

Wenatchee School District Facility Guidelines

Indoor Environment Quality (IEQ) Resource Sheet

- No Scented Products
- No open flames other than approved curriculum.
- No Stuffed Furniture*
- No latex Gloves or balloons.
- Pets in classroom must meet OSPI guidelines.
- * Stuffed furniture is defined as items that can absorb chemicals and gases

REPORTING: It is critical that certain things must be reported immediately to a custodian.

- 1) Any moisture problem in the room
- 2) New odors in halls or room
- 3) Any damaging spill (paint, chemicals, food/drink, any curricular item)
- 4) Pests (ants, other insects, rodents or any sign of them)

THERMOSTATS:

- Thermostats and air vents need to be kept clear.
- No obstacles blocking and no modifications to produce altered heat or cooling.
- Keep thermostats to normal class environment

APPLIANCES:

- Classroom appliances need to be kept cleaned and maintained. (freezers defrosted)

CHEMICALS AND CLEANERS:

- Cleaning solutions must be: building provided, neutral, and labeled.
- Keep all materials away from where small children can get them.
- Materials must have an MSDS (materials safety data sheet) logged in a master - MSDS LOGBOOK for each building. (Preferably all logs are located in staff workrooms)

DATED: 4/10/2006

Custodial Friendly Facility:

DAILY:

- Lights and Appliances turned off
- Chairs up off of floor
- Materials (pencils, pencil pieces and larger items) picked up off of floor
- Communicate with custodian as needed (short verbal interactions or via notes)

PRIOR TO EMPHASIS CLEANING:

- Horizontal Surfaces cleared for wiping and dusting
- Papers/magazine piles in cabinet or closable containers

PRIOR TO SUMMER DEEP CLEANING:

- Floors cleared except for furniture
- All material put into cupboards or bins
- All surfaces cleared
- Wall hangings removed

Cleaning Protocols:

Schedules

Summer Checklist and Postcard

Dated: 4/10/2006

Steps for Indoor Environmental Concerns:

Step 1: Notify Head Custodian of any Concern

Step 2: Review the Wenatchee School District Indoor Air Quality Investigation Process. It can be found at the WSD Process Management website:
<http://home.wsd.wednet.edu/PMS/index.html>.

Step 3: Be sure to keep your building administrator(s) informed.

Step 4: If physical reactions or conditions occur contact your doctor. It is critical that we use professional diagnosis in both health issues and resolutions.

Step 5: Keep your building rep informed. These matters should not be secretive and they also should not create panic.

Step 6: Keep a log of concerns and reactions. If need be have doctor ready to communicate with district representatives for issues and solutions.