

Written Indoor Air Quality Program

School Year 2026-2027

Revised 8-4-26

Policy and Administration

This notice is to inform employees that the Ramapo Indian Hills Regional High School District complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007).

The district recognizes that good indoor air quality is essential to employees' health and productivity. We have established the following policies to promote good indoor air quality for employees in our buildings. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to our workplace. This Written Indoor Air Quality Program applies to the following building/location:

Ramapo Indian Hills Regional High School District and Auxiliary Facilities

Designated Person

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for the district's compliance with the standard.

Name of Designated Person: Mario Cofini, Coordinator of Facilities & Operations
Business Address: 131 Yawpo Avenue, Oakland NJ 07436.
Phone: 201.416.8100 ext 3816

The Designated Person is the person who has been trained and given the responsibility by the district to assist in routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The Designated Person, with oversight by the Facilities Manager, is assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, assist in facilitating repairs, or further investigation as necessary, maintain required records, and update the written program annually.

Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation, and air conditioning systems (HVAC) systems in this workplace. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

Recordkeeping

Documentation of preventive maintenance and repairs to the ventilation system are retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
    i. Checking and/or changing air filters
    ii. Checking and/or changing belts

Documentation of preventive maintenance and work orders for repairs are maintained by the Operations Department and kept on file within the Facilities Office.

Indoor Air Quality Compliance Documents

The district will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person and will be available to PEOSH during an inspection. These documents include:

1. Preventive Maintenance Work Orders/Schedules
2. Filter Replacement Schedule
3. Operator training materials.

Investigating Complaints

If employees begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify the School Principal and/or immediate Supervisor so that their concerns can be investigated by the Designated Person. The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations.

Responding to Signed Employee Complaints to PEOSH

If we receive a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written

response to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the Designated Person.

Notification of Employees

The Designated Person will notify employees at least 24 hours in advance or promptly in emergency situations, of work to be performed on a building that may introduce air contaminants into their work area. This notification will be in writing and will identify the planned project and the start date. The notification will also include information on how to access Safety Data Sheets (SDS) or other hazard information. The Designated Person will maintain records of this notification for compliance recordkeeping purposes.

Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify the School Principal and/or immediate Supervisor if they observe evidence of water intrusion so that the Operations Department can be notified and corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the Designated Person.

Controlling Air Contaminants

Outside air

The Designated Person will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the Designated Person will eliminate the contaminant source or decide to relocate the intake.

Point Source Contaminants

The Designated Person will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

Response to Temperature and Carbon Dioxide

Temperature

Where a mechanical ventilation system capable of regulating temperature is present, facilities personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Maintenance Department should be contacted. The HVAC Department will ascertain whether the HVAC system is operating properly. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range. If there is no HVAC system, open windows will be utilized.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, transfer grills, or louvers, the Designated Person / and or teacher should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO_2) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the HVAC Department will conduct an inspection to ensure that the mechanical HVAC system is operating properly.

Maintaining Indoor Air Quality During Renovation and Construction Projects

Renovation work and/or new construction projects that have the potential to result in the diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into occupied areas in quantities hazardous to health will be controlled in order to minimize employee exposure. The Designated Person will utilize the following protocol to ensure that employees' exposure to potentially harmful substances is minimized:

- Obtain SDS's for all products to be utilized on the project and maintain on-site throughout the duration of the project.
- Choose the least toxic product that is technically and economically feasible.
- Consider performing the renovation/construction project when building is not occupied.
- Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.
- Isolate the work area from occupied areas.
- Use mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials during renovation or construction, the designated person will check product labels or seek and obtain information from the manufacturer of

those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanides that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance with recordkeeping purposes.

The district, with help from the Facilities Department will consider the feasibility of conducting renovation/construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will not be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated, and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the Designated Person will maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard.

Employees who have special concerns about potential exposures during or after renovation/construction/repair work should consult with their supervisor. If, despite these preventive actions, employees are exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related health symptoms to the School Principal and/or immediate Supervisor so that they can be accurately assessed and investigated when indicated.

Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23.

Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the Designated Person will identify the location of non-mechanical ventilation systems, such as stacks and

operable windows. Periodic inspections will be conducted to ensure that these systems are operable, and the surrounding areas remain clear of obstructions and potential contaminants.

Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality, they should notify the Facilities/ Operations Department at 201.416.8100 ext 3816.

Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

Periodic Review and Update

The Written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information.

Certifications:

Reviewed and Approved:

Mario Cofini
Designated Person

8/4/26
Date