

**BURLINGTON SCHOOL DISTRICT**  
**INDOOR AIR QUALITY REPORTING PROCEDURES**

The Burlington School Department is committed to ensuring that all schools are environmentally safe. If you have any questions and/or concerns, please follow the reporting procedures. Examples of IAQ (i.e.: mold, asbestos, lead, air ventilation.)

- 1) Complainant must report any issues to the building administrator/or designee.
- 2) Administrator/designee must report the complaint/concern to the Property Services Director, along with a work order, within 24 hours of the complaint. Contact Property Services Director immediately if there is a chemical or gas odor.
- 3) Property Services Director/designee will open an investigation once complaint has been reported, within 1 business day, unless it is deemed an emergency. An investigation will include:
  - a) Investigation form (IAQ #1).
  - b) Pictures of area taken.
  - c) Occupant interview form( IAQ #3).
- 4) Property Services Director will report back to administrator as to the findings within 3 business days, if reasonable.
- 5) Outside consultants will be brought in only if the Property Services Department cannot find any visual issues.