INDOOR AIR QUALITY MANAGEMENT PLAN
FOR
BURNSVILLE-EAGAN-SAVAGE
SCHOOL DISTRICT 191

REVIEWED: November, 2026

Objective

This Indoor Air Quality Management Plan (the Plan) is intended to document the District's program to maintain good quality indoor air in all District buildings. This program is based on directives and policies of the Minnesota Department of Children, Families & Learning and applicable statutes including M.S. 123B.57 Capital Expenditure Health and Safety. The practices described in this Plan are taken from the Tools for Schools publication no. EPA 402-K-95-001 dated May 1995 issued by the Environmental Protection Agency.

The District intends to:

1. Identify, assess and fix any existing Indoor Air Quality (IAQ) problems.
2. Instill an IAQ awareness that leads to preventive actions.
3. Promptly resolve IAQ complaints and incidents as they occur.
4. Inform staff and parents as to where they may obtain answers to their IAQ questions and concerns.
5. Continually evaluate the capability and performance of building HVAC systems, specifically measuring the quality of the air in classrooms and other instructional areas.
6. Where IAQ is deemed inadequate, initiate measures to improve it using all available funding sources including Alternative Facilities and Health and Safety levy and bonding authority.

Responsibilities

The District's IAQ Coordinator is Dave Lake, Director, Operations and Properties. He is responsible for establishing and implementing the District's Indoor Air Quality program. The Health and Safety Department is to serve as the "point" person in investigating reports of IAQ problems, making recommendations and initiating remedial action when authorized under this Plan or at the direction of the Director of Operations.

The Director of Operations and Properties is responsible for the efficient and healthful operation of District buildings and will take appropriate action to correct any deficiencies.

Maintenance and Operations Procedures

The Director of Operations and Properties is responsible to assure that maintenance personnel schedule and perform cleaning and preventive maintenance procedures on building HVAC systems. In the event additional professional or maintenance services are required to address an IAQ problem, the Director of Operations and Properties will select the service provider and determine whether Health and Safety funds may be used to procure such services.

Building Systems Operator Training

The Director of Operations and Properties is responsible for assuring that maintenance personnel receive appropriate and effective training on proper operation of building HVAC systems and on factors affecting indoor air quality.

Supervisor Training

Health and Safety Online Training will train building principals and custodians on factors affecting indoor air quality.

Record Keeping

Health and Safety records are to be retained for three years. Maintenance records may be disposed of in less than three years if they are rendered obsolete by establishment and replacement of more recent records or rendered irrelevant due to HVAC system replacement or redesign. Baseline measurements of building HVAC capacities are retained in the Health and Safety department.

Complaint Resolution

In general, concerns over indoor air quality are to be addressed according to the following procedure:

1. Concern is reported to the lead custodian in the building.
2. The custodial/maintenance staff take appropriate action within their means to resolve the problem.
3. If the problem persists, Health and Safety is contacted.
4. Health and Safety conducts a limited indoor air quality survey. This may include survey of occupants, visual survey, sampling of carpet dust and other suspected surface contamination, air sampling and carbon dioxide/carbon monoxide monitoring. Health and Safety may order laboratory testing of collected samples.
5. Recommendations for purchased professional services or remediation are presented to the Director of Operations who is responsible to see that appropriate remediation takes place.
6. If the problem persists, Health and Safety will be contacted again and the process repeated until the problems have been eliminated.

Employees or students are to be encouraged to bring IAQ concerns directly to the Health and Safety Supervisor when conditions do not improve as a result of actions taken at the building or school level.

Indoor Air Quality Inquiries

Any concerned person - staff, parents, students or the public in general - should address questions or concerns to the person(s) below.

Dave Lake, Director of Operations and Properties, 952-707-2035, or dlake@isd191.org.

Annual Inspections and Plan Review

Health and Safety and/or the IAQ Coordinator shall conduct at least an annual walk-through inspection of each building to assess the quality of the indoor air. Such inspections should be scheduled to anticipate those periods when indoor air quality may be expected to be at its poorest. Occupants may be queried about IAQ during these inspections. Written records of such inspections are to be sent to the Director of Operations and Properties.

This Plan is to be annually reviewed, updated and endorsed by the School Board. It is also posted on the District website under the Environmental Health and Safety page.