

**Protocol for Testing and Notification of Indoor Air Quality Issues**

EMPLOYEE SUBMITTING CONCERN/REQUEST: \_\_\_\_\_

WHAT IS THE CONCERN: \_\_\_\_\_

DISTRICT BUILDING &amp; ROOM #: \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

1. The employee notifies the Building Administrator with a concern, request for information, or a request for assessment, with copies to the Building Engineer.
2. The Building Administrator notifies the Supervisor of Environmental Health and Safety.
3. The Supervisor of Environmental Health and Safety sends the “Occupant Health and Comfort questionnaire” to the employee to complete.
4. The employee completes the questionnaire and returns it to the Supervisor of Environmental Health and Safety with copies to the Building Administrator and Engineer.
5. The Supervisor of Environmental Health and Safety determines the appropriate next steps, which may include testing by an outside agency. If an outside agency comes to investigate or do testing, whether action is to be taken or not, the Supervisor of Environmental Health and Safety notifies the Building Administrator, Engineer and Employee.
6. Testing and investigation commence, if needed.
7. Investigation is completed.
8. Written report of results and recommendations are returned to Supervisor of Environmental Health and Safety.
9. If the testing reveals no definitive issue all parties will receive written notification.
10. If an air quality issue is determined, the Supervisor of Environmental Health and Safety notifies the Building Administrator, Engineer, and Employee. The Supervisor of Environmental Health and Safety and other District personnel will assist the Building Administrator in determining appropriate actions and notices.
11. The Supervisor of Environmental Health and Safety meets with affected parties to develop an action plan.
12. The Building Administrator will be responsible for notifying building staff and/or parents, as appropriate, of work to be done and provides approximate timelines.

Action will be initiated upon receipt of this form. The building principal will be updated weekly by the Environmental Health and Safety Supervisor. Problem resolution will be completed within 12 weeks unless circumstances require additional time.