certified by the Associated Air Balance Council (AABC), National Environmental Balancing Bureau (NEBB), Testing, Adjusting and Balancing Bureau (TABB), or certified for ventilation assessments through a certification body accredited by the American National Standards Institute (ANSI).
- **Certified Industrial Hygienist (CIH):** Certified by the American Board of Industrial Hygiene (ABIH).
- **Master HVAC Licensed Technician:** Licensed by the Virginia Department of Professional and Occupational Regulation (DPOR).
- **Licensed Mechanical Engineer (PE).**

C. Mandatory Technical Parameters (§ 22.1-141.5.A)

The uniform HVAC inspection and evaluation must include all seven (7) statutory technical elements:

#	HB 2618 Statutory Parameter	Evaluation & Measurement Requirements
1	Maximum Filter Efficiency	Testing for maximum filter efficiency achievable by the

#	HB 2618 Statutory Parameter	Evaluation & Measurement Requirements
		system configuration.
2	Outside Air Delivery Rates	Physical measurements of outside air delivery rates delivered to occupied zones.
3	Ventilation Components	Verification of appropriate condition, cleanliness, and operation of all ventilation equipment.
4	Air Distribution & Static Pressure	Measurement of outside air, return air, supply air, and static pressure readings across all air handling unit components (filters, coils, fans).
5	ASHRAE Maintenance Verification	Verification of unit operation and required maintenance execution in accordance with the most recent ASHRAE indoor ventilation standards.
6	Carbon Dioxide (CO2) Standards	Verification of carbon dioxide (CO2) sensors and acceptable CO2 concentrations indoors.
7	Mechanical Ventilation Field Data	Collection of field data for installing mechanical ventilation where none currently exists.

D. Ventilation System Assessment Standard (§ 22.1-141.5.B)

The ventilation assessment must identify the extent to which each school's central or noncentral mechanical ventilation system operates to provide appropriate ventilation in accordance with the most recent indoor ventilation standards promulgated by ASHRAE.

E. Written Report, Corrective Actions & Public Reporting Mandate (§ 22.1-141.5.C)

SCPS will prepare a comprehensive written report of results for each uniform evaluation, incorporating a Corrective Action Plan detailing:

- Installation of filters meeting the most optimal level of filtration available for the given system;
- Installation or recalibration of carbon dioxide (CO_2) sensors;
- Required additional maintenance, repairs, system upgrades, or component replacement.

Public Availability: Each completed report shall be made available for public inspection at a regularly scheduled local school board meeting and published on the local school board's public website.

8. Routine Facility Inspections

In addition to HB 2618 quadrennial evaluations, SCPS conducts routine operational inspections:

- **Annual Inspections:** Led by the IAQ Coordinator and maintenance personnel during normal occupancy and operational times (classrooms occupied, HVAC running). Focuses on classrooms, hallways, entrances, roofs, mechanical rooms, and air intakes to identify water intrusion, ventilation deficiencies, excess dust, and cleanliness. Utilizes Attachment #1.
- **Semi-Annual Inspections:** Performed in March and October by school administrators or department directors with on-site maintenance assistance to coincide with seasonal start-up of cooling and heating systems. Reports maintained at the facility.

9. Radon Assessment Protocols

Per Virginia General Assembly mandates (1993 legislation), all SCPS schools are tested for radon upon construction, during major renovations, and periodically at a minimum of every 5 years.

Testing Criteria: Supervised by trained personnel or measurement service providers during colder months (outdoor temp ≤ 65°F) with HVAC operating normally and windows/doors closed.

Locations: All frequently occupied ground-contact rooms, plus upper floor testing (at least one room per floor, 10% of 2nd/3rd floor rooms above ground-contact areas, and rooms above untested spaces).

Action Level & Follow-Up: The EPA action level is 4.0 picoCuries per liter (pCi/L).

- If initial short-term test is ≥ 8.0 pCi/L (twice action level), immediate short-term follow-up testing is required. Mitigation recommended if average of two tests is ≥ 4.0 pCi/L.
- If initial test is 4.0 to 8.0 pCi/L, long-term follow-up testing (or short-term) is conducted to determine year-round average.

Mitigation: Executed per EPA guidelines ("Reducing Radon in Schools: A Team Approach") by adjusting HVAC fresh air ventilation rates, balancing airflow, or installing sub-slab depressurization. Retesting required post-mitigation.

10. Volatile Organic Compounds (VOCs) Strategy

VOCs off-gas from cleansers, disinfectants, waxes, paints, adhesives, fuels, pesticides, carpeting, and building materials, causing potential eye, nose, throat irritation, headaches, and nausea.

Reduction Steps: HVAC PM inspections, procuring low/no-VOC products, exterior-only use

when required, strict label/SDS compliance, and legal hazardous waste disposal.
New Material & Renovation Flush-Out: For materials containing VOCs, running HVAC systems on 100% fresh air supply and 100% exhaust for 1 to 4 weeks prior to full occupancy. LEED certification IAQ criteria utilized where applicable.
Custodial, Flooring & Coating Procurement Mandates: Procurement of custodial supplies, floor coverings, and interior coatings with no/lowest possible VOC content. Storage in strict accordance with manufacturer specifications.

11. Operational & Cleaning Procedures

Cleaning & Chemicals: Custodians use approved chemicals only, tightly closed and properly labeled. Ammonia and bleach/chlorine cleaners must NEVER be mixed (prevents toxic gas generation). Wiped surfaces must not remain wet. Walk-off entrance mats (minimum 3 paces/1 yard) used to trap dirt and moisture. Staff are prohibited from bringing personal cleaning products, pesticides, or air fresheners into schools.
Flooring Maintenance: Resilient tile and carpets cleaned regularly. Carpets vacuumed with high-filtration equipment (99.79% efficient down to 0.3 microns) and hot-water extracted at least twice per year. Carpet cleaning during summer months requires guaranteed drying within 24 hours.
Preventive Maintenance (PM): PM schedules cover HVAC, unit ventilators, local exhaust, fresh air intakes, and drain pans. Operating parameters align with ASHRAE comfort guidelines (temperature and humidity).
Construction & Renovation: Isolation of return air in work zones, engineering dust containment, increased cleaning frequency, and implementation of EPA Design Tools for Schools (DTIS) guidelines. Work scheduled during non-school hours whenever possible.
Staff Education: Annual completion of Teacher Ventilation and Building/Grounds Checklists. Training on avoiding vent obstructions and prompt reporting.

12. Microbial Management & Mold Remediation

Microbials (mold, bacteria) require moisture and nutrients to grow. Controlling moisture is the primary prevention strategy. Water leaks or condensation must be repaired immediately, and damp/wet materials dried within 24 to 48 hours (preferably 24 hours).
Remediation Guidelines Based on Surface Area Affected (EPA Standard):

- **Small:** Total affected surface area < 10 ft²
- **Medium:** Total affected surface area between 10 ft² and 100 ft²
- **Large:** Total affected surface area > 100 ft² or significant exposure potential

13. IAQ Reporting and Response Policy

Building occupants report IAQ concerns (temperature, ventilation, odors, suspected mold, chemicals) using the formal Indoor Air Quality Concern Form (Attachment #7) and Occupant Diary (Attachment #8). Written reports reduce misunderstanding and establish historical documentation. All concerns are investigated by the IAQ Coordinator, documented, and communicated back to affected parties in writing upon resolution.

14. Sampling & Measurement Guidelines

Sampling is generally unnecessary if visible mold is present. Sampling is utilized when sources are unclear, health complaints persist, or post-remediation verification is needed. Analysis follows American Industrial Hygiene Association (AIHA) methods. Post-remediation spore counts must be lower than outdoor baseline samples and similar in species distribution. Excessive results trigger notification to staff/parents and formal remediation. Direct-reading measurements include CO2, CO, temperature, relative humidity, VOCs, and particulates.

15. Staff Responsibilities

Teachers: Keep unit ventilators clear of books, clutter, or posters; do not shut off unit fans; enforce classroom IAQ rules; report leaks/odors immediately.
Administrators: Oversee semi-annual inspections, enforce policies, facilitate communication, and report emergencies.
Facility Operators & Custodians: Maintain HVAC PM, clean drain pans, empty trash daily, execute proper floor care, and follow chemical safety rules.
Health Officers / Nurses: Track symptom patterns and health trends (e.g., asthma) that may indicate air quality issues.
School Board: Formally approve IAQ Management Plan, review quadrennial HB 2618 HVAC evaluation reports in public session, and authorize policy updates.

16. Emergency Response Protocol

An IAQ emergency includes hazardous material spills, severe headaches/nausea complaints, combustion gas odors, or diagnosed Legionnaires' disease/tuberculosis, or sudden flooding. Immediate action includes zone evacuation if necessary, contacting emergency agencies/consultants, immediate mitigation, and official updates provided exclusively by designated district media representatives.

17. Basic Response Sequence

1. **Report Received:** Potential IAQ concern received from site through O&M work order system.
2. **Initial Assessment:** IAQ Coordinator schedules interview, initial walkthrough, IAQ Concern Form completion, and space inspection (checking for dampness, staining, odors, dust, mold).
3. **Technical Diagnostic:** HVAC operational evaluation (dampers, air flow, static pressure) and direct pollutant/comfort sampling as needed.
4. **Hypothesis & Action:** Formulate cause/effect hypothesis. If IAQ problem is indicated, execute corrective actions (HVAC repairs, cleaning, filter upgrade, mold remediation).
5. **Closeout:** Communicate findings and resolution to occupants and close work order.

18. Attachments & Forms

Attachment #1: Walk-Through Inspection Checklist

Walk-through Inspection Performed by: _____ Date: _____

Room / Space	Water Damage / Visible Mold	Ventilation	Unusual Odors	General Cleanliness	Dust	Animals	Humidity / Temp	Comments / Recommendations

Complete this checklist to document issues and create solutions and policies that address the issues.

Attachment #2: IAQ Preventative Maintenance Schedule

Component & Action Item	Every 3 Months	Every 6 Months	Annually	As Needed
HVAC Systems				
Filters replaced	X			
Fan/air flow direction verified	X			
Belt tension checked		X		
Drain pans intact, not leaking		X		
Drain pans clean		X		
Insulation clean, no deterioration	X			
Overall cleanliness of ductwork			X	
Min outdoor air		X		

Component & Action Item	Every 3 Months	Every 6 Months	Annually	As Needed
set for 15-20 percent				
Calibration of system			X	
All thermostats functional			X	
No pollution sources within 25ft of intakes		X		
Outdoor air intakes secure			X	
Rodent wire secure and in place			X	
All doors and covers secure	X			
Dampers operating properly		X		
Plenum insulation intact		X		
No condensation leaks	X			
No hot water / chilled water leaks	X			
Unit Ventilators (Univents)				
No objects on univent diffusers	X			
Filters replaced	X			
Insulation clean, no deterioration	X			
No condensation	X			

Component & Action Item	Every 3 Months	Every 6 Months	Annually	As Needed
leaks				
No HW/CW leaks present	X			
Calibration of system				X
All thermostats functional			X	
No pollution sources within 25ft of intakes		X		
No obstruction of air intakes		X		
Outdoor air intakes secure			X	
Rodent wire secure and in place			X	
All doors and covers secure	X			
Dampers operating properly			X	
Drain pans intact not leaking		X		
Drain pans clean		X		
Cleaning & Exhaust System Schedule				
Clean heating coils / cooling coils		X		
Clean drain pans		X		
Clean ductwork				X
Clean condenser			X	

Component & Action Item	Every 3 Months	Every 6 Months	Annually	As Needed
coils				
Proper exhaust & air direction correct		X		
No obstruction of exhaust / belt tension		X		
Outdoor vent cleaned				X
Exhaust system operating at correct time		X		
Roof plumbing vent stacks un-occluded	Monthly			
Housekeeping & Water Controls				
Ceiling tile in good condition, no stains	X			
Sewage traps filled with water	Monthly			
All leaks / water intrusion reported	Immediately			

Attachment #3: Cleaning Standards for Areas (Classrooms) with Unit-Ventilators

Carpet Cleaning: Usage of Pro Team backpack vacuum with Four-Level Filtration system combining Intercept Micro Filters, micro filters, and High Filtration Media Disks that are up to 99.79% efficient in filtering particles down to a 0.3 micron size.

Tile Cleaning:

- Usage of Pro Team backpack vacuum as described above for daily maintenance.
- Scrub floors at least twice a year with Auto Scrubber and recoat (remove furniture from middle of floor).
- Strip and recoat floors yearly with Auto Scrubber and recoat with at least 7 coats of floor

finish (remove all furniture). Run air conditioner and dehumidifiers when stripping.
General: Window sills wiped monthly with non-acid biological disinfectant. Spills or leaks immediately removed from carpet or tile. Entrance mats that account for minimum 3 steps (1 yard minimum length).

Attachment #4: Staff/Teacher Area (Classroom) Checklist

Teachers are encouraged to inspect classrooms daily. Report concerns to Principal/Custodian immediately.

- [ ] Trash removed daily
- [ ] Food not kept in classroom overnight
- [ ] Classroom free from clutter. No area rugs over existing carpet
- [ ] Classroom is dusted and cleaned regularly
- [ ] No animals at any time (Exception: service pets per guidelines)
- [ ] All spills or leaks immediately removed
- [ ] Water run in sinks at least once per week
- [ ] Classroom toilets flushed once per week
- [ ] Indoor surfaces of exterior walls free of condensate
- [ ] Area around/under classroom sinks free from clutter with no leaks
- [ ] Ceiling tiles not stained or discolored
- [ ] Temperature generally between 68–74°F
- [ ] Relative humidity acceptable (30%–58%)
- [ ] Air flowing unobstructed from air supply (no books, papers, furniture blocking vents)
- [ ] No unexplained odors (no scented air fresheners)
- [ ] Chairs stored daily on top of desks
- [ ] Paper clips, large paper pieces, and pencils removed from floor at end of day
- [ ] Furniture arranged so electrical outlets are accessible

Attachment #5: Guidelines for Remediating Building Materials with Mold Growth Caused by Clean Water

Material or Furnishing Affected	Cleanup Methods†	Personal Protective Equipment (PPE)**	Containment***
SMALL – Total Surface Area Affected Less Than 10 sq ft (ft²)			
Books and papers	3	Minimum: N-95 Respirator, gloves, and goggles	None Required
Carpet and backing	1, 3	Minimum: N-95 Respirator, gloves, and goggles	None Required
Concrete or cinder block	1, 3	Minimum: N-95 Respirator, gloves,	None Required

Material or Furnishing Affected	Cleanup Methods†	Personal Protective Equipment (PPE)**	Containment***
		and goggles	
Hard surface, porous flooring (linoleum, tile, vinyl)	1, 2, 3	Minimum: N-95 Respirator, gloves, and goggles	None Required
Non-porous, hard surfaces (plastics, metals)	1, 2, 3	Minimum: N-95 Respirator, gloves, and goggles	None Required
Upholstered furniture & drapes	1, 3	Minimum: N-95 Respirator, gloves, and goggles	None Required
Wallboard (drywall and gypsum board)	3	Minimum: N-95 Respirator, gloves, and goggles	None Required
Wood surfaces	1, 2, 3	Minimum: N-95 Respirator, gloves, and goggles	None Required
MEDIUM – Total Surface Area Affected Between 10 and 100 sq ft (ft^2)			
Books and papers	3	Limited or Full: Use professional judgment based on exposure risk and size.	Limited: Polyethylene sheeting ceiling to floor with slit entry flap; negative pressure with HEPA fan; block supply/return vents.
Carpet and backing	1, 3, 4	Limited or Full: Use professional judgment based on exposure risk and size.	Limited: Polyethylene sheeting ceiling to floor with slit entry flap; negative pressure with HEPA fan; block supply/return vents.
Concrete or cinder block	1, 3	Limited or Full: Use professional judgment based on exposure risk and size.	Limited: Polyethylene sheeting ceiling to floor with slit entry flap; negative pressure with HEPA fan; block supply/return vents.

Material or Furnishing Affected	Cleanup Methods†	Personal Protective Equipment (PPE)**	Containment***
Hard surface, porous flooring	1, 2, 3	Limited or Full: Use professional judgment based on exposure risk and size.	Limited: Polyethylene sheeting ceiling to floor with slit entry flap; negative pressure with HEPA fan; block supply/return vents.
Non-porous hard surfaces	1, 2, 3	Limited or Full: Use professional judgment based on exposure risk and size.	Limited: Polyethylene sheeting ceiling to floor with slit entry flap; negative pressure with HEPA fan; block supply/return vents.
Upholstered furniture & drapes	1, 3, 4	Limited or Full: Use professional judgment based on exposure risk and size.	Limited: Polyethylene sheeting ceiling to floor with slit entry flap; negative pressure with HEPA fan; block supply/return vents.
Wallboard (drywall) / Wood surfaces	1, 2, 3, 4	Limited or Full: Use professional judgment based on exposure risk and size.	Limited: Polyethylene sheeting ceiling to floor with slit entry flap; negative pressure with HEPA fan; block supply/return vents.
LARGE – Total Surface Area Affected Greater Than 100 sq ft (ft^2)			
All building materials & furnishings listed above	1, 2, 3, 4 (as appropriate)	Full: Gloves, full body disposable suit, head gear, foot covers, full-face HEPA respirator.	Full: Two layers fire-retardant poly sheeting with airlock chamber; negative air exhausted outside building; block vents.

† Cleanup Method Definitions:
Method 1: Wet vacuum extraction.
Method 2: Damp-wipe surfaces with plain water or detergent solution (wood floor cleaner for wood); scrub as needed.
Method 3: High-efficiency particulate air (HEPA) vacuum after material is thoroughly dried.

Dispose in sealed plastic bags.
Method 4: Discard/remove damaged materials in sealed plastic bags. HEPA vacuum work area after drying.

Attachment #6: Water Damage – Cleanup and Mold Prevention Guidelines (Response within 24-48 Hours)

Water-Damaged Material	Required Response Action
Books and papers	Discard non-valuable items. Photocopy valuable items and discard originals. Freeze dry or freeze non-replaceable items.
Carpet and backing	Remove water with extraction vacuum. Reduce ambient humidity with dehumidifiers. Accelerate drying with air movers/fans within 24–48 hours.
Ceiling tiles / Cellulose / Fiberglass insulation	Discard and replace immediately.
Concrete or cinder block	Extract water with vacuum. Accelerate drying with dehumidifiers, fans, and heaters.
Hard surface / Vinyl / Linoleum flooring	Vacuum or damp wipe with mild detergent; allow to dry. Verify underflooring is dry.
Non-porous hard surfaces (plastics, metals)	Damp wipe with mild detergent and allow to dry.
Upholstered furniture	Water extraction vacuum. Dehumidify and fan dry. If valuable, consult restoration professional.
Wallboard (drywall)	Dry in place if no swelling and seams are intact. Ventilate wall cavity if possible. If damaged, remove and replace.
Window drapes	Launder or dry clean per manufacturer instructions.
Wood surfaces	Remove surface moisture immediately. Use dehumidifiers and gentle heat/fans. Pry wet paneling away from wall to dry cavity.

Attachment #7: Indoor Air Quality Concern Form

Occupant Name: _____ Date: _____
Department / Location in Building: _____ Phone: _____
Completed By: _____ Title: _____ Phone: _____

SYMPTOM PATTERNS:

What kind of symptoms or discomfort are you experiencing?

_____

Are you aware of other people with similar symptoms? [ ] Yes [ ] No
If yes, list names and locations:

_____

Do you have health conditions making you susceptible to environmental factors?
[ ] Contact Lenses [ ] Allergies [ ] Chronic Respiratory Disease [ ] Cardiovascular Disease
[ ] Neurological Problems [ ] Immune System Suppressed / Radiation / Chemo

TIMING PATTERNS:

When did symptoms start? _____ When do they intensify?

_____

Do they go away when leaving the area? _____
Associated weather or building events noted:

_____

SPATIAL PATTERNS:

Where are you when experiencing symptoms?

_____

Where do you spend most of your time in the building?

_____

ADDITIONAL OBSERVATIONS:

Drafts, temperature, humidity, stagnant air, odors, medical attention sought:

_____

Best time to contact you: _____
Return completed form to the IAQ Coordinator.

Attachment #8: Occupant Diary

Occupant Name: _____ Title: _____ Phone: _____
Location: _____ File Number: _____

Time / Date	Location	Symptom	Severity / Duration	Comments / Building Activity

Attachment #9: HB 2618 Quadrennial HVAC Uniform Evaluation

Report & Compliance Template

PUBLIC SCHOOL BUILDING UNIFORM HVAC INSPECTION REPORT
(Pursuant to Code of Virginia §§ 22.1-141.3 – 22.1-141.5)
School Division: Stafford County Public Schools Facility Name: _____
Inspection Date: _____ Planned Replacement / Closure Date (if applicable): _____

CERTIFIED INSPECTOR CREDENTIALS:
Name of Inspector: _____ Title/Company: _____
Qualification Category:
[ ] Certified TAB Technician (AABC / NEBB / TABB / ANSI Accredited)
[ ] Certified Industrial Hygienist (ABIH Certified)
[ ] Master HVAC License Holder (VA DPOR License # _____)
[ ] Licensed Mechanical Engineer (VA PE License # _____)

STATUTORY ASSESSMENT CHECKLIST (§ 22.1-141.5.A):

Assessment Element	Pass / Compliant	Deficiency Identified	Corrective Action Plan & Recommendations
1. Maximum Filter Efficiency Testing	[ ]	[ ]	
2. Physical Outside Air Delivery Measurements	[ ]	[ ]	
3. Ventilation Components Condition & Operation	[ ]	[ ]	
4. Air Distribution & Static Pressure Differential	[ ]	[ ]	
5. ASHRAE Maintenance Verification	[ ]	[ ]	
6. Carbon Dioxide (CO2) Sensors & Concentrations	[ ]	[ ]	
7. Mechanical Ventilation Installation Data	[ ]	[ ]	

PUBLIC REPORTING & DISCLOSURE RECORD (§ 22.1-141.5.C):
Presented at Public School Board Meeting Date: _____
Published on Public Division Website Date: _____ URL:
_____

19. References

- Code of Virginia §§ 22.1-141.3, 22.1-141.4, 22.1-141.5 (Virginia Acts of Assembly – 2025 Reconvened Session, Chapter 668, House Bill 2618).
- Minnesota Department of Health, Indoor Air Quality Management Plan Development Package, 2002.
- EPA Indoor Air Quality Tools for Schools Program & Design Tools for Schools (DTIS) (www.epa.gov/iaq/schooldesign).
- American College of Occupational and Environmental Medicine, Adverse Human Health Effects Associated with Molds in the Indoor Environment, October 27, 2002.
- EPA, Mold Remediation in Schools and Commercial Buildings, March 2001 (www.epa.gov/molds/mold_remediation.html).
- EPA, Reducing Radon in Schools: A Team Approach and Managing Radon in Schools.
- Centers for Disease Control and Prevention (CDC) Environmental Mold Guidelines (www.cdc.gov/nceh/airpollution/mold).
- New York City Department of Health and Mental Hygiene Mold Guidelines.