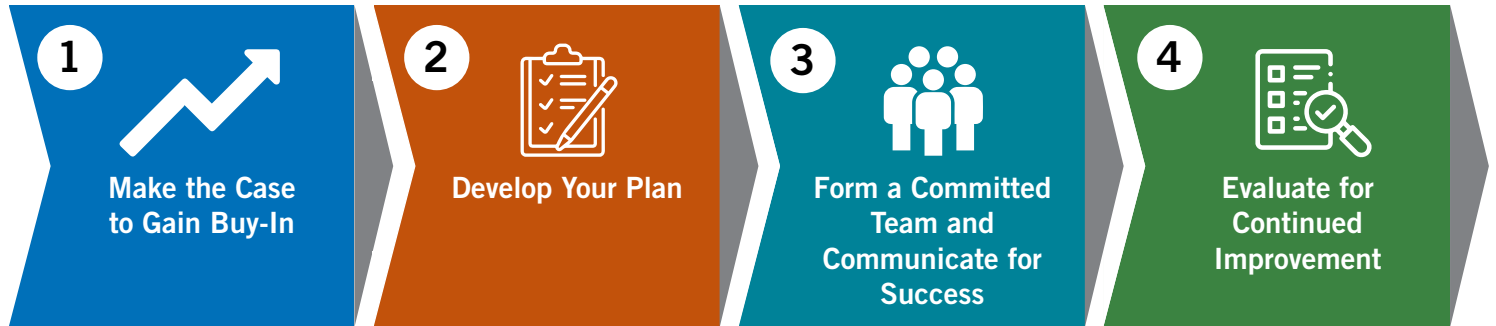




Collaborative Indoor Air Quality Management



Developing a Successful Indoor Air Quality (IAQ) Management Plan



Step 1: Make the Case to Gain Buy-in

Develop a **value proposition**. Write a succinct statement (2–4 sentences) clearly describing tangible results, an offer, the basic reasoning for supporting your program, and a succinct success story that uses tangible results to draw interest.

Proactively addressing IAQ in your school facility can—

- Help save your school district money.
- Reduce missed school days by improving student and staff health.
- Improve academic and staff performance.
- Enhance the physical environment and improve energy efficiency.

My Value Proposition:

The bold goals my program is focused on include [impacts/long-term outcomes] _____, _____, and _____.

For/By [inputs/investment] _____, my program will [achieve outcome/short-term and intermediate goal] _____ for [target population] _____ and will generate [benefits/cost savings] _____ over/within [time period] _____.

Step 2: Develop Your Plan

A comprehensive school IAQ management plan outlines the goals of the plan, as well as the policies and procedures enacted by a school district to prevent and respond to incidents that impact IAQ through operations and maintenance practices, staff training, communications, and compliance with local and federal regulations.

Goals: Check the goals that you would like to include in your IAQ management plan.

[School district's name] is committed to ensuring healthy, safe, and comfortable learning and working environments for all students and staff. To provide high-quality learning environments in alignment with [school district's name] [mission/vision/strategic goal], the following IAQ management plan was developed as a guide to prevent, address, and monitor aspects impacting air quality in school buildings with the following goals:

- Minimize the levels of indoor air pollutants to reduce the likelihood of occupant health problems, including asthma, respiratory tract infections, and allergic reactions.
- Control temperature and humidity and maintain adequate ventilation rates by repairing and maintaining ventilation equipment, which will promote a comfortable and productive learning and working environment.
- Respond to IAQ-related concerns and problems in a prompt and thorough manner, and effectively communicate the progress of investigations and their resolution to all interested parties.
- Prevent IAQ problems through such measures as preventative maintenance and regular building inspections to avoid school closures, minimize liability risks, and foster a positive relationship among parents, teachers, and the school administration.

Practices and Policies: Add notes specifying which practices, policies, or resources you would like to include in your plan.

- ✓ Checklists, procedures, and schedules: _____
- ✓ Walkthroughs and assessments: _____
- ✓ Address IAQ technical solutions: _____
 - Quality HVAC, air filtration, and ventilation: _____
 - Control of mold and moisture: _____
 - Strong integrated pest management: _____
 - Effective green cleaning and maintenance: _____
 - Smart materials selection: _____
 - Aggressive source control: _____
 - Integrated energy management solutions: _____

A strong program includes goals, objectives, and new standard facility management policies designed to prevent IAQ problems and respond to potential IAQ issues when they occur.

What goals would you like to achieve? List a few below:

Step 3: Form a Committed Team and Communicate for Success

Use the table below to develop your IAQ team. Your committed team should—

- ✓ Contribute to the IAQ Management Plan creation and implementation.
- ✓ Evaluate non-routine IAQ concerns that have been reported to the IAQ Coordinator.
- ✓ Take steps or recommend measures to resolve the reported concern.
- ✓ Meet regularly [*monthly, quarterly, biannually, or other timeframe as part of regularly scheduled health and safety meetings*] to review ongoing IAQ issues and projects.
- ✓ Conduct an annual review of the IAQ Management Plan.

Who do you think would be a good addition to your IAQ team?

Name	Job Title	Contact Information	Team Role/Responsibilities

Step 4: Evaluate for Continued Improvement

The final step is evaluation, which should be done early and often and not just once a year. During your evaluation, be sure to—

- ✓ Solicit feedback.
- ✓ Capture return on investment.
- ✓ Measure, assess, and track program implementation.
- ✓ Document accomplishments.
- ✓ Determine the most effective strategies for continuous improvement.

How will you evaluate for continued improvement?

Resources



EPA Indoor Environments Division Resources

- Healthy Indoor Environments in Schools www.epa.gov/iaq-schools
 - *IAQ Tools for Schools* Action Kit
 - IAQ Preventive Maintenance in Schools: Guidance, Tools and Resources
 - Framework for Effective School IAQ Management
 - EPA On-Demand School IAQ Training Webinars
 - Case Studies for Effective IAQ Management in Schools
 - Energy Savings Plus Health Guide: Indoor Air Quality Guidelines for School Building Upgrades

ENERGY STAR Tools and Resources

- Cash Flow Opportunity Calculator: www.energystar.gov/cfocalculator

ASHRAE Resources

- ASHRAE Indoor Air Quality Guide: Best Practices for Design, Construction and Commissioning (2009): iaq.ashrae.org/
- ASHRAE Epidemic Task Force for Schools and Universities (main page): www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-reopening-schools-and-universities-c19-guidance.pdf

U.S. Green Building Council Center for Green Schools

- School District Indoor Air Quality Management Plan Toolkit: www.usgbc.org/resources/school-district-indoor-air-quality-management-plan-toolkit
- Managing Sustainability & Indoor Air Quality in School Districts: A Profile of Staff in the K–12 Sector: www.usgbc.org/resources/managing-sustainability-indoor-air-quality-school-districts-profile-staff-k-12-sector
- Making the Case for K–12 Sustainability Toolkit: www.usgbc.org/resources/making-case-k12-sustainability-toolkit