PHYSICAL PLANT AND OPERATIONS

INVESTIGATING INDOOR AIR QUALITY COMPLAINTS

A. When an indoor air quality complaint is filed by any party it will be necessary to complete and file an Indoor Air Quality Complaint Investigation Form with the administrator/supervisor of the facility where there is a concern.

B. The administrator/supervisor of the facility may investigate the complaint and respond to the complainant within (10) working days of the initial filing or the administrator/supervisor may convene the facilities Indoor Air Quality Investigation Advisory Committee consisting of seven individuals.

The following is a recommended list of Indoor Air Quality Committee members for an instructional facility:

1. County Superintendent or designee
2. Administrator/Supervisor
3. County Facilities/Maintenance Supervisor
4. Faculty Senate Member
5. School Custodian
6. Local School Improvement Council Member
7. Complainant

C. In the case of non-instructional Board owned facility complaints, the Indoor Air Quality Committee will consist of the County Superintendent or designee, County Facilities Maintenance Supervisor, two (2) employees currently working the facility, and the complainant.

The complainant may check on the status of the complaint any time during this process.

D. If not satisfied with the administrator/supervisor’s response and the Indoor Air Quality Investigation Advisory Committee has not addressed this specific complaint the complainant may, within five (5) working days, ask the administrator/supervisor for the complaint to be reviewed by the Indoor Air Quality Investigation Advisory Committee.

E. Upon request, the Indoor Air Quality Investigation Advisory Committee has ten (10) working days to review and respond via the administrator/supervisor as to the status and plan of
correction, if necessary, on the Indoor Air Quality Investigation Form to the complainant. The complainant may check on the status at any time during this process. This review will finalize the complainant’s school system appeal procedure.

F. The local board will:

1. Assign a log number for each complain filed with the administrator/supervisor.
2. Provide a plan of correction and estimated cost for each valid complaint.
3. Annually, before the thirty-first day of July, send to the West Virginia Department of Education, Office of School Transportation and Facilities a report on the number of Indoor Air Quality complaints and the total estimated cost of correction for all Indoor Air Quality complaints registered during the previous fiscal year.
4. Include each plan of correction that meets the required criteria to the Ohio County Board of Education’s Ten Year Comprehensive Educational Facilities Plan.

REGULATION REVIEWED: June 24, 2014

REGULATION ADOPTED: August 28, 2000

OHIO COUNTY BOARD OF EDUCATION
INDOOR AIR QUALITY

COMPLAINT INVESTIGATION FORM