

## **Reporting an Indoor Air Quality Complaint**

Our goal is to provide an optimum learning environment in all of our buildings at all times however roof leaks, plumbing leaks, condensation leaks, drain backups, storm damage, standing water, odors, asthma triggers, natural gas leaks and vandalism. All indoor air quality complaints will be checked within 24 hours. Water intrusion reports are acted on immediately.

**If you believe there is an indoor air quality concern in your area, please report it immediately:**

We need to know where the problem is by the name of the building, room number or general location. Your name and phone number and a brief description of the problem. You can report IAQ concerns by email or phone to the parties listed below.

### **Craig Parker – Air Quality Coordinator**

Cell, 317-435-5545 or email, [craigparker@msdlt.k12.in.us](mailto:craigparker@msdlt.k12.in.us) Indoor

### **Grant Nesbit - Director of Operations**

Cell 317-523-2639 or email, [grantnesbit@msdlt.k12.in.us](mailto:grantnesbit@msdlt.k12.in.us)

## **HVAC Unit Maintenance**

All heating, ventilating and air conditioning units are checked daily through automation to insure proper operation. The air filters of these units are checked quarterly to determine the need for a filter change. Maintenance reports on HVAC equipment are available on the School Dude website where all work orders are stored.