INDOOR AIR QUALITY COMPLIANCE PROGRAM

Prepared For

Watchung Hills Regional High School
108 Stirling Road
Warren, NJ 07059

Prepared By

Garden State Environmental, Inc.
555 South Broad Street, Suite K
Glen Rock, New Jersey 07452

Plan Updated On:

October 11, 2023

Written Indoor Air Quality Plan
Table of Contents

I. Policy and Administration

This written Indoor Air Quality Program is to inform employees that Watchung Hills Regional High School (hereinafter "School") complies with the New Jersey Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007), (hereinafter "Standard") which was proposed on December 18, 2006, and adopted on May 21, 2007.

We recognize that good indoor air quality is essential to employees' comfort, health, and productivity. We have established the following policies to promote good IAQ for employees and other occupants within our school. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to our workplace.

This Written Indoor Air Quality Program applies to Watchung Hills Regional High School, located at 108 Stirling Road in Warren, New Jersey.

The building-specific information for the High School listed above is included in **Appendix I** below.

II. Designated Person

As required by the Standard, a District representative has been designated as the person responsible for compliance with the IAQ standard for the School. This Designated Person (**DP**) is:

Name: Kris Byk, Supervisor of Buildings & Grounds

Address: Watchung Hills Regional High School
108 Stirling Road
Warren, New Jersey 07059

Phone: Office: (908) 647-4800 ext. 4810

Email: kbyk@whrhs.org

The Designated Person has been trained and assigned the responsibility by the School Board of Education to make routine visual inspections (see **Appendix II** criteria for Building System Evaluations), oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The DP or his designee is also assigned to receive employee or building occupant concerns/complaints about IAQ, conduct investigations, facilitate repairs as necessary, maintain required records, and update the written program annually.

At this time, the DP, Kris Byk, is fully responsible for receipt of all IAQ related information, complaints, and work orders and related documents. Mr. Byk can be contacted using the above phone number and email address.

III. Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation, and air conditioning (HVAC) systems in this workplace. A copy of the preventive maintenance schedule is attached in **Appendix III** below. Damaged and inoperable components will be repaired or replaced as required; a work order to show actions taken will be completed and attached to the IAQ Issue Resolution & Deferred Maintenance Tables (**Appendix IV**).

NOTE: All maintenance documentation for the school is compiled electronically via an in-house program. Contact the DP to review this information.

IV. Recordkeeping

NOTE: *N.J.A.C. 12:100-13.6 requires that maintenance logs be maintained on site by the employer's Designated Person for 3 years and must be made available to NJ-PEOSH, employees, and employee representatives upon request.*

Documentation of preventive maintenance and repairs to the ventilation system include the following information:

1. Date that the preventive maintenance or repair was performed.
2. Person or company performing the work.
3. Documentation of:
   a. Checking and/or changing air filters
   b. Checking and/or changing belts
   c. Lubrication of equipment parts
   d. Checking the functioning of motors
   e. Confirming that equipment is in operating order
   f. Checking for microbial growth in condensate pans or standing water

In addition to the preventative maintenance records, documentation of work orders and repairs by outside contractors shall be maintained by the Designated Person or his designee within the in-house electronic maintenance management program.

Note: *A sample HVAC inspection checklist is included in* ***Appendix V****. This represents the minimum requirements for routine HVAC inspections by in-house staff.*

Indoor Air Quality Compliance Documents

The school will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. These will be maintained by the Designated Person and will be available to NJ-PEOSH during an inspection. These documents and their locations are listed in the table below:

As-built construction documents	Buildings & Grounds Office
HVAC system commissioning reports	Buildings & Grounds Office
HVAC systems testing, adjusting, and balancing reports	Buildings & Grounds Office
Operations and maintenance manual	Buildings & Grounds Office
Operator training materials	Buildings & Grounds Office

V. Investigating IAQ Complaints

If employees report experiencing health symptoms that they believe are related to poor indoor air quality, they should notify Kris Byk to obtain an IAQ Complaint Form (**Appendix VI**) or IAQ Questionnaire (**Appendix VII**). The IAQ Complaint Form is to be completed if the concern relates to temperature and the Indoor Air Questionnaire is to be completed for all other IAQ concerns. The questionnaire needs to be completed within 5 business days and forwarded to the DP or his designee for review and investigation.

In response, the DP will conduct a basic IAQ complaint investigation. In many cases, IAQ complaints can be resolved internally. If necessary, the DP may contact an Industrial Hygienist, Environmental Consultant, health and safety specialist, or HVAC contractor to help identify and correct the IAQ issue. Based upon the nature of the issues, one or more of the following forms may be utilized: **Appendix VI** IAQ Complaint Form, **Appendix VII** IAQ Questionnaire, and **Appendix IV** IAQ Issue Resolution and Deferred Maintenance Tables.

Watchung Hills Regional High School's current Indoor Air Quality Consultant is:

Garden State Environmental, Inc.
555 S. Broad Street
Glen Rock, New Jersey
201-652-1119

Responding to Signed Employee Complaints to NJ-PEOSH

If the School receives a written notification from NJ-PEOSH that a signed employee complaint has been filed with PEOSH, we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response to PEOSH within fifteen (15) working days of receipt. Documentation of all complaints and responses will be maintained by the DP.

VI. Notification of Employees

The DP will notify employees at least 24 hours in advance or promptly in emergency situations, of work to be performed on a building that may introduce air contaminants into their work area using the Employee Notification Form found in **Appendix X**. This notification will identify the planned project as well as the start and expected end dates. Copies of the IAQ Notice and Safety Data Sheets will be accessible to building occupants 48 hours in advance or immediately in emergency situations. The IAQ Notice will also include information on how to access Safety

Data Sheets (SDS) or other hazard information from the Designated Person. The DP will maintain records of this notification for compliance recordkeeping purposes.

VII. Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks, water stained interior building materials). Employees should notify the DP/Buildings and Grounds Department immediately if they observe possible evidence of water intrusion so that corrective action can be taken.

Porous materials and any other material highly susceptible to microbial growth such as ceiling tiles, carpet, and gypsum wall boards that were not fully dried within 48 hours may be removed at the discretion of, and as directed by the DP, using appropriate environmental controls to prevent possible cross contamination to non-impacted areas.

Should visual evidence of suspected microbial growth be observed on interior building materials, the area is to be left undisturbed pending investigation by the DP or if deemed necessary, the School's IAQ Consultant.

VIII. Controlling Air Contaminants

Outside Air

The DP will identify the location of outside air intakes into the heating and cooling systems and identify potential contamination sources nearby, such as; loading docks, other areas where vehicles idle, nearby exhaust stacks, vegetation, smoking areas, waste storage, and high traffic areas. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the DP will take all necessary steps to eliminate the contaminant source or make arrangements to relocate the intake.

Point Source Contaminants

The DP will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

Response to *Temperature and Carbon Dioxide*

Temperature

Where a mechanical ventilation system capable of regulating temperature is present, Facilities personnel will strive to maintain administrative area temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the DP should be contacted to ascertain whether the

HVAC system is operating properly. If not, the system must be repaired or adjusted. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range, windows that operate and fans may be utilized as indicated. However, it is inherent in the regulation that the District must do everything possible to maintain temperatures in administrative areas within this range.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, etc. the DP must ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO_2) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, the DP will conduct an inspection and take all necessary steps to ensure that the mechanical HVAC system is operating properly to provide sufficient fresh air.

IX. Maintaining Indoor Air Quality during Renovation and Construction Projects

Renovation work and/or new construction projects including painting that have the potential to result in the diffusion of dust or other small particles, toxic gases, noxious odors, and/or other potentially harmful substances into occupied areas in quantities potentially hazardous to health, will be controlled in order to minimize employee exposure. The Designated Person will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

1. Obtain SDSs for all products to be utilized on the project and maintain on-site throughout the duration of the project.
2. Choose the least toxic product that is technically and economically feasible.
3. Consider performing the renovation/construction project when building is the least or not occupied.
4. Consider temporarily relocating employees to an alternate worksite.
5. Notify potentially affected employees, in writing, a minimum of 24 hours prior to commencement of chemical use or dust generation.
6. Isolate the work area from occupied areas utilizing separation and critical barriers.
7. Use temporary mechanical ventilation to maintain a negative pressure gradient between the work area and occupied areas if possible. If local ventilation must be used, the system should be cleaned before the area is re-occupied.

Planning for Air Quality during Renovation and Construction Projects

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the DP will check product labels or seek and obtain information from the manufacturer of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to

determine if additional necessary measures need to be taken to comply with the objectives of this section. The DP will maintain records of this evaluation for compliance recordkeeping purposes.

The DP will consider the feasibility of conducting renovation/construction work using appropriate isolation barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) should be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the DP or his designee must maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard, this IAQ Plan and all applicable OSHA standards.

Employees who have special concerns about potential exposures during or after renovation/construction/repair work should consult with the DEP.

Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the DP will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

X. Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (i.e. excessive personal fragrances, air fresheners, cleaning or other solvents, ozone generating air cleaners) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, and visible mold) they are responsible for notifying the Designated Person so it may be addressed promptly.
Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Unauthorized intentional blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

APPENDIX I: Facility Specific Information

Watchung Hills Regional High School Facility Specific Information				
Facility Name:	**Facility Construction:**	**As Built / Renovation or Additional Dates:**	**HVAC Type/Operation:**	**Maintenance Schedule:**
Watchung Hills Regional High School	Concrete slab, concrete block and brick walls, metal truss roof with steel and concrete deck.	Built in 1957 with multiple additions and reconstruction in 2020-2021.	Building's classrooms and offices are cooled by automated roof top units (RTUs), univents and ducted forced air units that service 1-4 classrooms. These systems are 1-15 years old. All older RTU's are scheduled to be replaced in the near future. Building is heated by steam and hot water boilers circulating through univents and RTU's.	Filters changed every 3 months. Belts changed every 3 months. HVAC system is inspected biannually.

APPENDIX II: Criteria for Building Systems Evaluation

Criteria for Building Systems Evaluation

In order to efficiently evaluate all aspects of the building's systems, to identify possible causes for complaints or malfunctions, the following is used to aid in a complete understanding of the conditions at any point in time.

The building systems evaluation includes checking the heating, ventilation, and air conditioning system for:

- obstructions at air intake;
- pollutant sources by air intake;
- fresh air intakes work properly;
- air filters inspected for proper installation and cleanliness;
- condensate drain pans empty and clean;
- heating and cooling coils clean;
- air handling and duct work clean;
- mechanical rooms free of trash, debris, and stored chemicals;
- control systems operating properly;
- proper direction of air flow;
- air distribution;
- all exhaust fans operating and effectively removing pollutants; and
- outdoor air volume meets design specification.

The building systems evaluation includes checking rooms for:

- overall cleanliness of rooms and occupied spaces;
- inspect plumbing for dry drain traps and possible leaks;
- condensation;
- functional local exhaust;
- proper air flow into room; and
- proper use and storage of chemical supplies.

The building systems evaluation includes checking maintenance operations for:

- proper use of chemicals;
- the availability of the Safety Data Sheets (SDS);
- proper labeling of chemical containers, including cleaning supplies;
- presence and cleanliness of floor mats (may need mats for slip hazard);
- proper dusting;
- effective floor maintenance procedures;
- absence of carpeting near water sources;
- drain traps;
- water leaks;
- condensation;
- proximity of pollutant sources to the heating ventilation and air conditioning (HVAC) systems; and
- proper exhausting of combustion devises.

APPENDIX III: Preventive Maintenance Schedule

Preventive Maintenance Schedule

	Every 3 Months	Every 6 Months	Annually	Every 2 Years	As Needed
HVAC SYSTEM		xx/xx/xx			
Filters Replaced/Fitted Properly		xx/xx/xx			
Fan/Air Flow Direction	xx/xx/xx				
Belt Tension		xx/xx/xx			
Drain Pans Empty/Clean	xx/xx/xx				
Overall Cleanliness of Ducts and Unit			xx/xx/xx		
15-20 percent of Air Delivered is Fresh				xx/xx/xx	
Calibration of System				xx/xx/xx	
Thermostats Functional	xx/xx/xx				
CLEANING SCHEDULE					
Cleaning of Heating Coils		xx/xx/xx			
Cleaning of Cooling Coils		xx/xx/xx			
Cleaning of Drainage Areas		xx/xx/xx			
Cleaning of Ductwork					xx/xx/xx
AIR INTAKE					
No Obstruction	xx/xx/xx				
Air Flows into duct	xx/xx/xx				
No Pollutant Sources Nearby	xx/xx/xx				
(garbage, idling vehicles, exhaust)					
Dampers Operational		xx/xx/xx			
Motors Operational		xx/xx/xx			
LOCAL EXHAUST SYSTEMS					
Proper Exhaust volume			xx/xx/xx		
Air Direction Correct			xx/xx/xx		
Fan Functional			xx/xx/xx		
Outdoor Vent Checked/Cleaned			xx/xx/xx		
OTHER					
Sewage Traps Filled with Water Weekly	xx/xx/xx				
Hazardous Chemicals Storage		xx/xx/xx			
Walk-off Mat Cleanliness	xx/xx/xx				
Carpet Cleanliness	xx/xx/xx				
Leaks, Stains, Moisture Inspection	xx/xx/xx				
Clean All Tables, Diffusers, Shelves	xx/xx/xx				xx/xx/xx
Deep Clean Carpets, Strip & Wax Floors		xx/xx/xx			xx/xx/xx
Clean Registers					

Building:	Every 3 Months	Every 6 Months	Annually	Every 2 Years	As Needed
HVAC SYSTEM					
Filters Replaced/Fitted Properly	X				
Fan/Air Flow Direction	X				
Belt Tension	X				
Drain Pans Empty/Clean	X				
Overall Cleanliness of Ducts and Unit	X				
15-20 percent of Air Delivered is Fresh					X
Calibration of System					X
Thermostats Functional					X
CLEANING SCHEDULE					
Cleaning of Heating Coils					X
Cleaning of Cooling Coils					X
Cleaning of Drainage Areas					X
Cleaning of Ductwork					X
AIR INTAKE					
No Obstruction		X			
Air Flows into duct		X			
No Pollutant Sources Nearby (garbage, idling vehicles, exhaust)		X			
Dampers Operational		X			
Motors Operational		X			
LOCAL EXHAUST SYSTEMS					
Proper Exhaust volume		X			
Air Direction Correct		X			
Fan Functional		X			
Outdoor Vent Checked/Cleaned		X			
OTHER					
Sewage Traps Filled with Water Weekly	X				
Hazardous Chemicals Storage			X		
Walk-off Mat Cleanliness					X
Carpet Cleanliness					X
Leaks, Stains, Moisture Inspection					X
Clean All Tables, Diffusers, Shelves					X
Deep Clean Carpets, Strip & Wax Floors			X		
Clean Registers					X

APPENDIX IV: IAQ Issue Resolution & Deferred Maintenance Tables

IAQ Issue Resolution Form

DATE NOTIFIED	IAQ PROBLEM/ISSUE	CORRECTIVE ACTION TAKEN	DATE CLOSED
	Example: [water damaged ceiling tile]	[Ceiling tile replaced; roof will be repaired (see deferred maintenance schedule); Developed a microbial and moisture intrusion policy (see IAQ Management Plan)]	

Deferred Maintenance Table (in order of priority)

IAQ Issue	Why deferred?	Proposed Timeline	Internal	Contractor	Comments
Example: [roof leaks water damage]	*[Need approval of funding]*	*[Completion 8/2008]*	*[None]*	*[no-Leaks Roofs, Inc.]*	*[Water leaking in rooms 1, 2 & 4.]*

APPENDIX V: HVAC Inspection Checklist

HVAC Inspection Checklist

Employer Name: Watchung Hills Regional High School
Facility Name: _____
Air Handling Unit: _____
Area Serves: _____

tem Inspected	OK	Needs Attn.	Comment
Fresh Air Intake:			
Area near intake free of contaminant sources (leaves, vehicle exhaust, etc.)	☐	☐	
Bird screen in place and unobstructed	☐	☐	
Outside air damper setting appropriate	☐	☐	
Fans:			
Motor operating	☐	☐	
Belts in good condition and adjusted	☐	☐	
Coils:			
Coil free of significant corrosion or leaks	☐	☐	
Clean and free of accumulated dust or debris	☐	☐	
Filter:			
Filter in place	☐	☐	
Free of accumulated contaminants	☐	☐	
Condensate Drain Pan:			
Free of significant corrosion	☐	☐	
Draining properly	☐	☐	
Free of visible biofilm	☐	☐	
Biocide used (note requires MSDS sheet)	☐	☐	
Vents/Ducting:			
Visually clean and free of accumulated dust	☐	☐	
Insulation/lining intact	☐	☐	
Free of obstruction	☐	☐	
Other:			
	☐	☐	
	☐	☐	
Inspection performed by:			
Name: Date:			

APPENDIX VI: Indoor Air Quality Complaint Form

INDOOR AIR QUALITY COMPLAINT FORM

This form may be used by any building occupant, teacher, or administrator to assist the Designated Person to more efficiently address indoor air quality related concerns.

Complainant Name:_____ Date:_____

Department/Location in Building:_____

Complainant Contact Info:_____

Indoor air quality problems may include concerns about temperature controls, ventilation, suspected air contaminants or unexplained odors. Please use the space below to describe the nature of the complaint, timing and frequency of observed conditions and any suspected causes:

We may need to contact you to discuss your complaint, what is the best time to reach you:_____

So that we can respond promptly, please return this form to: Kris Byk
Supervisor - Buildings & Grounds
kbyk @whrhs.org

OFFICIAL USE ONLY

Complaint #:_____ Received By: _____
Date: _____

APPENDIX VII: Indoor Air Quality Questionnaire

Indoor Air Quality Questionnaire

OFFICIAL USE ONLY
File Number: Received By: Date Received:

This form should be used if your indoor air quality concerns are related to ventilation and air pollutants, your observations can help to resolve the problem as quickly as possible. Please complete the questions below to assist in identifying the potential cause for your concern. *This form should be filled out by the building occupant:*

Anonymous filings will not be addressed as it complicates the investigation and its resolution. It will be necessary to interview the concerned party to assist in the IAQ investigation to resolve the concern as quickly as possible.

Occupant Name: _____ Date: _____
Building/Address: _____
Department: _____ Title: _____
Location in Building: _____ Phone: _____

1. Area or room where you spend the most time in the building:

   _____

2. Do any of your work activities produce dust or odor? Yes ☐ No ☐

   If yes, please describe: _____

3. Gender: Male ☐ Female ☐
   Age: Under 25 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55 and over ☐

4. Do you:

Smoke?	Yes ☐	No ☐
Have hay fever or pollen allergies?	Yes ☐	No ☐
Have skin allergies or dermatitis?	Yes ☐	No ☐
Have a cold or the flu?	Yes ☐	No ☐
Have sinus problems?	Yes ☐	No ☐
Have other allergies?	Yes ☐	No ☐
Wear contact lenses?	Yes ☐	No ☐
Operate video display terminals?	Yes ☐	No ☐
Operate photocopiers 10% or more of the time?	Yes ☐	No ☐
Use other special office machines?	Yes ☐	No ☐
If yes, specify _____		
Currently taking any medications?	Yes ☐	No ☐
If yes, specify _____		

5. Office characteristics:
   _____ Number of persons sharing the same room/work area
   _____ Number of windows in the room/work area
   Do the windows open? Yes ☐ No ☐

   Please rate the adequacy of work space per person:

Poor		Average		Excellent
1	2	3	4	5

   Please rate the room temperature:

Poor		Average		Excellent
1	2	3	4	5

6. How long have you worked: _____ in this room/area? _____ in this building?

7. Symptoms: On the form below, please record each occasion when you experience a symptom of ill-health or discomfort that you think may be linked to an environmental condition in this building. It is important that you record the time and date and your location within the building as accurately as possible, because that will help to identify conditions (e.g. equipment operation) that may be associated with your problem.

   Also, please try to describe the severity of your symptoms (e.g., mild, severe) and their duration (the length of time that they persist). Any other observations that you think may help in identifying the cause of the problem should be noted. Feel free to attach additional pages or use more than one line for each event if you need more room to record your observations.

SYMPTOM	DATE/TIME	LOCATION	SEVERITY/ DURATION	NOT RELATED TO BUILDING	APPEARED AFTER ARRIVAL	INCREASED AFTER ARRIVAL

8. Have you seen a doctor for any of these symptoms? Yes ☐ No ☐

9. When do you experience relief from the symptoms:

_____

10. Indicate which parts of the day, which days of the week, and the month and season during which your reported symptom(s) occur:

Time of Day	Mornings			Afternoons				Evenings				
Day of Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat					
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Season	Spring			Summer			Fall			Winter		

11. Do symptoms disappear? Yes ☐ No ☐

12. In your opinion, what is the cause of the perceived problems?

_____

_____

_____

13. Comments: Please take this opportunity to comment on any factors you consider to be important concerning the quality of your work environment:

_____

_____

_____

_____

_____

_____

WHEN COMPLETED PLEASE FORWARD TO:

Kris Byk
108 Stirling Road
Warren, NJ 07059

APPENDIX VIII: Renovation/Construction IAQ Compliance Checklist

Renovation/Construction Project
IAQ Compliance Checklist

Employer Name: _____

Facility Name: _____

Project Name: _____

Estimated Time Period: _____

Area(s) Affected _____

General Contractor Name/Phone #: _____

Pre-Construction/Planning Phase:	**Complete**	**N/A**
Notified the Designated Person of the project.	☐	☐
Considered performing work during periods of minimal or non-occupancy and included requirements in bid specification (if applicable).	☐	☐
Reviewed hazard information (labels, MSDS) with contractor(s) and approved selected products.*	☐	☐
In buildings constructed prior to 1981: Reviewed Asbestos Survey. Ensured that all Asbestos-containing materials (ACM)/and Presumed Asbestos-containing materials (PACM) are labeled, Employees and Contractors notified of presence of ACM/PACM.	☐	☐
Notified affected employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area.*	☐	☐
Reviewed hazard information (labels, MSDS) to determine necessary measures to be taken.*	☐	☐
Reviewed product labels and MSDS sheets to determine whether the use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials contain volatile organic compounds that could be emitted during regular use.*	☐	☐
Construction Phase:		
Local ventilation or other protective devices used to safeguard employees and students from dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health are in place.	☐	☐
Renovation/Construction areas in occupied buildings are isolated so that air contaminants, dust, and debris are confined to the renovation or construction area by use of measures such as physical barriers and pressure differentials.	☐	☐

Re-occupancy Phase:		
Inspected that the work areas are cleaned and aired out as necessary prior to re-occupancy.*	☐	☐
Re-occupancy authorized by: (Name/Title) Name:_____ Title: _____ Signature: _____ Date: _____		

APPENDIX IX: Sample Employee Notification

NOTICE

Dear Employee:

In accordance with the requirement of the NJ Indoor Air Quality Standard (N.J.A.C. 12:100-13)(2007), you are hereby notified that a construction/renovation project will take place at_____ _____ from _____ through _____. Materials will be utilized which contain ingredients that may be potentially offensive or harmful. Efforts will be made to minimize employee exposure to these chemicals and other construction-related dusts and odors.

The Material Safety Data Sheets for these materials are attached. If you have any questions please contact Kris Byk at 908-647-4800 ext. 4810.

APPENDIX X: NJ PEOSH Indoor Air Quality Standard

TITLE 12. DEPARTMENT OF LABOR
CHAPTER 100, SAFETY AND HEALTH STANDARDS FOR PUBLIC EMPLOYEES
SUBCHAPTER 13, INDOOR AIR QUALITY STANDARD

N.J.A.C. 12:100-13.1 (2007)

https://www.nj.gov/health/workplacehealthandsafety/documents/peosh/iaqstd.pdf