

Physical Environment Subcommittee Goals and Activities

Goal #1 Establish Good Indoor Air Quality in Schools

Activities:

- 1.1 Quality Heating, Ventilation and Air Conditioning Systems (HVAC)
- 1.2 Control of Moisture/Mold
- 1.3 Effective Cleaning and Maintenance
- 1.4 Smart Materials Selection
- 1.5 Aggressive Source Control
- 1.6 Continued Strong Integrated Pest Management Program (IPM)



GOAL #1 – Establish Good Indoor Air Quality in Schools

Activity 1.1 – Quality Heating, Ventilation, and Air Conditioning Systems (HVAC)

In place by

Responsibility

On-going

Facilities

Steps

Expected Outcomes

Monitoring

1. Utilize ESSER funds to enhance preventative maintenance (PM) on heating, ventilation, and air conditioning (HVAC) equipment
2. Change filters to MERV 13
3. Clean air supply diffusers, return registers, and outside air intakes
4. Keep unit ventilators clear of books, papers, and other items
5. Monitor equipment for spikes and alarms
6. Replace HVAC units in portable classrooms

- Software provides schedules for preventative maintenance
- Custodial staff is changing filters, ongoing collaboration with PM and Custodial staff
- Custodial staff is cleaning and clearing diffusers, registers, and outside air intakes
- Heighten teacher's awareness of the importance of keeping air circulating around unit ventilators
- Increase the reliability of equipment

- Reports from Work Management software to monitor PM progress (6/21-6/24)
- Use software program to verify the regularity of filter changes (2/21-6/22)
- Replacement of HVAC units in portable classrooms (6/22-6/23)

Activity 1.2 – Control of Moisture/Mold

In place by

Responsibility

Facilities

Steps

Expected Outcomes

Monitoring

1. Conduct routine moisture inspection
2. Establish mold prevention and remediation plan
3. Address moisture problems promptly
4. Dry wet areas within 24-48 hours
5. Check portable classrooms routinely and more often at non-use times

- Custodial staff will report any visible water leaks
- Operations staff will provide information and training to custodial staff
- High priority will be given to any water infiltration work orders
- Custodial staff will be the first responders; additional Operations staff will provide further support
- Changes to carpet cleaning schedules to avoid times when air conditioning is not scheduled

- Work order reports for water infiltration will be reviewed promptly and remedial action taken as soon as possible
- Checklist developed for portable classrooms to be turned in yearly (in June) for repairs over the summer
- Area manager review and verification



| Activity 1.3 – Effective Cleaning and Maintenance | | In place by | Responsibility |
|---|--|---|-----------------------|
| | | On-going | Facilities |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> 1. Conduct routine inspection of school environment 2. Train cleaning staff 3. Ensure Safety Data Sheets (SDS) are available to staff and public | <ul style="list-style-type: none"> • Training will continue on a yearly basis • Safety Data Sheets are posted on AACPS website | <ul style="list-style-type: none"> • Area Manager assigned to verify cleaning with standard checklist • Verify training is scheduled (annually) • Continues monitoring for new equipment needs (annually) • Ensure that SDS are up to date (annually) | |
| Activity 1.4 – Smart Material Selection | | In place by | Responsibility |
| | | On-going | Facilities |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> 1. Develop low-emitting products purchasing and use policies 2. Use only formaldehyde-free materials 3. Use only low-toxicity and low-emitting paint 4. Green cleaning | <ul style="list-style-type: none"> • Specifications for construction, maintenance and operations materials require low emitting products • Work with purchasing to specify formaldehyde-free materials • Continued use of green cleaning products | <ul style="list-style-type: none"> • Verify specifications for construction, maintenance, and operation products require low emitting products • Review green cleaning products for best value • Continued review of new products | |



| Activity 1.5 – Aggressive Source Control | | In place by | Responsibility |
|---|--|---|-----------------------|
| | | Complete | Facilities |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> 1. Establish a school chemical management and inventory plan 2. Conduct regular building walk-through inspections 3. Establish anti-idling school bus guideline 4. Use walk-off mats at building entrances | <ul style="list-style-type: none"> • Unused chemicals will be disposed of properly and those in use will be cataloged in an inventory • Encourage staff to purge chemicals • Busses will be turned off when not in use • Contaminants will come off shoes before entering building | <ul style="list-style-type: none"> • Yearly memo to remind all schools to inventory chemicals and request a pickup of obsolete inventory • Area manager to make sure mats are at entry location | |
| Activity 1.6 – Continued Strong Integrated Pest Management (IPM) Program | | In place by | Responsibility |
| | | Complete | Facilities |
| Steps | Expected Outcomes | Monitoring | |
| <ol style="list-style-type: none"> 1. Inspect and monitor for pests 2. Use spot treatments and baits 3. Communicate with occupants prior to pesticide use 4. Mark indoor and outdoor areas treated with pesticides | <ul style="list-style-type: none"> • Environmental Health and Safety Manager is responsible for the IPM program • Letters are sent through the PIO office if correspondence is required • Areas are marked and work is done during non-school hours | <ul style="list-style-type: none"> • Continued use of the IPM program established in the early 1990s • IPM team uses paperless electronic work order system • Monitor work order system for trends | |

