

Indoor Environment Facility Concern Form Instructions

Outline protocol for reporting environmental quality concern/issue:

Step	Action
1.	Any employee, student, or community member who has a concern about indoor environmental quality presents this issue to school secretary or custodian in writing on appropriate form. This form shall be available in each school office and on the District Intranet. Note that this form should not be used for routine work orders such as temperature control, equipment repairs, etc. Please call Karen Miller at extension 5081 for clarification.
2.	Secretary/Custodian enters a work order in SchoolDude (a software program) using air quality as the purpose code. The work order includes names of concerned parties, room/areas affected, description of concern(s), and a timeline that includes any history of the problem.
3.	Facilities Services will investigate and communicate with school custodian, principal, IEA Safe and Healthy Work Environment group, and the concerned party within one working day. All groups shall have access to the concern form.
4.	Facilities Services develops appropriate action plan and updates work order system to reflect plan or resolution. They also communicate plan to concerned parties, including the person who has raised the issue, and the IEA Safe & Healthy Working Environment group.
5.	Work order is closed upon completion and history of work is recorded in the work order system. The IEA/ISD Joint Committee for a Safe & Healthy Working Environment shall review and monitor concerns at their joint meetings. Facilities staff informs all parties in writing when the process has reached completion.

The members of the Safe and Healthy Committee are:

IEA: Gary Arthur, Issaquah Valley; Julie Hembree, Cougar Ridge; Kathleen McAllen, Apollo;

Marcy Oneill, Pacific Cascade.

District: Martin Turney, Executive Director of Operations; Dan Sheffer, Maintenance Supervisor; Matt Monte, Custodial Supervisor; Karen Miller, Facility Services Lead; Tom Mullins, Capital Projects.

If you are interested in the activities of this committee, please contact the IEA office.

For additional information see the Indoor Air Quality Management Plan