



SIENA

CATHOLIC SCHOOLS OF RACINE

Indoor Environmental Quality Management Plan

February 20, 2020

1. Mission Statement

School buildings kept in good repair, suitably equipped, and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), Siena Catholic Schools' designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), **Siena Catholic Schools** will maintain indoor environmental quality (IEQ) in schools as appropriate.

2. Role of the IEQ Coordinator

Siena Catholic Schools have identified the following persons as the IEQ Coordinators for specific buildings within the district.

Keith Williams	John Paul II Academy
Doug Overstreet	Our Lady of Grace Academy
Russ Blaha	St. Joseph School
Shaun Koleske	St. Lucy School
Geoffrey LaCanne	St. Rita School
Vinnie Lucci	St. Catherine's Middle/High School

The IEQ Coordinator's responsibilities, in collaboration with the building principal, will include:

- A. Serving as the primary contact person for issues related to IEQ within a specific school building. The Coordinator will be responsible for:
1. collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s);
 2. communicating with the administration about IEQ concerns that have been reported;
 3. determining if an investigation is necessary and assigning an appropriate individual to investigate the concern;
 4. communicating an anticipated timeline for completion of the investigation;
 5. sharing results of the investigation with the concerned person, administration and school board;
 6. ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter;
 7. maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
 8. advising Siena leadership if updates and/or changes are necessary to the organization's IEQ management plan;
 9. communicating with staff, parents, and other parties regarding IEQ; and
 10. leading an IEQ team if the organization determines that a team is necessary to assist the IEQ Coordinator(s) with policy revisions, review of building concerns, communications, or other tasks as necessary.
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3. Communication

Siena Catholic Schools' communication plan to inform staff, students, parents, and the public of the organization's indoor environmental quality (IEQ) status includes an annual publication of a notice to students, staff, and the community that the district has an IEQ management plan in place, using the website or other appropriate means.

4. Reporting

Siena Catholic Schools encourage the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors as well as avoid unnecessary costs related to the neglect of IEQ issues.

Siena Catholic Schools' procedure for the reporting of IEQ concerns includes completion and submittal of a form, available in each school office. It is provided for staff, students, parents, or members of the public to report IEQ concerns in writing (See Appendix A).

5. Addressing IEQ Findings

The IEQ Coordinator will discuss with building principal and, if necessary, refer the concern to Siena leadership to investigate and proceed as funding allows.

6. IEQ Policies

Siena Catholic Schools of Racine have implemented, and will continue to develop, formal organization policies based on existing procedures and practices of the Milwaukee Archdiocese related to:

- A. Non-Smoking Policy
Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.
- B. Animals in the Classroom Policy
- C. Food in the Classroom Policy
- D. Painting Policy
- E. Hazardous Materials Policy
- F. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
- G. Integrated Pest Management Program
- H. Lead Policy
- I. Radon Gas Policy
- J. Anti-Idling Policy

7. Procedures for Maintenance and Facility Operations

- A. Cleaning and Chemicals
Regular and thorough cleaning is an important means for the removal of air pollutant sources. Siena Catholic Schools will address cleaning and chemical handling issues as appropriate.

- B. Flooring
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Regular and effective cleaning and maintenance of all floor coverings used in district buildings is essential to keep floors dry and clean. Siena Catholic Schools will maintain flooring as appropriate.

C. Preventive Maintenance and Operations

Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently to maintain comfortable temperatures and humidity in occupied spaces. The organization will address preventive maintenance as appropriate.

D. Microbial Management

Microbials such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort for building occupants. Moisture control is the most effective way to control microbial growth. Siena Catholic Schools will manage microbials as appropriate.

8. Construction and Renovation

Siena Catholic Schools will adhere to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects, including the Wisconsin State Building Codes that can be found at <http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

The organization will consider IEQ when planning construction and renovation projects. The findings from walkthrough inspections and building systems evaluations will be considered when planning renovations.

9. Staff Responsibilities for Maintaining Good IEQ

All **Siena Catholic Schools** staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees will be provided with information and training about IEQ as appropriate. Staff should follow the appropriate process to address IEQ concerns as described in #4 above.

10. Prevention of IEQ Problems

Siena Catholic Schools of Racine is committed to preventing IEQ problems. To reach this goal, the district will take whatever actions are appropriate and possible given availability of budget and staffing by keeping equipment and operating systems in good working condition and make every effort to best accommodate the needs and comfort of students, staff, and other users of the school building.

Appendix A

Indoor Environmental Quality (IEQ) Concern Record

Date *Mo./Day/Yr.*

GENERAL INFORMATION

Name First, Last	Email Address	Phone Area Code/No.	
Street Address	City	State	ZIP

Status in Filing Concern *Check One*

Staff
 Student
 Parent
 Member of Public

ENVIRONMENTAL QUALITY CONCERN

District Building of Concern

Describe IEQ Concern *Limit response to space provided.*

IEQ COORDINATOR'S USE ONLY

Attach all other pertinent documentation.

Date Recorded <i>Mo./Day/Yr.</i>	Date Investigation Begun <i>Mo./Day/Yr.</i>	Date Investigation Complete <i>Mo./Day/Yr.</i>	Person Assigned to Investigate
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Result of Investigation

Clean-up, Remediation, or Other Work Necessary <input type="checkbox"/> Yes <input type="checkbox"/> No	Person Assigned First & Last Name	
Date Work Begun <i>Mo./Day/Yr.</i>	Date Work Complete <i>Mo./Day/Yr.</i>	Follow-Up Contact Made <input type="checkbox"/> No <input type="checkbox"/> Yes, <i>Date of follow-up</i>