

### Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

## Indoor Air Quality Self Inspection Checklist

**Guidelines:** This checklist covers the indoor air quality regulations (N.J.A.C. 12:100-13) issued by the New Jersey Department of Labor, Public Employees Occupational Safety and Health program. Employee complaints about indoor air quality problems are investigated by the New Jersey Department of Health and Senior Services. Since these regulations were adopted by reference by the New Jersey Department of Education (N.J.A.C. 6A:19-6.3), the regulations also apply to students in vocational programs. Other standards included in this checklist include smoking in school (N.J.S.A. 26:3D-58 et seq; N.J.A.C. 6A:16-3.1(a)7, N.J.A.C. 6A:26-12.2(a)) and N.J.A.C. 8.6, radon testing (N.J.S.A. 18A:20-40), and comprehensive maintenance plans (N.J.A.C. 6A:26A). The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (\*) next to the number of the question. Questions marked with the symbol (☞) may require the help of an outside expert. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions.

	General	<u>Please Circle</u>
1.*	Is there a person designated (designated person) to handle the implementation and documentation of the New Jersey indoor air quality standard? [N.J.A.C. 12:100-13.3(a)]	Y N N/A DK
2.*	Is the designated person familiar with the requirements of the Indoor Air Quality Standard? [N.J.A.C. 12:100-13.3(a)]	Y N N/A DK
3.*	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? [N.J.A.C. 12:100-13.3(a)1]	Y N N/A DK
4.*	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? [N.J.A.C. 12:100-13.3(a)1]	Y N N/A DK

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New Jersey Safe Schools Program/New Jersey Department of Education

5.*	Are damaged or inoperable components of the HVAC system replaced or repaired as appropriate? [N.J.A.C. 12:100-13.3(a)1]	Y N N/A DK
6.*	Are any parts of the HVAC system with standing water checked visually for microbial growth? [N.J.A.C. 12:100-13.3(a)1]	Y N N/A DK
7.*	Is water intrusion that could promote growth of biologic agents promptly repaired? [N.J.A.C. 12:100-13.4(b)]	Y N N/A DK
8.*	Are damp or wet materials remediated by drying, replacing, removing or cleaning within 48 hours of discovery? [N.J.A.C. 12:100-13.4(c)]	Y N N/A DK
9.*	Are damp or wet materials remediated until the water intrusion is eliminated? [N.J.A.C. 12:100-13.4(c)]	Y N N/A DK
10.*	Are visible microbial contaminants removed from ductwork, humidifiers, dehumidifiers, condensate drip pans, heat exchange components, other HVAC and <i>building system</i> components, or on building surfaces, such as carpeting and ceiling tiles, when found during regular or emergency maintenance activities or during visual inspection? [N.J.A.C. 12:100-13.4(d)]	Y N N/A DK
11.*☞	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? [N.J.A.C. 12:100-13.3(a)2]	Y N N/A DK
12.*☞	When point sources generate airborne levels of contaminants above applicable limits, are local exhaust ventilation or substitution used to reduce the exposure levels to below the limits? [N.J.A.C. 12:100-13.4(a)]	Y N N/A DK
13.*	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? [N.J.A.C. 12:100-13.3(a)3]	Y N N/A DK
14.*	In <i>office buildings only</i> , 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? [N.J.A.C. 12:100-13.3(a)4]	Y N N/A DK
15.*	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? [N.J.A.C. 12:100-13.3(a)5]	Y N N/A DK

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New Jersey Safe Schools Program/New Jersey Department of Education

- 16.\* If buildings do not have mechanical ventilation, are windows, doors, vents, stacks and other portals used for natural ventilation operating properly? [N.J.A.C. 12:100-13.3(a)6] Y N N/A DK
- 17.\* Are complaints promptly investigated that involve signs or symptoms that may be associated with *building-related illness* or *sick building syndrome*? [N.J.A.C. 12:100-13.3(a)7] Y N N/A DK
- 18.\* Is testing done for radon gas or radon progeny at least once every five years? [N.J.S.A. 18A:20-40] Y N N/A DK
- Note: The New Jersey Council of Local Mandates on August 20, 2004 struck down this law and it is no longer mandatory. However, it is strongly encourage that radon testing still be conducted following New Jersey Department of Environmental Protection procedures.
- 19.\* Are tests done to monitor indoor air quality as part of the required maintenance activities? [N.J.A.C. 6A:26A-2.1(b)7] Y N N/A DK
- 20.\* Are expenditures and plans included in the district comprehensive maintenance plan for planned asbestos abatement activities and radon testing? [N.J.A.C. 6A:26A-3.1(c)] Y N N/A DK
- Written Plan
- 21.\* Is there a written plan describing how compliance will be achieved for the indoor air quality standard (N.J.A.C. 12:100-13)? [N.J.A.C. 12:100-13.3(a)8] Y N N/A DK
- 22.\* Does the written plan list the identity and responsibilities of the *designated person*? [N.J.A.C. 12:100-13.3(a)8] Y N N/A DK
- 23.\* Does the written plan include all of the following elements: [N.J.A.C. 12:100-13.3(a)8]
- a) Following of a preventive maintenance schedule? Y N N/A DK
  - b) Keeping of required records? Y N N/A DK
  - c) Locating of Indoor Air Quality compliance documents? Y N N/A DK
  - d) Investigating of employee complaints? Y N N/A DK
  - e) Responding to signed employee complaints that have been submitted to the State alleging a violation? Y N N/A DK

### Safe Schools: A Health and Safety Check

New Jersey Safe Schools Program/New Jersey Department of Education

f)	Notifying employees of work that may introduce air contaminants?	Y N N/A DK
g)	Controlling microbial contamination?	Y N N/A DK
h)	Controlling air contaminants?	Y N N/A DK
i)	Responding to temperature and/or carbon dioxide exceedances?	Y N N/A DK
j)	Maintaining air quality during renovations and remodeling?	Y N N/A DK
k)	Obtaining permits and performing work as required by the New Jersey Uniform Construction Code, 5:23?	Y N N/A DK
l)	Maintaining natural ventilation in buildings without mechanical ventilation?	Y N N/A DK
24.*	Is the written plan reviewed and updated at least annually? [N.J.A.C. 12:100-13.3(a)9]	Y N N/A DK
25.*	Is the written plan updated to reflect new or modified tasks and procedures and to reflect new or revised employee positions? [N.J.A.C. 12:100-13.3(a)9]	Y N N/A DK
<b>Smoking Prohibited</b>		
26.*	Is smoking in <i>school buildings</i> and on <i>school grounds</i> prohibited? [N.J.S.A. 26:3D-58; N.J.A.C. 8:6-7.2(a); and N.J.A.C. 6A:16- 3.1(a)7]	Y N N/A DK
27.*	Is smoking prohibited in indoor public places and workplaces? [N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-2.1]	Y N N/A DK
28.*	Is there sign posted at every public entrance indicating that smoking is prohibited? [N.J.S.A. 26:3D-61 and N.J.A.C. 8:6-6.1]	Y N N/A DK
29.*	Are there written district board of education policies and procedures which prohibit smoking in public school buildings? [N.J.A.C. 6A:26-12.2(a)4]	Y N N/A DK

Renovations and Remodeling

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|------|--|------------|
| 30.* | 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? [N.J.A.C. 12:100-13.5(a)]  | Y N N/A DK |
| 31.* | Is renovation and/or new construction work in occupied buildings isolated so that air contaminants, dust and debris are confined to the renovation or construction area? [N.J.A.C. 12:100-13.5(a)]   | Y N N/A DK |
| 32.* | Before re-occupancy, are work areas cleaned and aired out, as necessary? [N.J.A.C. 12:100-13.5(a)1]  | Y N N/A DK |
| 33.* | Is hazard information used to select building materials and safeguards used to protect building occupants from harmful substances in quantities hazardous to health during and after renovation and/or new construction work? [N.J.A.C. 12:100-13.5(a)2]   | Y N N/A DK |
| 34.* | Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials are product labels, Materials Safety Data Sheets and manufacturer's product information checked for volatile organic compounds that could be emitted during the course of renovation or construction? [N.J.A.C. 12:100-13.5(b)] | Y N N/A DK |
| 35.* | 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? [N.J.A.C. 12:100-13.5(c)]  | Y N N/A DK |

### Recordkeeping

- 36.\* Is the maintenance schedule updated to show all maintenance performed on the *building systems*? [N.J.A.C. 12:100-13.6(a)] Y N N/A DK
- 37.\* 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? [N.J.A.C. 12:100-13.6(a)] Y N N/A DK
- 38.\* Are maintenance schedules with the information required by the indoor air quality standard available on request to the Department of Health and Senior Services (Department)? [N.J.A.C. 12:100- 13.6(c)] Y N N/A DK
- 39.\* Are records required by the Indoor Air Quality Standard made available to employees and employee representatives for examination and copying upon written request and no later than 10 working days after the employer receives the request? [N.J.A.C. 12:100-13.6(d)] Y N N/A DK

Response to Signed Complaints from the Department

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|------|---|------------|
| 40.* | If a school district receives a complaint notification from the Department about an indoor air quality problem, is a written response sent back to the Department within 15 working days? [N.J.A.C. 12:100-13.7(a)]   | Y N N/A DK |
| 41.* | Do school district written responses to complaint notifications received from the Department 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, was initiated? [N.J.A.C. 12:100-13.7(a)] | Y N N/A DK |
| 42.* | If a school district plans remedial measures or a study initiated in response to a complaint notification received from the Department, is a written report describing the remedial measures implemented and/or a copy of a study's report submitted to the Department within 15 working days of completion? [N.J.A.C. 12:100-13.7(b)]  | Y N N/A DK |
| 43.* | If remedial work is initiated in response to a complaint notification from the Department, are permits obtained and work performed as required by the N.J.A.C. 5:23 (the New Jersey Uniform Construction Code)? [N.J.A.C. 12:100-13.7(c)]   | Y N N/A DK |
| 44.* | If available, are the following documents provided to the Department 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? [N.J.A.C. 12:100-13.8(a)]   | Y N N/A DK |

**Safe Schools: A Health and Safety Check**

New Jersey Safe Schools Program/New Jersey Department of Education

## Definitions:

*Building systems* includes the heating, ventilation and air-conditioning (HVAC) system, the energy management system and all other systems in a facility which may impact indoor air quality.

*Department* means the Department of Health and Senior Services.

*Designated person* means a person who has been given the responsibility by the employer to take necessary measures to assure compliance with this subchapter.

*HVAC system commissioning report* means a document normally prepared by an architect or engineer that provides verification that the HVAC system is operating in conformity with the design intent.

*Sick building syndrome* means a situation in which a workplace is characterized by a substantial number of building occupants experiencing health and comfort problems that can be related to working indoors. Additionally, the reported illness do not fit the pattern of any particular illness, are difficult to trace to any specific source and relief from these symptoms occurs upon leaving the building. It is important to distinguish sick building syndrome from problems of building-related illness. The latter term is reserved for situations in which signs and symptoms of diagnosable illness are identified and can be attributed directly to specific airborne contaminants.

*Office building* means a building in which administrative and/or clerical activities are conducted. Examples of facilities and/or operations which are not office buildings include schools, repair shops, garages and print shops.

*School buildings and school grounds* means and includes, with respect to public and nonpublic elementary and secondary schools (N.J.A.C. 8:5-7.2):

1. Land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by a school or a community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops;
2. Athletic stadiums, swimming pools, any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights, greenhouses, garages, facilities used for non-instructional or non-educational purposes, and any structure, building or facility used solely for school administration;
3. Playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land; and
4. Certain faculty or administrator portion of such land, school facilities, or other facilities for the provision of academic or extracurricular programs.

## **Safe Schools: A Health and Safety Check**

New Jersey Safe Schools Program/New Jersey Department of Education