

# **Written Indoor Air Quality Program**

**Hopewell Valley Regional School District**

**425 South Main Street  
Pennington, NJ 08534**

Revised August 2, 2017

## **Policy and Administration**

This notice is to inform employees that our agency complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007), which was proposed on December 18, 2006 and adopted on May 21, 2007.

We recognize that good indoor air quality is essential to employee's 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 buildings/locations:

Bear Tavern Elementary School	1162 Bear Tavern Road, Titusville, NJ 08560
Hopewell Elementary School	35 Princeton Avenue, Hopewell, NJ 08525
Stony Brook Elementary School	20 Stephenson Road, Pennington, NJ 08534
Toll Gate Grammar School	275 South Main Street, Pennington, NJ 08534
Timberlane Middle School	51 South Timberlane Drive, Pennington, NJ 08534
Hopewell Valley Central High School	259 Pennington-Titusville Road, Pennington, NJ 08534
HVRSD Administration Offices	425 South Main Street, Pennington, NJ 08534

## **Designated Person**

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for the Hopewell Valley Regional School District's compliance with the standard. This person is:

Thomas Quinn, Director of Facilities	609 737-4000 Ext # 2801
<i>Designated Person</i>	<i>Phone #</i>

The designated persons are the person(s) who have been trained and given the responsibility by HVRSD to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated persons are also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate 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:
  - Checking and/or changing air filters
  - Checking and/or changing belts
  - Lubrication of equipment parts
  - Checking the functioning of motors
  - Confirming that equipment is in operating order
  - Checking for microbial growth in condensate pans or standing water

Documentation of preventive maintenance work orders for repairs & PM service are auto-generated and stored in the HVRSD School Dude Work Order System – PM Direct data base. Reports for HVAC PM and regular work can be generated upon request.

## **Indoor Air Quality Compliance Documents**

Our agency 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. As-built construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, & balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. 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 their Building Head Custodian so that their concerns can be investigated. The head custodian will contact the facilities office and a work order will be generated to track all complaints.

The Head Custodians have been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the initial investigation of the Head Custodian. All IAQ complaints are investigated and tracked via the SchoolDude work order system. Subsequent investigations may be performed by the director of facilities and or the district environmental specialist PAR's Environmental Services.

## **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, HVRSD will conduct an inquiry into the allegations. A HVRSD work order will be assigned for the complaint, to document all efforts to investigate and resolved as required. The findings of the initial inquiry and any planned action items 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 – IAQ Director.

## **Notification of Employees**

The Designated Person – IAQ Director 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 – IAQ Director 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 their Building Head Custodian immediately if they observe evidence of water intrusion so that corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours will be removed as directed by the Designated Person. During the humid summer months any district facility not equipped with effective air-conditioning and central dehumidification will have portable dehumidifiers in place. All necessary efforts will be used to maintain humidity levels below 60%.

## **Controlling Air Contaminants**

### Outside air

The Building Head Custodian will identify the location of outside air intakes for their building 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 Building Head Custodian will generate a work order to eliminate the contaminant source &/or make arrangements to relocate the intake.

## Inside air

The district will make every effort to reduce indoor air contaminants by maintaining clean facilities. The district will reduce the use harmful cleaning agents and will strive to use only Green products. All wiping and dusting will be done with microfiber rags and dust mops to reduce airborne dust. In addition, the district will only use vacuums with HEPA filtration and certified by the Carpet and Rug Institute.

## Point Source Contaminants

The IAQ Supervisor / Inspector(s) in conjunction with the Building Head Custodian will identify point sources of contaminants and generate work orders to arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans are periodically inspected as part of the HVRSD HVAC Preventative Maintenance for all roof top systems. This ensures that the exhaust fans 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 will strive to maintain building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Building Head Custodian should first be contacted. The Building Head Custodian will ascertain whether the HVAC system is operating properly. If not, a work order will be generated to repair the system so that it operates as designed. If temperatures fall below 63 degrees or above 89 degrees the district will act within a reasonable time to remediate the situation or move the occupants to another space. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range. HVRSD is constantly working to improve the function of the HVAC components.

### Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the Building Head Custodian should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO<sub>2</sub>) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the IAQ designated person in conjunction with the district HVAC mechanic and the Energy Management System technician, 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 – IAQ Director in cooperation with the design professional(s) will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain MSDS 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 least occupied.
- Consider temporarily relocating employees to an alternate worksite.
- Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.
- Require that the SMACNA IAQ Guidelines for Occupied Buildings Under Construction are followed, including but not limited to:
  - 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 in the course of renovation or construction, the Designated Person – IAQ Director in cooperation with the design professional(s) 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 isocyanates 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 – IAQ Director in cooperation with the design professional(s) will maintain records of this evaluation for compliance recordkeeping purposes.

Management and the Designated Person – IAQ Director 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 – IAQ Director in cooperation with the design professional(s) 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 one person (e.g., the nurse, human resources, designated person) so that they can be accurately assessed and investigated when indicated. All exposures should also be reported immediately to their immediate supervisor and their Building Head Custodian / IAQ Building Lead Inspector. An IAQ related work order will then be generated for tracking purposes and further investigation.

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. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards ([www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes), 609-984-7609)

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 (i.e. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, visible mold) they should notify their Building Head Custodian of the situation so that it can be addressed promptly. A work order will be generated to track all IAQ concerns. 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. This plan will be reviewed prior to September 1<sup>st</sup>, 2017.

### **Certifications:**

Reviewed and Approved:

Robert Colavita  
Business Administrator, HVRSD

August 2, 2017

Thomas Quinn  
Director of Facilities  
Designated Person

August 2, 2017



## HVRSD IAQ PLAN

Head Custodians at individual sites are:

- Bear Tavern Elementary School - Carlton Sanderson.ext 5181
- Toll Gate Grammar School - Scott Hahn ex 8147
- Stony Brook Elementary School - Damian Savizon ex 6096
- Hopewell Elementary School - Carlos Gonzalez ex 7400
- Timberlane Middle School - Ali Young ex 4133
- Central High School - David Radzycki ex 3543

The Designated Person, Thomas Quinn Director of Facilities has received training and is familiar with the requirements of the NJ IAQ Standard. Date of last training January 13, 2017. The Building head custodians received PEOSH Indoor Air Quality Designated Person's Training January 13, 2017