

# HOW TO REQUEST AN INDOOR AIR QUALITY INSPECTION

## **STEP ONE**

Document as many details as possible as it pertains to the concern

- ◆ Symptoms
- ◆ Time of day
- ◆ Location (i.e. Room Number)

## **STEP TWO**

Notify school administration at your school

## **WHAT HAPPENS AFTER THE SCHOOL ADMINISTRATION RECEIVES NOTIFICATION?**

School Administration will notify Facilities Maintenance through the work order system to request an inspection by the Environmental Compliance Department.

Upon notification an Environmental Standards Coordinator will come out and inspect the concern.

## **HOW ARE THE RESULTS OF THE INDOOR AIR QUALITY INSPECTION REPORTED?**

The Environmental Standards Coordinator will email a report to the administrator within 5-7 days of the inspection.

The Environmental Standards Coordinator will also enter the report into the SAP Business System. Facilities Maintenance will then create work orders from the required actions identified within the report found in SAP.

## **WHAT IS THE DIFFERENCE BETWEEN INDOOR AIR QUALITY ISSUES AND ROUTINE MAINTENANCE?**

### **COMMON INDOOR AIR QUALITY ISSUES**

- ◆ Odors
- ◆ Visible mold growth
- ◆ Increase of allergy or asthma symptoms

### **COMMON ROUTINE MAINTENANCE**

- ◆ High humidity within the classroom or office
- ◆ Air conditioning broken or off
- ◆ Water intrusion from leaks