



Indiana Department of Education

Glenda Ritz, Superintendent of Public Instruction

Indoor Air Quality (IAQ) Help Sheet for Schools

The Indoor Air Quality in Schools Rule went into effect on May 13, 2011. The rule is under the jurisdiction of the Indiana State Department of Health (ISDH).

There are several requirements of this rule. An inspection can be done by the State Health Department upon request of a community member or when a state inspector deems it necessary.

Inspection:

- The state inspectors have a right to enter, inspect, and investigate a public or accredited non-public school (410 IAC 33-2-1).
- Inspectors must be allowed access to all areas of the school.
- The inspector will complete a report upon evaluation of the school.
- The school is expected to send a response to this report to ISDH.

IAQ Coordinator:

- Schools must designate an individual to be their IAQ Coordinator.
- This person's contact information must be posted on the school's website and in their handbooks.
- This individual is to be the point of contact for all IAQ issues and present during inspections – if available.
- IAQ Coordinators do not have to be an expert on IAQ but they must have the ability to ensure any complaints or issues are addressed in a timely manner.

Criteria for Schools:

- Carbon Dioxide – Fresh air must be continuously supplied to classrooms while students are present. Maximum carbon dioxide concentration in classrooms must not exceed 700 ppm (parts per million) over the outdoor air concentration.
- Vehicle Idling – Schools must have written policies for campus-wide vehicle idling. [Click here to see a sample policy.](#)
- Temperature and Humidity – The minimum temperature in classrooms is to be 68 degrees Fahrenheit. The maximum temperature and humidity in classrooms, if a facility has air conditioning, is to be 78 degrees Fahrenheit and 65% humidity. However, if the facility does not have air conditioning, there is no maximum temperature or humidity.
- HVAC – The school must have written procedures for the routine maintenance of its HVAC system. Also, the school must have at least 3 years of maintenance logs for the HVAC system. However, logs do **not** have to go back prior to May 2011. Both the policies and the logs must be available for the state inspector's review upon request. [Click here to see a best practices document concerning HVAC systems.](#)



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- Allergens, Irritants, Mold, and Dust:
 - Ozone generators that are sold as air purifiers are not to be used in classrooms while students are present.
 - Scented candles or air fresheners are not to be used in classrooms either.
 - Corrective action must be taken within 48 hours of discovery of water intrusion or mold.
 - By January 1, 2015, all carpet vacuums in the school must meet HEPA filtration standards.
 - Routine cleaning should be done to avoid excessive dust accumulation.
- Animals – Schools must have written policies for animals in the classroom. Fish and service animals are exempt from the requirements of this rule. These policies must be available for the state inspector to review. [Click here to view a sample animal policy.](#)
- Chemicals – Schools must have written policies for chemicals in the classroom and on school property (chemical hygiene plan). Student and staff exposure to chemicals must be kept to a minimum. If students and staff are exposed to chemicals (during chemistry, biology, shop, or other classes), there must be proper ventilation of these chemicals. [Click here to see a sample chemical policy.](#)
- Furniture – Schools must properly clean and maintain all furniture in the school. [Click here for a sample housekeeping policy.](#)
- Construction – During renovations or construction activities, steps must be taken to keep pollutants out of occupied areas. For new construction, carpet is prohibited on walls.

For a copy of the Indiana Law that relates to this rule, please click the following link: [IC 16-41-37.5 \(Indoor Air Quality in Schools\)](#).

For a copy of the Indiana Administrative Code (IAC) (Rule) that was generated by ISDH because of this law, please see [410 IAC 33 \(Indoor Air Quality\)](#).

Note: All of the documents listed above can also be found on the IDOE Indoor Air Quality Learning Connection.