

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
No. 522 INDOOR AIR QUALITY	04/01/96	10/02/06 11/05/13	1 of 3

It is the policy of the Tri-County Regional Centre for Education to develop a protocol for school indoor air quality complaints in accordance with Occupational Health & Safety provincial regulations.

Procedure under Policy 522

The majority of complaints that illness is being caused by the air quality in schools can be handled locally. Complaints from either pupils or staff should be handled by the appropriate authorities within the school system, paying attention to the common causes of problems illustrated in the accompanying letter.

If the problem cannot be solved locally, the enclosed protocol response schedule is a guide to help coordinate the response to complaints. It is recommended the school direct the problem their appropriate Occupational Health and Safety Committee. The Tri-County Regional Centre for Education Occupational Health & Safety Officer will act as a resource to aide them in the investigations. If necessary, Occupational Health & Safety Officer will consult with other health professionals about the results of the investigation.

Building Environmental Checklist

Building occupants play a key role in establishing a productive work environment. Alterations to office layouts, changes in occupancy levels and the introduction of new processors and equipment must be assessed with respect to their impact on the working environment. In addition, good housekeeping practices are required by building occupants to prevent unnecessary interference with the operation of building systems.

This checklist presents situation questions. When answered, these provide indicators of operating conditions and performance. Each question is to be answered by a checkmark in the “Yes” or “No” columns. A “No” response would indicate that corrective action is required and a satisfactory condition exists, where a “Yes” response would indicate further action may be required.

The attached checklist (Appendix A) was intended to be of a general nature and therefore may include items not applicable to your specific building. In such cases, please enter “N/A” in the “No” column.



Protocol for Responding to School Indoor Air Quality Complaints

1. The School, Health and Safety Committee to complete building environment checklist, indoor air investigation guide and an air quality questionnaire.*
2. The Occupational Health & Safety Officer will do preliminary analysis of questionnaire.
3. Recommend remedial plan.
4. If sampling and testing is recommended – employer arranges for service.
5. Employer choice for sampling and testing conducted by approved testing agency.
6. The Occupational Health & Safety Officer will share the report with the appropriate parties.
7. Advise Tri-County Regional Centre for Education

* Air Quality Questionnaire – This is an analysis of complaints from pupils and/or staff and should be developed in consultation with the Occupational Health & Safety Officer.



Building Environment Checklist

Appendix B of Policy 522

Information Form – **Building Characteristics**

Building Name: _____

General Information:

Age of Building _____

Number of Floors: _____

Basic Construction: _____

Type of Heating System _____

Is building Air Conditioned? _____

Does Building have Mechanical Ventilation systems? If so, how many units?

Renovations or Operating Changes:

List any major renovations or operating changes that have been made in the last two years. Items in this category include: changes in layout (e.g. relocation and/or addition of partitions and screens); repairs and decorative renovations such as new furniture, carpeting, painting, installation of new equipment.

Description of Changes in layout _____ Date _____

Description of Major Repairs _____ Date _____

Description of Decorative Renovations (e.g. painting, carpeting) _____ Date _____

Description of New Equipment (e.g. photocopies, off-set printer) _____ Date _____
