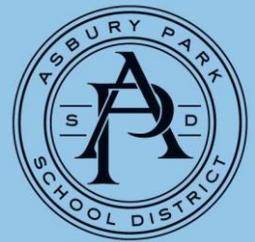


# WRITTEN INDOOR AIR QUALITY PROGRAM

Department of Buildings and Grounds 2018 - 2019

*Asbury Park Board  
Of Education*



## **POLICY AND ADMINISTRATION**

This notice is to inform employees that the Asbury Park Board of Education complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 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 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 locations/buildings:

- |  |   |
|--|---|
| A. Administration Building<br>910 Fourth Avenue<br>732-776-2606                    | B. Asbury Park High School<br>1003 Sunset Avenue<br>732-776-2638              |
| C. Asbury Park Dorothy McNish Parent Center<br>300 Prospect Avenue<br>732-776-2552 | D. Asbury Park High School Stadium<br>1001 Sixth Avenue                       |
| E. Asbury Park Information Tech Center<br>1506 Park Avenue<br>732-776-2600         | F. Barack Obama Building<br>1300 Bangs Avenue<br>732-776-2545                 |
| G. Asbury Park Middle School<br>1200 Bangs Avenue<br>732-776-2559                  | H. Thurgood Marshall Elementary School<br>600 Monroe Avenue<br>732-776-2660   |
| I. Bradley Elementary School<br>1100 Third Avenue<br>732-776-3100                  | J. Asbury Park Buildings & Grounds Dept.<br>916 Second Avenue<br>732-776-2663 |

## **DESIGNATED PERSON**

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for Asbury Park Board of Education's compliance with the standard. This person is:

Walter Sosa  
*Designated Person*

732 776-2663 ext. 2851  
*Phone #*

The designated person is the person who has been trained and given the responsibility by the Asbury Park Board of Education 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 receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and update the written program annually.

## **PREVENTATIVE MAINTENANCE SCHEDULE**

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems in this workplace. A copy of the preventive maintenance schedule is attached. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

## **RECORDKEEPING**

Documentation of preventive maintenance and repairs to the ventilation system are retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
  - Checking and/or changing air filters
  - Checking and/or changing belts
  - Lubrication of equipment parts
  - Checking the functioning of motors
  - Confirming that equipment is in operating order
  - Checking for microbial growth in condensate pans or standing water

Documentation of preventive maintenance and work orders for repairs are maintained by Walter Sosa.

## **INDOOR AIR QUALITY COMPLIANCE DOCUMENTS**

The Asbury Park Board of Education 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 include:

1. As-built construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. 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 to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the 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 Material Safety Data Sheets (MSDS) or other hazard 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 should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify the Designated Person 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 by the Designated Person.

## **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 or make arrangements to relocate the intake.

### 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 should be contacted via the work order system. 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 (CO<sub>2</sub>) concentrations exceed 1,000 parts per million (ppm), 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 employees' exposure to potentially harmful substances is minimized:

- Obtain MSDS for all products to be utilized on the project and maintain on-site throughout the duration of the 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 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 or 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 isocyanates 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 building.

Mechanical ventilation (i.e. fans, portable blowers, 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 employees. Renovation areas in occupied buildings will be isolated and dust and debris shall 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 preventive actions, employees are exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related 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 (N.J.A.C. 5:23)**

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards ([www.state.nj.us/dca/codes](http://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 Mr. Walter Sosa at 732 776 – 2663 ext. 2851 and via the work order system 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.

**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. This plan will be reviewed prior to September 2019.

**CERTIFICATIONS:**

Reviewed and Approved:

\_\_\_\_\_  
Geoffrey Hastings  
Business Administrator/Board Secretary

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
Walter Sosa  
Designated Person

\_\_\_\_\_  
[Date]

## **PREVENTATIVE MAINTENANCE SCHEDULE**

### All Locations

- Unit Ventilators
  - Monthly – Visual inspections for proper operation and free of obstructions
  - Quarterly – Operational inspections, adjustments and repairs as needed, filters changed
  - Yearly – Operational inspections, adjustments and repairs as needed, filters changed, heating/cooling coils cleaned.
  
- Blower Coil Units
  - Monthly – Visual inspections for proper operation and free of obstructions
  - Quarterly – Operational inspections, adjustments and repairs as needed, filters changed
  - Yearly – Operational inspections, adjustments and repairs as needed, filters changed, heating/cooling coils cleaned.
  
- Air Handling Units
  - Monthly – Visual inspections for proper operation and free of obstructions
  - Quarterly – Operational inspections, adjustments and repairs as needed, filters changed
  - Yearly – Operational inspections, adjustments and repairs as needed, filters changed, heating/cooling coils cleaned.
  
- Roof Top Units
  - Monthly – Visual inspections for proper operation and free of obstructions
  - Quarterly – Operational inspections, adjustments and repairs as needed, filters changed
  - Yearly – Operational inspections, adjustments and repairs as needed, filters changed, heating/cooling coils cleaned.
  
- Exhaust Fans
  - Monthly – Visual inspections for proper operation and free of obstructions
  - Quarterly – Operational inspections, adjustments and repairs as needed
  - Yearly – Operational inspections, adjustments and repairs as needed, belts replaced

## PEOSH Indoor Air Quality Standard Inspection Checklist

**Location:** \_\_\_\_\_

**Inspection #:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| COMPLIANCE PROGRAM - GENERAL REQUIREMENTS |  | Y                        | N                        | N/A                      |
|---|--|--------------------------|--------------------------|--------------------------|
| <b>N.J.A.C.<br/>12:100-<br/>13.3(a)</b>   | Has a designated person been identified to handle the implementation and documentation of the New Jersey indoor air quality standard?<br>Name/Title/Phone #: _____<br>_____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)                                   | Has the employer ensured that the designated person is familiar with all the requirements of the standard?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)1                                  | Is there an established, operating and documented preventive maintenance schedule for the heating, ventilation and air conditioning (HVAC) system in accordance with the manufacturer's recommendations or accepted practice for the HVAC system?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)1                                  | Does the HVAC preventive maintenance schedule include: checking and/or changing air filters, checking and/or changing belts, lubrication of equipment parts, checking the functioning of motors and confirming that all equipment is in operating order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)1                                  | Are damaged or inoperable components of the HVAC system replaced or repaired as appropriate?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)1                                  | Are parts of the HVAC system with standing water checked visually for microbial growth?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)2                                  | Is general or local exhaust ventilation used where housekeeping and maintenance activities could reasonably be expected to result in exposure to hazardous substances above applicable exposure limits?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)3                                  | When the carbon dioxide level exceeds 1,000 parts per million, is the HVAC system checked and repaired as necessary to ensure the system is operating properly?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)4                                  | In office buildings/schools, when the temperature is outside of the range of 68 to 79 degrees Fahrenheit, is the HVAC system checked and repaired as necessary to ensure the system is operating properly?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)5                                  | When a contaminant is identified in the make-up air supply, is the source of the contaminant eliminated or the make-up inlets and/or exhaust air outlets relocated to avoid entry of the contaminant into the air system?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)6                                  | If buildings do not have mechanical ventilation, are windows, doors, vents, stacks, and other portals used for natural ventilation operating properly?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)7                                  | Are complaints promptly investigated that involve signs or symptoms that may be associated with Building-Related Illness or Sick Building Syndrome?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)8                                  | Does the employer have a written plan that meets the requirements of the subchapter?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.3(a)9                                  | Is the written compliance plan reviewed and updated annually to reflect new or updated procedures?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PEOSH Indoor Air Quality Standard Inspection Checklist (cont.)

**Location:** \_\_\_\_\_

**Inspection #:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| CONTROLS OF SPECIFIC CONTAMINANTS |  | Y                        | N                        | N/A                      |
|-----------------------------------|--|--------------------------|--------------------------|--------------------------|
| 13.4(a)                           | When point sources generate airborne levels of contaminants above applicable limits, is local exhaust ventilation or substitution used to reduce the exposure levels to below the limits?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.4(b)                           | Does the employer control microbial contamination by promptly repairing water intrusion that can promote growth of biologic agents?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.4(c)                           | Does the employer remediate damp or wet materials by drying, replacing, removing, or cleaning same within 48 hours of discovery and continue remediation until water intrusion is eliminated?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.4(d)                           | Are visible microbial contaminants removed from ductwork, humidifiers, dehumidifiers, condensate drip pans, heat exchange components, and other HVAC and building system components, or on building surfaces, such as carpeting and ceiling tiles, when found during regular or emergency maintenance activities or during visual inspection?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| RENOVATION/REMODELING             |  | Y                        | N                        | N/A                      |
| 13.5(a)                           | During renovation work and/or new construction, are local ventilation or other protective devices used to safeguard employees and students from dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.5(a)                           | Are renovation areas in occupied buildings isolated so that air contaminants, dust, and debris are confined to the renovation or construction area by use of measures such as physical barriers, pressure differentials, and/or performing work during periods of minimal occupancy?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.5(a)(1)                        | Are work areas cleaned and aired out as necessary prior to re-occupancy?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.5(a)(2)                        | Is hazard information used to select products and to determine necessary measures to be taken?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.5(b)                           | Before selection and use, are product labels and MSDS sheets checked or is information obtained on whether the use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials contain volatile organic compounds such as solvents, formaldehyde, or Isocyanates that could be emitted during regular use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.5(c)                           | Are employees notified at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PEOSH Indoor Air Quality Standard Inspection Checklist (cont.)

**Location:** \_\_\_\_\_

**Inspection #:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| RECORDKEEPING                             |  | Y                        | N                        | N/A                      |
|---|--|--------------------------|--------------------------|--------------------------|
| 13.6(a)                                   | Is the maintenance schedule updated to show all maintenance performed on the building systems?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.6(a)                                   | Does the maintenance schedule include the dates that the building systems maintenance was performed and the names of the persons or companies performing the work?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.6(b)                                   | Are maintenance schedules with the information required by the indoor air quality standard retained for at least three years?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.6(c)                                   | Are the records required to be maintained by this section available for inspection by PEOSH?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.6(d)                                   | Are the records required to be maintained by this section available for inspection by employees and employee representatives for examination and copying within 10 working days of request?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| EMPLOYER'S RESPONSE TO A SIGNED COMPLAINT |  | Y                        | N                        | N/A                      |
| 13.7(a)                                   | If the employer receives a complaint notification from the PEOSH Program about an indoor air quality problem, is a written response sent back to PEOSH within 15 working days?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.7(a)                                   | Do the employer's written responses to complaint notifications received from the PEOSH Program about an indoor air quality problem include any combination of the following: 1) A statement that the complaint is unfounded; 2) A description of any remedial action already taken; 3) An outline of any remedial measures planned but not yet taken with a timetable for completion; and/or 4) A statement that a study of the problem, with a timetable for completion of the study, has been initiated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.7(b)                                   | If the employer plans remedial measures or a study initiated in response to a complaint notification received from the PEOSH Program, is a written report describing the remedial measures implemented and/or a copy of a study's report submitted to the PEOSH Program within 15 working days of completion?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.7(c)                                   | If remedial work is initiated in response to a complaint notification from the PEOSH Program, are permits obtained and work performed as required by N.J.A.C. 5:23 (the New Jersey Uniform Construction Code)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.8(a)                                   | If available, are the following documents provided to the PEOSH Program when requested in response to an employee complaint: 1) As-built construction documents; 2) HVAC system commissioning reports; 3) HVAC systems testing, adjusting and balancing reports; 4) Operations and maintenance manuals; 5) Water treatment logs; and 6) Operator training materials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |