

Orange School District

Indoor Air Quality (IAQ) Written Plan



Edwin Vasquez
Designated Person
451 Lincoln Avenue Orange, NJ 07050
Ph: 973-677-4000 X50204
Fax: 973-677-2518

Policy and Administration

This notice is to inform employees that our agency complies with the Public Employee Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (NJAC 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 the 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:

Orange High School, 400 Lincoln Avenue, Orange, NJ 07050

Orange Preparatory Academy of Inquiry and Innovation. 400 Central Avenue, Orange, NJ 07050

Cleveland Street Elementary, 355 Cleveland Street, Orange NJ 07050

Our Lady of the Valley, 518 Valley Street, Orange, NJ 07050

Forest Street Community School, 651 Forest Street, Orange, NJ 07050

Heywood Avenue School, 421 Heywood Avenue, Orange, NJ 07050

Lincoln Avenue School, 216 Lincoln Avenue, Orange, NJ 07050

Oakwood Avenue Community School, 135 Oakwood Avenue, Orange, NJ 07050

Park Avenue School, 231 Park Avenue, Orange, NJ 07050

Rosa Parks Community School, 369 Main Street, Orange, NJ 07050

Central Elementary School, 33 Cleveland Street, Orange, NJ 07050

John R. Lewis Early Childhood Center, 123 Cleveland Street, Orange, NJ 07050

Orange Early Childhood Center, 397 Park Avenue, Orange, NJ 07050

Scholars Academy, 268 Capuchin Way, Orange, NJ 07050

STEM Innovation Academy of the Oranges, 445 Scotland Road, South Orange, NJ 07079

Administration Building. 451 Lincoln Avenue, Orange, NJ 07050

Designated Person: Edwin Vasquez 973-677-4000 Extension 50204

The designated person is the person who has been trained and given the responsibility by OBOE to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated person is also assigned to do the following: receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigate as necessary, maintain required records, and update the written program annually.

Preventative Maintenance Schedule

Preventative maintenance schedules that follow manufacturer's 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.

Please note: Preventative Maintenance schedules/logs are maintained within the Brightly Work Order Management System.

Recordkeeping

Documentation of preventative maintenance and repairs to the ventilation system are retained for at least three years and include the following information:

- Date that preventive maintenance or repair was performed
- Checking and/or changing belts
- Lubrication of equipment parts
- Checking the functioning of motors
- Confirming that equipment is in operative order
- Checking for microbial growth in condensate pans or standing water

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 and staff members should routinely observe their workplace for evidence of water intrusion – i.e. roof leaks, pipe leaks). Employees and staff members should notify the buildings 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 may be removed as directed.

Indoor Air Quality Compliance Documents

The district 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 will include:

As-built construction documents, HVAC system commissioning reports, HVAC systems testing, adjusting and balancing reports, operations and maintenance manuals, water treatment logs, 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 the designated person so that their concerns can be investigated. The designated person has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the designated person.

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, we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response within fifteen working days of receipt; copies of all responses to PEOSH will be maintained by designated person.

Notification of Employees

The designated person 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 hazardous information. The designated person 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 and staff members should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees and staff members should notify the buildings 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 may be removed as directed.

Controlling Air Contaminants

Outside Air

The designated person will identify the location of outside air intakes 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 designated person will eliminate the contaminant source, make arrangements to relocate the intake or make design changes to the unit.

Point Source Contaminants

The Designated Person will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they 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 strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Designated Person will ascertain whether the HVAC system is operating properly. If not, the system must be repaired. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the Designated Person should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide concentrations exceed 1000 parts per million and the room is not equipped with operable windows, the Designated Person 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 will utilize the following protocol to assure that employee's exposure to potentially harmful substances is minimized:

- Obtain SDS sheets for all products to be utilized on the project and maintain on site throughout the duration of 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
- Isolate the work area from occupied areas
- Use the 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, and installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials in the course of renovation or construction, the designated person 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 isocyanides 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 will maintain records of this evaluation for compliance recordkeeping purposes.

Management and the Designated Person 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 buildings.

Mechanical ventilation (i.e. fans, portable blowers, air scrubbers, dehumidifiers 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 the employees. Renovation areas in occupied buildings will be isolated and dust and debris will be confined to the renovation or construction area.

If work is being performed by an outside contractor the Designated Person 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 preventative actions, employees are exposed to air contaminants resulting in 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 to their supervisor and the designated person.

Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (NJAC 5:23)

Permits for renovation and construction related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (NJAC 5:23). All work requiring a permit will be performed in compliance with NJAC 5:23. Additional information concerning the NJUCC can be obtained from the Department of Community Affairs, Division of Codes and Standards (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: Designated Person: Edwin Vasquez (973-677-4000 X50204) of the situation so that it can be addressed promptly.

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. Instructional materials are to be kept clear of all HVAC components and equipment to allow for proper operation and access to the equipment. Classroom doors should be kept closed and not propped open to ensure that the HVAC system operates as designed.

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.

Orange School District Certifications:


Jason E. Ballard
School Business Administrator
Orange School District

6 / 26 / 23
Date:


Edwin Vasquez
Designated Person
Orange School District

6 / 26 / 23
Date: