



TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS

3228 COLES MILL ROAD
FRANKLINVILLE, NJ 08322
www.franklintwpschools.org

Troy Walton, Superintendent

(856) 629-9500 ext. 1201

Township of Franklin School District Indoor Air Quality (IAQ) Management

Dear Township of Franklin School District Community,

In light of the recent Indoor Air Quality and Mold issues at neighboring school districts, it is an appropriate time to review the procedures that our district has in place to ensure prevention, timely detection, and/or necessary remediation of any indoor air quality or moisture concerns. It is evident by the immaculate appearance of our schools, that the buildings/grounds, maintenance, and custodial staff take pride in the upkeep of our facilities. We are proud to provide a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission—educating students. The general summary below outlines our efforts to monitor and improve the indoor air quality in our schools.

HVAC Inspections

Inspection & Service of Roof HVAC Units

1. HVAC units inspected and serviced (scheduled quarterly)
2. Outdoor air intakes inspected
3. Controls for outdoor air supply adjusted for seasonal temperatures
4. Belts are checked/replaced
5. Exhaust ductwork checked for proper seal and general condition
6. Air distribution/flow levels monitored
7. Ensure supply and flow vents are unblocked and clean
8. HVAC unit air filters are replaced per maintenance schedule
9. Exhaust fan units checked for proper air draw
10. New roof mount HVAC Units were installed.....
 - a. Mary F. Janvier School-2013
 - b. Main Road School-2013
 - c. Caroline L. Reutter School-2014

Roof Inspections

Inspection of Roof and Water Drainage Systems

1. Monthly roof membrane inspections
2. Check roof for evidence of water ponding
3. Inspect flashing for seal and general condition
4. Inspect roof expansion joints for excess cracking
5. Monitor and clean gutters/downspouts to ensure water flow



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6. Inspect skylights and other roof intrusions for cracking and/or possible leakage
7. Roof replacements.....
 - a. Mary F. Janvier School-2013
 - b. Main Road School-2013
 - c. Caroline L. Reutter School-2014
 - d. Administration Building-2017

Building Walk Through Inspections

Inspections of School Buildings

1. Daily building walk through inspections by district maintenance and building custodial staff
2. Use of the School Dude maintenance reporting/request/tracking software
3. Inspect doorways and windows for visible moisture or water infiltration
4. Inspect all ceiling tiles for visible water infiltration
5. Weekly inspection of classroom unit ventilators
6. Unit ventilator air filters changed per maintenance schedule
7. Unit ventilators cleaned with commercial grade antibacterial cleaner
8. Annual QSAC facilities walk through and assessment by NJDOE
9. Window air conditioner units cleaned per maintenance schedule
10. Maintenance custodians replace air filters in furnace units per maintenance schedule
11. Building walk through checklists maintained by the Supervisor of Buildings and Grounds
12. Maintain proper building temperatures (68 to 79 degrees)

Indoor Air Quality Testing (IAQ)/Safety Systems/Record Keeping

1. Annual Indoor Air Quality testing completed by Epic Environmental LLC.
2. Adjusting to bi-annual indoor air quality testing in the winter of 2018
3. Results of the indoor quality testing posted on the district website
4. Installation/inspection of carbon monoxide detectors
5. Routine inspection of fire alarm detectors and fire suppression systems
6. Integrated Pest Management Plan reviewed and updated annually
7. Outdoor pesticide applications completed by certified vendors
8. IAQ, IPM and other preventative maintenance records are maintained by the Supervisor of Buildings and Grounds
9. BOE policy 7412-Indoor Air Quality available on the district website
10. Septic tanks inspected and emptied bi-annually
11. Potable water testing completed monthly



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Guidance/References/Resources

Recommendations/requirements used from the following resources

1. New Jersey Indoor Air Quality Standard
2. Public Employees Occupational Safety and Health (PEOSH) IAQ Standard
3. PEOSH IAQ Standard Inspection Guidance Document
4. PEOSH IAQ Information Bulletins
5. Environmental Protection Agency (EPA)-IAQ Tools for Schools Kit

Please be assured that our district is committed to good indoor air quality and the health, safety and comfort of our staff and students. It is our mission to prevent, identify and (if necessary) quickly correct any indoor air quality problems that may arise and it is our hope that the above information will provide you with reassurance of our commitment. If you have any questions regarding indoor air quality in our schools, please do not hesitate to contact our IAQ Coordinator, Mr. Thomas Rambone. As always, your continued support of the Township of Franklin Public School District is greatly appreciated.

IAQ Coordinator

Mr. Thomas Rambone

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Phone: (856) 629-9500 ext. 1210

Yours in education,

A handwritten signature in black ink that reads 'Troy Walton'.

Mr. Troy Walton

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