



# Franklin Township Community School Corporation

## Indoor Air Quality (IAQ) Protocols

The purpose of this procedure is to provide air quality that contributes to a favorable learning environment for students, productivity for staff, as well as health for all building occupants. FTCSC personnel shall report air quality concerns to the Indoor Air Quality (IAQ) coordinator, Jody Melady, at (317) 803-5031 or [jody.melady@ftcsc.org](mailto:jody.melady@ftcsc.org). The IAQ coordinator will arrange for an inspection to determine if air quality is acceptable or further action is needed.

Franklin Township Community School Corporation follows the Indiana State Department of Health Indoor Air Quality Code, 410 IAC 33 and has an indoor air quality (IAQ) inspection, evaluation, and notification program to assist schools in improving indoor air quality and establishing best practices for IAQ in schools.

### **Indoor Air Quality (IAQ) Coordinator:**

The IAQ Coordinator for FTCSC is Jody Melady,

Assistant Director of Facilities.

His contact information is:

Jody Melady

8602 Indian Creek South

Indianapolis, IN 46259

Email: [jody.melady@ftcsc.org](mailto:jody.melady@ftcsc.org)

### **IAQ Coordinator**

The primary role of the IAQ Coordinator is team management and leadership by performing the following:

- A. Emergency Response: Ensuring that the school(s) are prepared for emergency response to any IAQ situation.
- B. Key Authority: Disseminates IAQ information, registers IAQ complaints and directs responses, and communicates IAQ issues and status to school administration, staff, students, and parents.

# INDOOR AIR QUALITY

Indiana State Dept. of Health - Summary of Title 410 Article 33, May 1, 2011

IAQ Criteria	Standard
<b>Carbon dioxide limits</b>	<ul style="list-style-type: none"> <li>• Outside air supplied to occupied classrooms</li> <li>• Maximum = outdoor CO2 level plus 700 PPM</li> <li>• (typically 1,000 to 1,100 total PPM)</li> <li>• Specialty rooms according to ANSI and ASHRAE standards</li> </ul>
<b>Vehicle idling</b>	<ul style="list-style-type: none"> <li>• Written policy to address idling vehicles within 100 feet of any building containing classrooms</li> </ul>
<b>Temperature</b>	<ul style="list-style-type: none"> <li>• Instructional rooms, cafeteria, offices, locker rooms               <ul style="list-style-type: none"> <li>✓ Minimum = 68 degrees F</li> <li>✓ Maximum = 78 degrees F</li> </ul> </li> <li>• Activity rooms and shops               <ul style="list-style-type: none"> <li>✓ Minimum = 65 degrees F</li> <li>✓ Maximum = 78 degrees F</li> </ul> </li> <li>• Interior toilets               <ul style="list-style-type: none"> <li>✓ Minimum = 60 degrees F</li> <li>✓ Maximum = 78 degrees F</li> </ul> </li> </ul>
<b>Humidity</b>	<ul style="list-style-type: none"> <li>• Maximum = 65% RH during occupied periods               <ul style="list-style-type: none"> <li>- Needed year round to prevent mold</li> </ul> </li> </ul>
<b>HVAC</b>	<ul style="list-style-type: none"> <li>• Written maintenance procedure to include availability for state inspection               <ul style="list-style-type: none"> <li>✓ Keep ventilation units unobstructed</li> <li>✓ Schedule for cleaning HVAC coils</li> <li>✓ Scheduled for changing filters</li> <li>✓ Written maintenance logs</li> <li>✓ New construction and renovation require all air supplies and air returns to be ducted. Open return plenums above ceilings are not allowed</li> </ul> </li> </ul>
<b>Allergens; irritants</b>	<ul style="list-style-type: none"> <li>• Ozone generators/air purifiers not allowed in classrooms when students are present               <ul style="list-style-type: none"> <li>✓ Scented candles and air fresheners not allowed in classrooms</li> <li>✓ Water leak or intrusions require corrective action within 48 hours of discovery</li> <li>✓ Mold or mold contaminated material require correction action within 48 hours of discovery and mold is not to be growing in the school</li> <li>✓ Carpet vacuums must meet HEPA filtration levels by January 1, 2015</li> </ul> </li> </ul>
<b>Animals</b>	<ul style="list-style-type: none"> <li>• Furred, feathered, or reptilian animals shall only be allowed in classrooms for educational purposes</li> <li>• Fish in aquariums are exempt from educational requirement but must be of reasonable size/quantity</li> <li>• Service animals are also exempt from the educational requirement</li> <li>• Schools allowing animals in the classroom shall have a written policy addressing:               <ul style="list-style-type: none"> <li>✓ What animals are allowed</li> <li>✓ When animals are allowed in classrooms for educational purposes</li> <li>✓ The duration of an animal's stay in a classroom</li> <li>✓ Housekeeping requirements</li> <li>✓ How issues with students or staff allergic to the animal will be addressed</li> </ul> </li> <li>• This policy shall be available for the state department's or it's agent's review</li> </ul>
<b>Chemicals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Where chemicals are used during class, appropriate ventilation must be used to minimize students' exposure to these chemicals, such as a local exhaust system</li> <li>• The school may adopt and enforce a policy that minimizes student and staff exposure to chemicals.</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Furniture in classrooms shall be maintained to prevent the accumulation or growth of allergens. This shall include routine cleaning as appropriate for the type of furniture.</li> </ul>
<b>Construction</b>	<ul style="list-style-type: none"> <li>• During building renovation or additions, steps must be taken to ensure pollutants from these areas do not enter the occupied spaces. These steps may include, but are not limited to:               <ul style="list-style-type: none"> <li>✓ Keeping the occupied spaces under positive pressure in relation to work areas</li> <li>✓ Filtration</li> <li>✓ Limiting certain activities to times of no occupancy</li> <li>✓ Temporary partitions</li> <li>✓ Other appropriate actions</li> </ul> </li> <li>• For new construction, carpet is prohibited on walls</li> </ul>

## Radon

Franklin Township Community School Corporation has received I.D.O.H.'s Indoor Air Quality in Schools Best Practices manual.

FTCSC's older facilities were tested in 2012 and no action was required.