



IDOE IAQ Document for Schools: Pre-Inspection

If the Indiana State Department of Health (ISDH) has contacted your school to schedule an inspection, the following information will be helpful to you.

410 IAC 33-2-1 states that the state inspector is authorized to enter a school upon presentation of credentials to do any of the following:

- 1.) Inspect facilities, equipment, or records.
- 2.) Investigate complaints.
- 3.) Conduct tests.
- 4.) Collect samples to obtain information required under this rule.
- 5.) Determine whether any school is in violation of this article.
 - (a) The state inspector shall investigate a complaint even if the school subject to the complaint has addressed or resolved the issues in the complaint.
 - (b) The state inspector may investigate any condition that it reasonably believes is contributing or could contribute to poor IAQ regardless of whether a complaint has been filed.

Before the inspector(s) arrive from the Indiana State Department of Health, a school should have (at a minimum):

- 1.) Person designated to serve as the IAQ Coordinator
- 2.) IAQ Coordinator should be present during the inspection
- 3.) Bus Idling Policy ([Click here to view a sample policy](#))
- 4.) Maintenance Schedule and 3 years of logs for the HVAC system ([Click here to view a sample policy](#))
- 5.) Animal Policy ([Click here to view a sample policy](#))
- 6.) Chemical Policy ([Click here to view a sample policy](#))

When the Indiana State Department of Health inspector(s) come to your school, they will test for:

- 1.) Carbon Dioxide Levels
- 2.) Relative Humidity and Temperature
- 3.) Evidence of Mold or Water Damage
- 4.) Excess Dust

Note: By January 1, 2015, all carpet vacuums in the school must meet HEPA filtration standards.



According to 410 IAC 33:

The state inspector shall report the results of the inspection, to the following:

- The person who complained of the quality of air.
- The school's principal.
- The superintendent of the school corporation, if the school is part of a school corporation.
- The Indiana State Board of Education, if the school is a public school or an accredited nonpublic school.
- The appropriate local or county board of health.

Please see the document, *Indoor Air Quality (IAQ) Help Sheet for Schools*, for more information.