

Bartholomew Consolidated School Corporation

Columbus North High School

Response to Indoor Air Quality Recommendations by the ISDH

Recommendation

- 1) **410 IAC 33 -4-2(a) states: “Outdoor air shall be supplied to classrooms when occupied” and 410 IAC 6-5.1-5, states: “...each such ventilating system shall be kept continuously in operation whenever a room it serves is occupied”. Notify teachers and staff that both supply and return vents must be unobstructed so as to allow proper air flow for the room, and that the unit ventilator fans must be turned on when students are present.**

Action Plan:

1. Staff members will receive educational materials regarding the need to keep the unit ventilators operating during times when the classroom is occupied by students.
2. Staff member will be asked to remove all materials and plants from the top of the unit ventilators.
3. Classrooms furniture will be arranged to allow 18” of clearance between the furniture and the front of the Unit Ventilator.
4. Custodians will report to the administration classrooms that are not in compliance with these expectations.
5. If the Unit Ventilator is malfunctioning and unable to maintain a temperature between 70⁰-74⁰ the classroom teacher will submit a 360 work order to request repair of the unit.

- 2) **410 IAC 33-4-2 states: “ carbon dioxide concentrations in the breathing zone shall never exceed 700 ppm over the outdoor concentration”, check the settings on the HVAC dampers to ensure sufficient outdoor air is being supplied.**

Action Plan:

1. The outside air dampers on each horizontal unit ventilator will be checked to make sure that they are functional. When feasible the unit will be repaired to full working order. Since these units are scheduled for demolition, in some situations a provision for hand controlled access to outside air may be necessary.
2. The Indoor Air Coordinator will check temperature, humidity and CO₂ levels in all classrooms that have horizontal unit ventilators every fifteen days.
 - a. The data will be logged for a period of five minutes during occupied times.
 - b. A spreadsheet with the data will be provided to the building administration, classroom teacher and maintenance personnel.
 - c. If a classroom is determined to have CO₂ levels that exceed the 700 ppm greater than the outdoor air a 360 work request will be submitted to request repair.
 - d. If the levels exceed the requirements and the unit ventilator has been manually turned off, the Indoor Air Quality Coordinator will turn the unit back on and

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recheck the room in 30 minutes. The IAQ Coordinator will report the issue to the building administration.

- 3) **410 IAC 33-4-10 (a) states “During building renovation or additions, steps must be taken to ensure pollutants from these areas do not enter the occupied spaces.” Ensure school staff and contractors are taking necessary steps to minimize dust in occupied spaces.**

Action Plan:

1. The District Project Coordinator and school Administrators will review the importance of minimizing student and staff exposure to construction dust with all contractors.
2. During the bi-monthly Construction Meetings, the Construction Manager will notify the school district personnel of construction activities that have the potential to cause extraordinarily high levels of dust and debris. School district personnel will determine if it would be better to temporarily move the students to different classrooms or if some type of temporary barrier should be installed to protect students and staff from exposure.
3. Custodians will be made aware of any areas of the building that have been exposed to extraordinarily high levels of dust so that additional cleaning and sanitizing can take place as necessary.
4. The school administration will remind parents via the school newsletter or website that they should contact the school if they have concerns for their child’s health because of sensitivities to dust or asthma.