



Office of Buildings and Grounds
James P. O'Brien, Supervisor
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To: Debra Allen, SBA
From: James O'Brien, CEFM
Date: July 24, 2018
RE: **IAQ Annual – June 2016**

Report In accordance with Board Policy P7421 Indoor Air Quality Standards, and the statutes sited therein, the following actions were taken in accordance with Regulation R7421 for the school year 2018-2019:

- A preventive maintenance schedule for HVAC is in place
- Use of general and local exhaust ventilation is in place
- All HVAC systems are working properly
- All mechanical ventilation such as windows, doors, vents, stacks are operational
- During the school year 2015-2016 no IAQ issues were reported by staff, students or parents
- All required IAQ procedures during renovation, painting, or installation of carpet were followed
- Employees were notified at least 24 hours in advance of work involving air contaminants such as paint
- All appropriate maintenance records have been maintained