



QUICK REFERENCE GUIDE

INDOOR AIR QUALITY IN CLASSROOMS

Many different factors can affect the indoor air quality (IAQ) in classrooms. The following are some of the factors that can affect IAQ and steps that can be taken to address them.

Verify the HVAC system is operating as designed and regular preventative maintenance is up to date.

Reduce clutter. Clutter makes cleaning the room difficult and can cause the buildup of odor causing irritants.

Do not block vents or heaters. Blocking vents restricts air flow and prevents the system from operating at optimum efficiency. The same is true for heaters, with the added risk of causing a fire.



Do not open windows. This can let in outside pollutants and prevents the system from operating properly and providing conditioned, filtered air.

Follow district policy on soft furnishings. Donated couches, chairs, rugs and wall coverings can add unpleasant odors, become health hazards and are also a fire risk if not treated.

If stuffed animals are allowed, ensure they are laundered regularly to control odors and prevent the spread of pathogens.

Avoid plug in air fresheners, Scentsy candles, diffusers or other artificial fragrances as these only mask issues. These products are irritants to many people and a health issue for those who are allergic to them. Also, the long-term effects of their ingredients may have other unknown health effects.

Make sure **fresh air vents are clear** and their intakes are not near odor-creating sources.

Only use **district approved cleaning supplies** at recommended dilution ratios and don't mix products.

Do not store food in classrooms overnight.

Keep cages for classroom pets clean and away from supply and return vents. Store pet food in airtight containers, and ensure no students are allergic to the animals.

Ensure there are no leaks in the ceiling, around windows or around classroom plumbing.

Questions? Contact PACE Risk Management at riskmanagement@sdao.com.