

ADMINISTRATIVE PROCEDURE NO. 505

INDOOR AIR QUALITY

Background

Furniture, pets, and carpet brought into the buildings by Division employees tend to be Indoor Air Quality (IAQ) concerns. To provide the highest indoor air quality possible for staff and students in buildings, the following procedures need to be followed.

Procedures

1. The procedures for maintaining the best quality indoor air shall be that:
 - a) No warm-blooded animals are permitted to be kept as classroom/school pets in buildings;
 - b) Cold-blooded pets will be limited to fish and approved reptiles, providing the tank is well maintained and emptied prior to the last school day in June for the summer break;
 - c) Classroom sofas and chairs are of non-cloth type material (leather, vinyl) and are well maintained.
 - d) The school-based administration is to contact the Risk Management / Health and Safety Department, at 343-1055, to report any IAQ concerns.
 - e) Classroom area rugs are to have bound edges, and must be cleaned on a regular basis.
 - f) Pillows and cushions require regular cleaning/washing with documentation recording cleaning schedule.
 - g) Classroom carpet will be replaced with hard surface material at such time replacement is required.
 - h) Special program allowances should be discussed with the Risk Management / Health and Safety Department to allow for documentation submission.
 - i) Maintenance Services will implement an Air Quality Management System for inspection and maintenance of Division facilities ventilation systems. Areas of regular maintenance will include: Outdoor Air Intakes, System Cleanliness, Controls for Outdoor Air Supply, Air Distribution, Exhaust System Quantity of Outdoor Air, and Measuring Air Flow.