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# INDOOR AIR QUALITY COMPLAINT PROCESS (MTC-P002)

Milford Public School District

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## 1.0 SCOPE:

- 1.1 This procedure applies to any individual wishing to make a complaint to the Maintenance Department concerning the quality of indoor air at the Milford Public Schools.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Director of Management Services

## 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Plant Maintenance

*Approval Signature on File*

## 4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 5.0 PROCEDURE:

- 5.1 The person making the complaint concerning the quality of indoor air is required to complete the top section of the Indoor Air Quality Complaint Form, Form No. MTC-F001 and log the entry into the building's Indoor Air Quality Log.
- 5.2 The form is to be submitted to the building secretary who will enter the complaint into the work order system per MTC-P001.
- 5.3 Upon completion of the entry, the building secretary will log the work order number assigned onto the complaint form and the log and fax the complaint form to the Maintenance Department.
- 5.4 The work order is reviewed and approved per MTC-P001 and the complaint form is attached to the hard copy of the ACT1000 work order form.
- 5.5 The Maintenance Department will add all work orders and any other inspections to the Maintenance Department Indoor Air Quality Log.
- 5.6 The work order will be carried out according to MTC-P001.
- 5.7 The building secretary should fax a copy of the building's Indoor Air Quality Log once a month (for the previous month) to the Maintenance Department.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Work Order, Hard Copy
- 6.2 Indoor Air Quality Site and Complaint Inspection Report Form - MTC-F001
- 6.3 Indoor Air Quality Log

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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Work Order-Hard Copy	File Cabinet. File by School in IAQ File in Maintenance Department	One year minimum	Discard as regular trash	Locked Office
Work Order-Electronic Copy	ACTWARE Computer Program	Indefinite	N/A	Electronic
Indoor Air Quality Complaint Form	School/Maintenance Dept.	3 Years	Discard as regular trash	Locked Office
Indoor Air Quality Log	School/Maintenance Dept	3 Years	Discard as regular trash	Locked Office

### **8.00 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/24/2003	B	Delete # 6.2 put in its place 6.4; 7.0 change retention of work order from two to one year and change disposition to discard as regular trash.
10/14/2003	C	7.0 – Change storage of Work Order-Hard Copy

**\*\*\* End of procedure \*\*\***