



IPS INDOOR AIR QUALITY PROCEDURE

The purpose of this procedure is to provide air quality that contributes to a favorable learning environment for students, productivity for teachers and staff, as well as health for all building occupants. IPS Personnel shall report air quality concerns to the IPS Safety Office at 317-226-4466. The Safety Office will provide an inspection and air testing, if necessary, to determine if the air quality is acceptable.

Indianapolis Public Schools follows the Indiana State Department of Health Indoor Air Quality Rule, [410 IAC 33](#), and has an indoor air quality (IAQ) inspection, evaluation, and parent and employee notification program to assist schools in improving indoor air quality and establish best practices for IAQ in schools.

Indianapolis Public Schools designated "IAQ coordinator" is Pam Bedka. Pam Bedka can be reached in the Safety Office at 317-226-4466. Pam Bedka is the lead contact person for staff, the Indiana State Department of Health, the Marion County Public Health Department, etc., for all indoor air quality related matters.

IAQ CRITERIA

During an inspection, the Safety Office will investigate any condition that is contributing or could contribute to poor IAQ, including, but not limited to, the following:

- (1) Carbon dioxide levels.
- (2) Temperature and Relative Humidity.
- (3) Evidence of mold or water damage.
- (4) Excess dust.

CARBON DIOXIDE LEVELS

Outdoor air shall be supplied to classrooms when occupied.

The Safety Office will ensure carbon dioxide (CO₂) concentrations in the breathing zone never exceed seven hundred (700) ppm over the outdoor CO₂ concentration.

$$(\text{outdoor CO}_2 \text{ ppm}) + 700 \text{ ppm} = \text{maximum CO}_2$$

All specialty rooms shall meet the default values for minimum ventilation rates in breathing zones as published in the American National Standards Institute (ANSI)/American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 62.1-2007 table 6-1.

TEMPERATURE AND RELATIVE HUMIDITY

HEATING FACILITIES shall maintain a temperature not less than the following:

(1) Sixty-eight (68) degrees Fahrenheit in all:

- (A) instructional rooms;
- (B) offices;
- (C) locker rooms; and
- (D) cafeterias.

(2) Sixty-five (65) degrees Fahrenheit in activity rooms and shops.

(3) Sixty (60) degrees Fahrenheit in interior toilet rooms.

AIR-CONDITIONING SYSTEMS shall be capable of and shall be operated to maintain

(1) Temperature not to exceed seventy-eight (78) degrees Fahrenheit

RELATIVE HUMIDITY is not to exceed sixty-five percent (65%)

HVAC

Schools shall establish and maintain a written procedure for routine maintenance of HVAC systems including:

(1) A schedule for inspecting the HVAC system, including annual inspections by FMD.

Custodians and school staff shall report any water leaks, burning and unusual smells to FMD immediately.

(2) All school staff must keep ventilation units unobstructed.

(3) A schedule for cleaning the HVAC coils.

(4) A schedule for changing filters. FMD will supply filters, as requested by the school, and Head Custodians shall be responsible for filter changes and keeping HVAC units free of dust and debris inside and out. All filters shall be changed, and HVAC units cleaned/vacuumed out at a minimum, quarterly.

Schools shall establish and maintain written maintenance logs covering cleaning and filter changes of the HVAC systems for a minimum of three (3) years.

VEHICLE IDLING

Indianapolis Public Schools has a written Procedure to address any idling vehicles within one hundred (100) feet of any building containing classrooms. If you need a copy of this procedure, or need help implementing this at your school, please call the Safety Office at 317-226-4466.

ALLERGENS AND IRRITANTS

Ozone generators sold as air purifiers are not to be used.

Scented candles and air fresheners are not to be used.

When a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours. Please contact Facilities Management at 317-226-4466 immediately.

When mold or mold-contaminated material is discovered, corrective action shall be taken within forty-eight (48) hours. Please contact the Safety Office at 317-226-4466 immediately.

Carpet vacuums shall meet HEPA filtration levels by January 1, 2015.

ANIMALS

Furred, feathered, or reptilian animals shall only be allowed in classrooms for educational purposes.

Fish in aquariums are exempt; however, they must be of a reasonable size and quantity.

Service animals are also exempt from the educational requirement.

Schools allowing animals shall follow IPS Procedure regarding animals and shall maintain all housekeeping requirements to reduce any issues students or staff with allergies may have. If you have questions regarding, or need a copy of the IPS Guidance for Animals in School Buildings, please contact the Safety Office at 317-226-4466.

CHEMICALS

Student exposure to chemicals must be kept to a minimum. When evaluating student exposures, the more stringent of National Institute for Occupational Safety and Health (NIOSH) limits or Occupational Safety and Health Administration (OSHA) limits must be used.

Where chemicals are used during class, such as, but not limited to, chemistry, biology, and shop classes, appropriate ventilation must be used to minimize students' exposure to these chemicals, such as a local exhaust system.

If you have questions regarding, or need a copy of, the IPS Science Safety Guide, please contact the Safety Office at 317-226-4466.

FURNITURE AND MISCELLANEOUS ITEMS

All upholstered furniture, stuffed animals, curtains, bean bags made of cloth, rugs, etc. shall be kept to a minimum in all schools. These items can accumulate dust, dust mites and other allergens that could contribute to allergies and asthma attacks. In addition, these items can harbor pests such as bedbugs, lice, fleas, etc.

All items listed above must be approved for use by the Principal and the IPS Safety Department. Approved items will be regularly cleaned to minimize accumulation of dust, dust mites and other allergens. If at any time these items are found to be unkempt or harboring pests, the items must be removed from the school building.

All furniture in classrooms shall be maintained so as to prevent the accumulation or growth of allergens. This shall include routine cleaning as appropriate for the type of furniture.

CONSTRUCTION

During building renovation or additions, steps are taken to ensure pollutants from these areas do not enter the occupied spaces. These steps may include, but are not limited to, the following:

- (1) Keeping the occupied spaces under positive pressure.
- (2) Filtration.
- (3) Limiting certain activities to times of no occupancy.
- (4) Temporary partitions.

POSTING OF REPORTS; RESPONSES; LOCATIONS

If the State Department visits, all IPS Schools shall do the following:

Immediately notify Pam Bedka in the Safety Office at 317-226-4466.

Post, within five (5) working days, the following:

- (A) The report received from the State Department Inspector. The report shall remain posted for fourteen (14) consecutive days.
- (B) The IPS Safety Office response to the state inspector's report. The response shall remain posted for fourteen (14) consecutive days.

Items must be posted in a conspicuous location so they are accessible to all students, parents and employees. The IPS Safety Office will send a written reply to the State Department within sixty (60) days of receiving the State Inspector's report explaining how the school or state agency is correcting any deficiencies noted in the inspection report.