**Antioch College**

**Indoor Air Quality Management Plan**

**03/01/2016**

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**1. Introduction and Mission Statement**

The health, comfort, and learning environment of students and staff are important aspects of The Antioch College mission. Working with EPA and their **IAQ Tools for Schools Action Kit (TfS)**, we have developed an IAQ Management Plan that will help monitor and improve the quality of air in our school buildings and facilities. The objectives of this IAQ Management Plan are:

• Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific policies.

• Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy learning and working environment.

• Respond to IAQ-related concerns and problems in a prompt and thorough manner, and effectively communicate the progress of investigations and their resolution to all interested parties.

EPA IAQ Tools for Schools Action Kit Link:

http://www.epa.gov/iaq-schools/indoor-air-quality-tools-schools-action-kit

**2. Role of the IAQ Coordinator**

**IAQ Coordinator**

The Antioch College has identified the **Pysical Plant Director** as the ANTIOCH COLLEGE Campus IAQ Coordinator. The college leadership team is committed to providing the necessary support to meet the school system’s IAQ Management Plan objectives.

The Campus IAQ Coordinator’s responsibilities include:

• Acting as the key contact person within the school system to respond to and address IAQ

issues and concerns.

• Coordinating the development and management of the school system’s IAQ Management Plan. This includes establishing and overseeing the On-Site IAQ Teams, coordinating building walkthrough inspections, coordinating the building system evaluations, coordinating the investigations of reported IAQ issues and concerns, and modifying the IAQ Management Plan to fit the school system’s specific needs and objectives.

• Responding to IAQ concerns and issues that are discussed or reported.

• Coordinating the On-Site IAQ Team’s activities and meetings, including distribution of the **IAQ TfS Action Kits**.

• Communicating with staff, faculty and students regarding the progress made with the Plan and the process of reporting IAQ concerns.

• Coordinating the annual review of the Plan, which will involve building walkthrough inspections, building systems evaluations, and revising the Plan to include new information.

• Obtaining SLT approval of the IAQ Management Plan after every major revision.

**3. IAQ Teams**

The Antioch College has established two levels of IAQ Teams (Campus and

On-Site) to represent staff, faculty and students.

The Campus IAQ Team will help assure buy-in and support for the IAQ program from the highest levels of school administration. The Campus IAQ Team will review IAQ-related information and recommend any needed IAQ policies to maintain and improve the air quality within all campus buildings.

Each ANTIOCH COLLEGE campus building will receive the **TfS Action Kits** during the start of the 2015/2016 school year. The Physical Plant director will select an On-Site IAQ Team Coordinator. The On-Site IAQ Team Coordinator will select the On-Site IAQ team members. The On-site IAQ Team Coordinator will utilize the **TfS Action Kit** to begin implementation of the IAQ program at their school or facility. The On-Site team members will review IAQ-related information and recommend IAQ policies to maintain and improve the air quality within their schools or facilities.

In communication with the Campus IAQ Coordinator, the On-Site IAQ Team is involved in the following efforts.

• Supporting the Campus IAQ Coordinator to ensure good IAQ in all facilities and areas.

• Contributing to the IAQ Management Plan creation and implementation. Distribution of the appropriate IAQ checklists and the IAQ Backgrounder to the appropriate team members

• Meeting as required to review and resolve IAQ issues.

• Meeting annually to review the IAQ Management Plan, which includes the completion of walkthrough inspections of school buildings, key building systems evaluations, and the review of existing policies in the IAQ Management Plan.

• Meeting to evaluate and respond to IAQ concerns that have been reported in the school or facility. The On-Site IAQ Team takes steps or recommends measures to resolve the reported concern.

• Maintaining IAQ Team meeting minutes, reports, and other documents in the IAQ Management Plan.

Refer to Appendix Figure 1 for suggested team members for the Campus and On- Site Teams.

**4. Background and IAQ Findings**

Indoor air quality (IAQ) is a critical component of providing a healthy and comfortable learning environment. Indoor air pollutants may cause or contribute to short- and long-term health problems including asthma, respiratory tract infection and disease, allergic reactions, headaches, nasal congestion, eye and skin irritations, coughing, sneezing, fatigue, dizziness, and nausea. In addition, indoor air pollutants and extremes in temperature and humidity may cause discomfort, which can affect students’ ability to concentrate and learn.

IAQ problems can hasten building deterioration, contribute to the closing of schools, create liability problems, negatively impact attendance and strain relationships among faculty, staff and students.

The On-Site IAQ Team and the Campus IAQ Coordinator will research IAQ issues affecting the school. For example, schools’ histories related to IAQ issues are investigated and documented.

**5. Walkthrough Inspections of Campus Buildings**

The IAQ Campus Coordinator or designated Physical Plant Department associates will perform an IAQ walk-through inspection of the functional spaces in all the buildings that house administrative or educational operations. The walk-through inspections will involve observations that assess the factors that affect indoor air quality, through the use of general human senses (sight, smell, touch, hearing). During the walk-through, all physical components that affect the air quality of functional spaces will be examined, including the flooring or carpet, walls, ceiling, furniture, air intake, building entrances, mechanical rooms, and the roof. The walk-through inspections will provide some insight regarding the type, location, and magnitude of apparent IAQ related issues and problems. All observations, recommendations and comments received from students and staff during the walk-through inspection will be noted on the “Walk- through Checklist”. The walk-through inspections will begin during the start of the school year.

**6. Building Systems Evaluation**

Building systems evaluations will be accomplished by having a Physical Plant Department HVAC technician complete the **TfS** “Building Systems Evaluations Checklist”. All IAQ problems and issues will be prioritized from most important to least important. Urgent or simple issues are addressed first and issues that require continual attention are scheduled appropriately. Those problems which may require a policy change or extreme/unusual action will be referred to the Director(s) of the ANTIOCH COLLEGE Physical Plant Department and the Campus IAQ Coordinator.

Walk through and building systems evaluations will be performed at least annually**.** The completed “Walk-Through” and “Building Systems Evaluation” checklist are to be kept in each facilities **IAQ TfS kit**. A copy of the completed checklist(s) will be forwarded to the Campus IAQ-Coordinator.

Problems are reported to the Campus IAQ Coordinator, who documents all IAQ concerns, performs an initial investigation, and documents and communicates the resolution to all interested parties. Many issues are resolved using the On-site, in-house staff.

**7. Evaluation and Resolution of IAQ Issues**

The On-site IAQ Team Coordinator or On-site team members will use *a variety of tools, such as the Problem Solving Wheel, Problem Solving Checklist, and Sections 4-6 of the* ***IAQ Reference Guide*** to help identify IAQ problems. If the problem cannot be identified or persists despite the On-site team’s efforts to identify and remediate it, the On-site IAQ team Leader discusses the matter with the Campus IAQ Coordinator in order to determine the next steps to resolve the problem.

When a challenging IAQ problem has been identified, the Campus IAQ Coordinator coordinates a response, communicates with the relevant parties, documents actions taken, and keeps copies of all documents. When the problem is not urgent but requires a policy change, the Campus IAQ Coordinator communicates to the Campus IAQ Team and to the Director of the Physical Plant Department with a request to develop and recommend specific policy changes. These policy changes are presented to the appropriate school officials for review and adoption. All new or revised policies are added to the existing IAQ Management Plan. All interested parties are informed about the measures taken to resolve the problem and all policy changes.

**8. IAQ Policies and Plans**

• **Animals in the Classroom Policy**

While many students have therapy pets, animals can be a source of allergens, asthma triggers, and microorganisms that may cause infectious diseases. Therefore, the ANTIOCH COLLEGE has instituted an animal policy based on information gathered from walkthrough inspections, building systems evaluations, IAQ concern reports, and staff meetings.

Animals should be isolated to the extent possible and should be kept away from carpets, upholstered furniture, and stuffed toys. Specific types of animals may be restricted from the classroom or dormitories if a concern is expressed by staff, faculty or students. The Campus also reserves the right to ban certain animals if they pose a threat to the health, safety or comfort of staff, faculty and students. Classroom pets should be placed away from return air ducts and from students with known allergy or asthma problems.

• **Food in the Classroom Policy**

Food should not be left in classrooms. When it is necessary to store food in classrooms, it must be kept in airtight, sealed containers to minimize the potential for pests, odors, and biological growth.

• **Painting Policy**

Antioch Maintenance must use latex, water-based paints, preferably low or no V.O.C. Oil-based paints can only be used with prior approval by the ANTIOCH COLLEGE Physical Plant Department. Using paints that contain mercury or lead is prohibited. Painting and drying should only occur when the area of the building is unoccupied and properly ventilated. It is also important to inform all affected staff and students before a painting job begins. Specific inquires regarding Antioch College’s Painting Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

• **Hazardous Materials Policy**

It is important to handle hazardous materials according to the manufacturers’ guidelines. Wastes generated from hazardous materials should be stored separately from regular waste and disposed in appropriate containers. Hazardous materials are common in art, science, and

vocational/industrial classes. Training sessions for staff can help explain the risks associated with hazardous materials and the importance of complying with this policy. Specific inquires

regarding Antioch College’s Hazardous Materials Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

• **Asbestos Hazard Emergency Response Act (AHERA) Management Plan**

An AHERA Management Plan is required by Federal law and is intended to prevent staff exposure to asbestos during general operation and maintenance activities. It describes the location and condition of asbestos-containing building materials, and documents their removal and repairs. The AHERA Management Plan also describes the proper recordkeeping practices that school officials must follow. Schools must update their AHERA Management Plans with information collected from their periodic surveillance every 6 months, re-inspection of buildings for asbestos-containing materials every 3 years, and response actions taken within the school. Specific inquires regarding Antioch College’s Asbestos Hazard Emergency Response Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

• **Integrated Pest Management Program**

Integrated Pest Management (IPM) is a comprehensive strategy for controlling pests, pest- generated substances (such as cockroach fecal matter), and pesticides, which can act as irritants and trigger allergies and asthma. The Campus’s IPM program aims to reduce the frequency and magnitude of both pesticide use and pest problems. Specific inquires regarding Antioch college’s IPM Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

• **Lead Policy**

Lead can adversely affect the nervous system. Young children are particularly susceptible. If lead is present in existing campus building paint coatings, renovation procedures must be employed that minimize the exposure of building occupants to airborne lead-based paint particles. In addition, a "Lead in Water Plan" has been implemented that includes water sampling, faucet replacement, education, and record keeping. Specific inquires regarding Antioch College’s Lead Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

• **Non-Smoking Policy**

ANTIOCH COLLEGE prohibits tobacco use in all school facilities and vehicles. Smoking is permitted outdoors at designated locations. Information about smoking regulations the ANTIOCH COLLEGE Tobacco Free Environment can be located on the ANTIOCH COLLEGE website.

• **Anti-Idling Policy**

Delivery and bus pickup and drop off zones have been located away from building outdoor air intakes to ensure that exhaust fumes do not enter the facility. ANTIOCH COLLEGE prohibits trucks and cars from idling for more than 3 minutes while making deliveries or loading vehicles. Buses shall idle no longer than the time required to bring engines to proper operating temperature and to defrost all windows. This policy is not in effect when temperatures fall below 32 degrees Fahrenheit. Specific inquires regarding Antioch College’s Anti-Idling Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

**9. Procedures**

• **Cleaning and Chemicals**

Regular and thorough cleaning is an important means for the removal of air pollutant sources. However, the use of cleaning products may also contribute to indoor air pollution. To ensure that cleaning practices remove pollutant sources while using cleaning products appropriately, guidelines have been created.

• Custodial staff shall only use cleaning agents approved by the Campus for school use. All products must be clearly labeled and stored in a secure area. Bottles of cleaning agents must be tightly closed when stored.

• All material safety data sheets should be stored in an area available to all staff, and the location of this information is discussed in the Campus’s "Employee Right to Know" annual training.

• Rooms must be kept clean. Slightly damp cloths are used to remove dust from surfaces

— however, wiped surfaces should not be left damp or wet for extended periods of time, since this can cause mold growth.

• Ammonia-based cleaning agents and chlorine-containing cleaners (such as bleach) must never be mixed because this generates toxic gases.

During routine operations, pollutant-releasing activities are restricted by time of day, week, or year. For example, the waxing of floors should only be performed on Friday afternoons or vacations, to ensure that gases are removed by the time classes resume.

• Areas of frequent use should be cleaned more often than areas of infrequent use.

• Large walk-off mats must be used to trap dirt and moisture at building entrances. These mats are cleaned according to manufacturers’ guidelines to ensure optimal performance. Trapping dirt and moisture at building entrances helps to maintain the cleanliness of floors and carpets throughout the building.

• Staff are not permitted to bring any cleaning products, pesticides, air fresheners, or other chemicals into the school.

• **Flooring**

The two most common types of floor covering for general use in schools are carpet and resilient floor covering products. Carpet offers acoustical and comfort benefits that are generally not available with other floor coverings. Many schools prefer to use carpet in classrooms and administrative areas. Resilient flooring is used for high traffic areas including classrooms, hallways, cafeterias, art rooms, restrooms, and anywhere liquid spills are likely.

While there is considerable debate about the most appropriate flooring material for use in schools, EPA recognizes that there are advantages and disadvantages associated with all types of floors coverings. Regardless of the floor covering type, regular and effective cleaning and maintenance is essential to keep it dry and clean. All carpets must be cleaned with hot water extraction at least twice a year. Carpet may not be cleaned during summer months unless it can be dried within 24 hours.

• **Preventive Maintenance and Operations**

Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently. Moreover, it helps to maintain comfortable temperatures and

humidity in occupied spaces.

Specific inquires regarding Antioch College’s Preventive Maintenance and

Operations Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

Efforts will be made for the ANTIOCH COLLEGE campus buildings to be maintained according to the American Society of Heating, Refrigerating, and Air-Conditioning Engineers’ (ASHRAE) recommended comfort parameters. Due to budget constraints, ANTIOCH COLLEGE has adopted an energy conservation/savings initiative which sets temperature parameters at 69 degrees for heating and 76 degrees for cooling. The ANTIOCH COLLEGE Energy Management staff will monitor and make adjustments as required to provide fresh air, temperature, and humidity levels favorable to a comfortable learning environment.

• **Construction and Renovation**

The ANTIOCH COLLEGE will consider IAQ when planning construction and renovation projects. The Physical Plant Department, the IAQ Coordinator and Safety Committee discuss major structural changes that may impact IAQ. The findings from walkthrough inspections and building systems evaluations should be considered when planning renovations. *IAQ Design Tools for Schools* is a Web-based guide for establishing good IAQ practices into the design, construction, renovation, operation, and maintenance of school facilities.

To the extent possible, major renovations should be performed when school is not in session. If renovation projects must be performed while school is in session, the return air from any area being renovated should be isolated from the main ventilation system. Engineering controls

should be used to contain and minimize the distribution of dust and other contaminants produced by construction activities. Cleaning operations should be more frequent during and after renovation.

• **Microbial Management**

Microbials, such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort. College staff should be aware that the easiest way to control microbial growth is to control moisture.

Signs of water intrusion and microbial growth should be investigated during the walkthrough inspections, building system evaluations, and other efforts. The maintenance staff should be informed about damaged buildings systems and components that cause water leaks and water condensation. School staff must make the necessary repairs and adjustments in a prompt manner. Materials damaged by water should be replaced when possible. Damp or wet materials must be dried within 48 hours (preferably within 24 hours).

Materials contaminated with microbials should be promptly cleaned or replaced. Mold growth should be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by Campus staff should be contracted to a professional. Large-scale remediation projects may require specific control and protection measures. For additional information on mold remediation, refer to EPA’s guide, **"Mold Remediation in Schools and Commercial Buildings"**. See also [www.epa.gov/mold](http://www.epa.gov/mold)

**10. Education of Staff**

All Campus employees play an important role in maintaining and improving air quality since their behavior can affect the quality of the air present in school buildings. For example, placing

objects on unit ventilators, adjusting room thermostats, or turning off unit ventilators can worsen the quality of air in a room. An educated employee is more likely to take steps to maintain good air quality. In addition, an employee with an understanding of IAQ is more likely to report IAQ concerns quickly and accurately. For these reasons, the Campus staff must be educated about

IAQ.

The ANTIOCH COLLEGE Physical Plant Department will offer annual IAQ training sessions. The training session will be relevant to the Campus IAQ program. The Campus IAQ Coordinator or other qualified persons will perform the training. The training includes [*sessions from training agenda: for example, describe the importance of IAQ to health and learning*].

The **IAQ Tools for Schools** Backgrounder and Checklists (distributed annually) are educational tools. Staff should complete all the checklists as communicated by the Campus IAQ Coordinator. At a minimum, each year the Staff, Ventilation, and Building and Grounds Maintenance Checklists should be completed.

**11. Communication**

Communication is a critical element to successful IAQ management. The Campus IAQ Coordinator and other Campus authorities try to limit misinformation and confusion through the use of effective communication. In order to develop and maintain the trust of the community and staff, the ANTIOCH COLLEGE public relations representative will communicate with relevant parties in a prompt, honest, and courteous manner until the issue is resolved. Every time an IAQ concern is addressed or resolved, the Campus IAQ Coordinator should report the measures taken and the resolution of the identified concern to the appropriate parties.

In the unlikely event of an IAQ emergency, the Campus will accommodate the needs of staff, faculty and students. One or more contacts shall be selected to handle the media and update the community during a crisis. No one other than the Campus representative(s) should discuss IAQ- related issues with the press. The media will be alerted by ANTIOCH COLLEGE Communications Director, when it is necessary to provide information to a broader audience. Every effort will be made to share appropriate information as soon as it becomes available to the school Campus.

The Campus IAQ Team and Coordinator will inform staff, faculty and students about:

• The IAQ Management Plan and ongoing efforts, how to view the Plan upon request, and how to obtain an IAQ Concern Reporting Form.

• How to contact the IAQ Coordinator about IAQ issues.

• Where to find self-help information on how to evaluate IAQ in the school and to learn about structural features and operational practices of the school buildings.

**The Antioch College** provides this information to staff, faculty and students using the

ANTIOCH COLLEGE’s Website.

**12. Staff Responsibilities for Maintaining Good IAQ**

All staff members are responsible for improving and maintaining good IAQ

• **Faculty, Staff and Students** should refrain from interfering with airflow from ventilators (e.g., do not stack books or other items on ventilators, cover vents with posters, or turn off the fan due to noise), remove clutter in their classrooms, properly dispose of hazardous waste,

• Faculty should enforce the school’s various IAQ policies in their classrooms.

• **Administrators** should communicate the school’s activities to Senior Leadership, staff, faculty, students, and community. They also need to ensure that the school is implementing IAQ policies appropriately.

• **Facility operators** must ensure that HVAC systems are operating properly and that building are maintained adequately and cleaned regularly.

• **Custodians** need to follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They should also look for signs of pest problems and inform the appropriate people of any issues.

• **Health Officers/School Nurses** should track illnesses, such as asthma, that may provide an early warning of IAQ problems.

• **The Senior Leadership Team** needs to approve the IAQ Management Plan. This approval shall include the date, a copy of the minutes from the meeting, and how often the Plan must be updated or reapproved (e.g., after every major change to the Plan, or every year, whichever comes first).

**13. Applicable Local and State Requirements/Regulations**

The Antioch College will meet the required local and state regulations related to IAQ.

**14. Emergency Response**

***Emergency Response Policy***

An emergency is defined as an unforeseen circumstance that requires immediate action, assistance, or relief. This includes situations that are potentially life threatening, such as:

• Spills of hazardous materials;

• Complaints of severe headaches, nausea, and combustion odors; and

• Diagnosed Legionnaire’s disease or tuberculosis.

In addition, emergencies include situations where there is limited time available to prevent serious property damage, such as flooding in a carpeted area or health problems.

It is up to the discretion of the school administrators to identify and react to emergencies on a case-by-case basis, using the above definition as a general guideline only. If doubt exists about whether exposure to a specific hazard constitutes an emergency, a precautionary approach may be used where the matter is handled as an emergency. Non-emergency situations are addressed according to the "Reporting and Response Policy."

Campus officials must respond to emergencies immediately. If the problem cannot be resolved with in-house resources, external help should be acquired by contacting the Physical Plant Department. If a hazard poses an immediate health threat to the students and staff, the affected building areas must be evacuated. All avenues of communication need to be utilized to warn and inform affected or interested parties in a prompt manner. Specific inquires regarding Antioch College’s Emergency Response Policy should be directed to the ANTIOCH COLLEGE Physical Plant Department.

**15. IAQ Reporting and Response Policy**

Antioch College encourages the reporting of IAQ concerns, regardless of how trivial the issue may seem. The prompt reporting and resolution of IAQ issues has the potential to prevent serious problems from developing, which will help to prevent potential health effects, discomfort, and unnecessary costs. This makes the investigation of all reported concerns worthwhile.

The Campus IAQ Coordinator should request concerned staff, students, and parents to report their IAQ concerns in writing. A written description of the concerns reduces misunderstanding and creates a history that can be referred to at a future date. All written concerns should be sent to the Campus IAQ Coordinator to initiate an official IAQ concern reporting process. The resolution of the issue needs to be documented and the affected parties should be informed in writing about

the measures taken. Information collected must be processed and stored according to the school Campus’s policies.

**16. Steps to Prevention**

**Antioch College** is committed to preventing IAQ problems. To reach this goal, the Campus will complete the following activities:

• Antioch College designates the HVAC technician as an On-Site IAQ Team Leader who will distribute and collect checklists, and report results to the Campus IAQ Coordinator.

• The On-Site IAQ Team Leader should ensure that all IAQ efforts are coordinated and completed in a timely manner.

• All IAQ policies and programs (for IPM, anti-idling, non-smoking, etc.) must be in place by October 1st, 2015

• Faculty, staff and students need to be updated on the Campus’s IAQ

efforts and carry out their responsibilities for maintaining good IAQ.

• The IAQ Team Leader must complete an annual review to make changes to the IAQ Management Plan. The annual review is necessary because changes may occur in the building systems, components, occupants, and the administration’s attitudes and priorities.

• The annual review involves:

• Building systems evaluations;

• Walkthrough inspections;

• Reviewing IAQ concerns and other information;

• Discussing new issues with the IAQ Team; and

• Updating the IAQ Management Plan as needed.

A brief description of the changes to the Plan should be summarized and included in all future versions of the Plan. This documentation should reduce the likelihood of repeating policies and procedures that were ineffective or inefficient and ensure the success of the IAQ program.

Target Adoption Date: 03/01/2016

Revised: NA

ANTIOCH COLLEGE Campus

IAQ Team Template

McGregor Hall

IAQ Representative

South Hall

IAQ Representative

Arts & Science

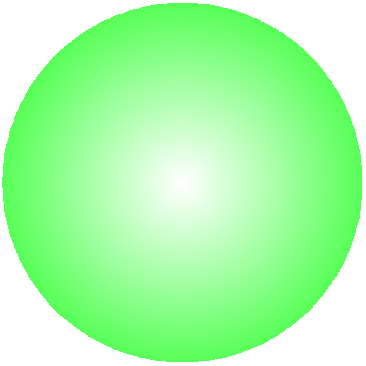
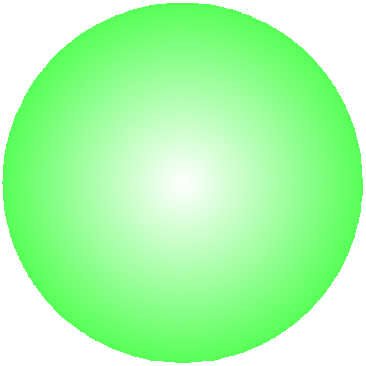
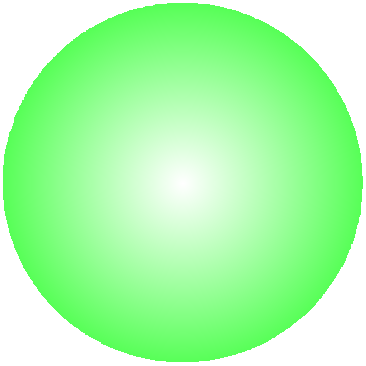
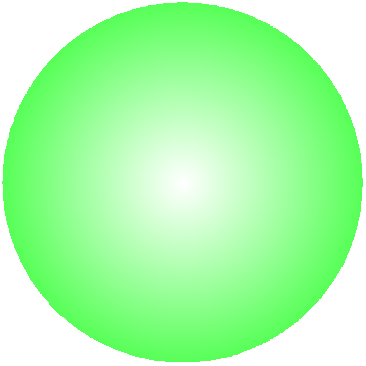
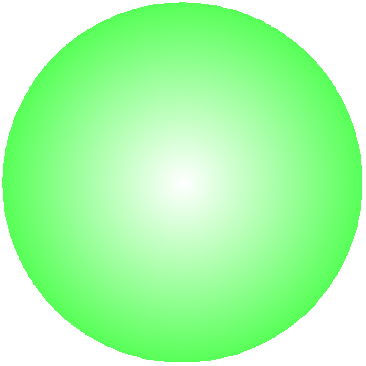
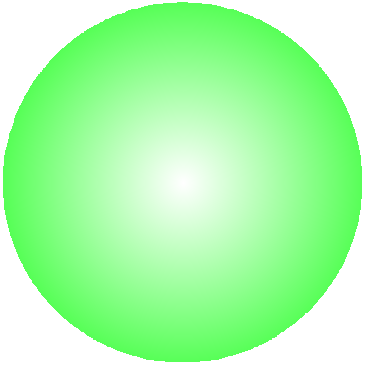
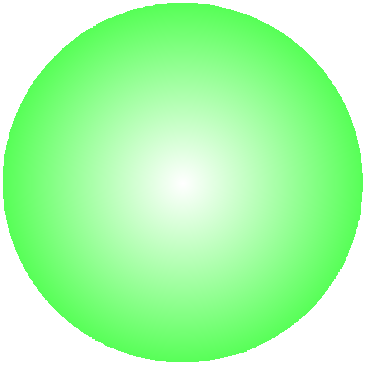
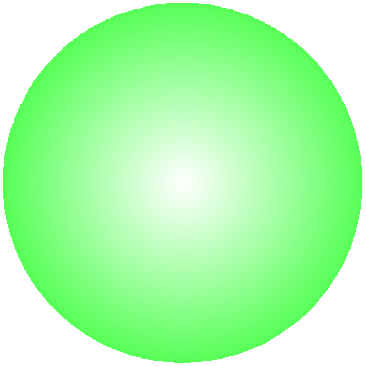
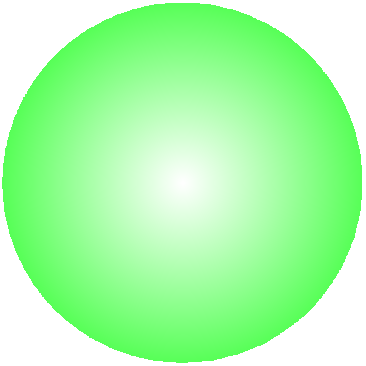
IAQ Representative(s)

North Hall

IAQ Representative

Campus

IAQ Coordinator



Health Care

IAQ Representative

Maintenance & Facilities

IAQ Representative

Custodial

IAQ Representative

Birch Hall

IAQ Representative